

**SPIRIT LAKE MIDDLE SCHOOL**



**STUDENT HANDBOOK 2023 - 2024**

## **Table of Contents**

Abuse of Student by School Employee.....	22
Administration of Medication Policy .....	10
After School Study Program .....	25
Arriving Late/Leaving Early.....	7
Athletic Physicals/Insurance.....	23
Athletic Training Services Injury/Care/Prevention(Lakes Regional Healthcare) .....	24
Attendance .....	6
Behavior Expectations.....	13
Bikes/RollerBlades/Skateboards/Mopeds.....	18
Building Entry.....	6
Bus Conduct.....	14
Cafeteria and Grounds Conduct .....	15
Care of School Property .....	16
Cell Phone Policy .....	32
Child Abuse and/or Neglect .....	9
Citizenship .....	11
Communicable Diseases Policy .....	9
Coordinators .....	35
Computer Network Conduct .....	27
Guidance and Counseling Services .....	4
Detention .....	21
Discipline Policy .....	13
District Mission Statement .....	5
Dual Enrollment Students.....	12
Educational Records/Student Directory.....	25
Emergency Drills.....	12
Emergency Forms .....	8
Extracurricular Activities and Code of Conduct Policy.....	23
Family Night.....	26
Gum/Pop/Candy .....	18
Anti-Bullying/Anti-Harassment .....	19
Health and Immunization Certificate.....	9
Health Screening .....	9
Homeless Children and Youth.....	34
Inclement Weather Policy .....	8
Instructional Materials Concerns.....	34
Interferences in School .....	19
Interrogation by Outside Agency .....	23
Jurisdictional Statement .....	5
Lost and Found .....	17
Media Center Guidelines.....	29
Multicultural and Gender Fair Educational Opportunity/Educational Equity.....	32
Parents Right to Know .....	35
Physical Education Attendance .....	9
Posting Information.....	34

Progress Reports and Conferences.....	25
Promotion/Retention/Acceleration.....	25
School Laptop Usage Expectations .....	31
Student Accountability for School Sponsored Programs .....	7
School Dress .....	18
Student Appeal Process .....	24
Student Fees .....	11
Student/Guest Visitation .....	29
Student Health, Well-Being and Safety.....	12
Student Lockers/Searches .....	17
Student Locks .....	16
Suspension/Expulsion .....	23
Textbooks .....	17
Technology Acceptable Use Policy .....	30
Tobacco/Alcohol/Controlled Substances .....	20
Truancy .....	8
Use of the Indian Mascot .....	35
Video Surveillance .....	35
Weapons .....	20
Student Freedom of Expression .....	36
Corporal Punishment, Restraint, & Physical Confinement & Detention.....	37
Non-payment of school meals.....	37

**Middle School Office Staff**

Mr. Terry Bruinsma ..... Principal  
Mrs. Jill Dielschneider .....Counselor  
Mrs. Heidi Schneider .....Office Manager

5th Grade Staff

Mr. Terry Butler  
Mrs. Kelsie Christensen  
Ms. Whitney Clancy  
Mrs. Carol Fordyce  
Mr. Scott Petty  
Mrs. Stephanie Walhof

6th Grade Staff

Ms. Whitney Clancy  
Mrs. Shelley Coburn  
Mrs. Carissa Jansen  
Ms. Elle Ruffridge  
Mr. Jason Schneider  
Mrs. Heather Vugteveen

7th Grade Staff

Mr. Ross Ackerman  
Mr. David Frostestad  
Mrs. Carissa Jansen  
Mr. Todd Rogers  
Mr. Craig Tillotson  
Mr. John Walz

8th Grade Staff

Mrs. Chris Block  
Mr. Matt Coy  
Mr. David DeWild  
Mr. Mitch Hackbarth  
Mr. John Walz

Music Staff

Ms. Clare Struck  
Mr. Luke Miller  
Ms. Lindsay Carlson

Exploratory Staff

Mrs. Kari Bruinsma  
Mr. Beau Dielschneider  
Mr. Tim Heinitz  
Mr. Bruce Tepfer  
Mr. Kyle Zankowski

PE Staff

Mrs. Amber Pruin

### **Principal's Welcome**

We welcome you and your child to the 2023-2024 school year at Spirit Lake Middle School. We share your excitement in making the educational opportunities for all children the best possible experience.

The success of our educational program depends upon the close relationships, cooperation and support between students, parents and the school staff. Communication is always the key to positive relationships. We, at SLMS, will make every effort to keep you informed about your child's school experience. This experience includes the academic, personal, and social growth of your young citizens. I encourage you to communicate with your child, and with us, about your child's experiences in our school.

This handbook is provided for answering some of the questions often asked by students and parents. Please read this handbook carefully and review the information and rules/policies that are outlined. If you have any questions, please contact the school office, a counselor, or the building principal at 712-336-1370 ext. 2000.

Mr. Terry Bruinsma, Principal

### **Welcome from Student Services**

On behalf of the staff we want to welcome you to school and introduce you to the services we have available for you from the guidance and counseling staff. Counseling is available to all students and includes confidential assistance with:

- Testing information and interpretation, Grades, Attendance ! Getting along with others
- Drug/alcohol information
- Your student's four year high school plan
- Transition programs
- Other personal concerns

An excellent guidance tool that our district provides is the Spirit Lake Community School District website at <http://www.spirit-lake.k12.ia.us>. When you log onto the district website you will be able to access a copy of this handbook, faculty and staff information, daily class assignments for the different grade levels, individual student grades, additional counseling information and much more.

Students wishing to see a counselor should contact the counselor or their homeroom teacher to make an appointment.

Mrs. Jill Dielschneider, Counselor

### **District Belief Statements**

Developed collaboratively by groups of parents, staff and learners.

- The learning community motivates, inspires, and expects every person to be a lifelong learner.
- All students have meaningful and supportive relationships with all adults over sustained periods of time.
- All students have enriched opportunities to learn, perform, help others, and be recognized. All efforts of the school are focused on clear, challenging, developmentally appropriate learning goals.
- The learning community shares responsibility for student success.
- The school is engaged in dynamic improvement to increase student achievement.

### **Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age and level of maturity and with respect and consideration for the rights of others.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct, which disrupts or interferes with the educational program, conduct that disrupts the rights of other students to obtain their education or to participate in school activities, or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, exclusion, expulsion, and probation. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules and regulations as circumstances warrant, including those contained in the student handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the building principal for information about the current enforcement of the policies, rules or regulations of the Spirit Lake Middle School.

### **Building Entry**

Normal school hours are between 7:45 a.m. and 3:45 p.m. Students will have access to the building and their school lockers only during the normal school hours. Students are not to enter the building for practices, rehearsals, meetings, etc., in the evenings or on days school is not in session until a sponsor is present.

In order to maintain a safe environment, everyone must enter through the front doors that face the parking lot on the north side of the middle school. All other doors will be locked. Parents and guests that are visiting or have an appointment are requested to first check in at the office upon entering the building.

### **Attendance**

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the educational program. Participating in class discussion, developing an appreciation for the view and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as preparing students for adulthood.

### **Absences**

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 336-1370 (ext. 2010 or 2320) on the day of the absence. Please call the office by 9:00 a.m. on the day of the absence. If notification is not received the office attempts to contact the parents. Before a student is readmitted, after an absence, the student must bring a note to the office signed by the student's parents/caregivers explaining the reason for the absence. The school administration determines whether the absence is excused based on state attendance laws.

### **Make-Up Work**

Make-up work is the responsibility of the student. Students should come to school after absences prepared for makeup work. For each day of excused absence from the class, the student has the same number of days to complete the assigned make-up work. Students with unexcused absences or truancy will make up schoolwork or submit late work during the make up time provided by our attendance policy. Work submitted may or may not be submitted for a grade. The teacher and principal will determine grading. Daily assignments are posted on the individual teacher's Google Classroom pages.

### **Tardies**

Students tardy to their first period class **for any reason** must get a tardy slip from the office and the office may assign consequences for the third and each successive tardy. **There are no acceptable excuses or exceptions to this policy that parents or guardians can provide that will override this attendance rule.**

Students are expected to be in class on time. Individual teachers may require students to be seated by the time the class period starts. Spirit Lake Middle School has a three-minute passing time between classes, which provides ample time for students to be in class on time. A student's tardy count will be new each nine weeks.

Each classroom teacher will track tardies between classes and these tardies will be handled as follows:

1st Offense: Discussion with teacher of reason(s) for tardy.

2nd Offense: Teacher develops a contract with student to stop tardies and contacts parents/caregivers about the plan.

3rd and Successive Offense(s): Detention(s) and or other assigned consequences by a teacher or building principal.

### **Arriving Late or Leaving School Early (Policy Referenced 501.11)**

Students who return to class or arrive after the school day has begun must have parents contact the middle school office or present a signed note from their parents/caregivers to the office for readmission. Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents/caregivers, have their parents/ caregivers telephone the office or have their parents/caregivers pick them up in the office.

### **Student Accountability for Attendance at School Sponsored Programs**

Individual students planning to attend a Spirit Lake Elementary, Secondary or other District- sponsored concert or program, that their team is not attending, at the Sami Bedell Center for Performing Arts or other off-campus venue and that interrupts the school day, must have a parent/ caregiver come into the middle school and they must sign out the student. When the student returns to school, the parent/caregiver must return and sign in the student. Student safety and accountability of the whereabouts of our students while they are under our care is the main concern in this situation.



### **Truancy**

Truancy is defined as a student's absence from school or classes without an excused reason. The school administration determines truanancies based on state attendance laws. Students who are truant will be subject to disciplinary measures that may include the following:

Detention(s) at a minimum of one hour for each period of school missed and parent/caregiver notification.  
or

In-School or Out-of-School suspension with parent/caregiver notification and a conference with school administration.

After 10 unexcused absences, a parent and principal mediation meeting will occur. After mediation, the student truancy case will be turned over to the county attorney.

### **Inclement Weather Policy**

When school is canceled or late because of inclement weather prior to the start of the school day, students and parents/caregivers are notified by radio station KUOO (103.9 FM) or KICD (107.7 FM, 1240 AM), or school social media information (ex. Facebook, Twitter, etc.). The missed day may have to be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents/caregivers are notified by the same means. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally postponed and rescheduled for a later date. The principal may determine whether or not to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

### **Emergency Forms**

At the beginning of each school year, parents/caregivers must file an emergency form with the office providing the emergency telephone numbers of the parents/caregivers as well as alternate persons to contact in the event the school is unable to locate the parents/caregivers. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents/caregivers must notify the Spirit Lake Middle School office if the information on the emergency form changes during the school year.

### **Health and Immunization Certificates Policy (Policy Referenced 504.6/506.3)**

Students who wish to participate in athletics or are enrolling in the district for the first time shall have a physical examination by a licensed physician and provide proof of such an examination to the principal. The certificate of health will be kept on file at the building in which the child is attending. Students enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubella, measles, and mumps.

Exceptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption in order to be exempt from this requirement.

### **Communicable Diseases Policy (Policy Referenced 506.4)**

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and as long as their presence does not create a substantial risk that others will catch the disease. The term “communicable disease” means an infectious or contagious disease spread from person to person or from animal to person.

Once the administration, in conjunction with the school nurse, decides that the student’s condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents/ caregivers should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

### **Physical Education Attendance & Participation**

All students are required by Iowa law to participate in regular physical education classes. A written doctor’s statement is required for a student to be excused from physical education for an extended period. Physical education classes engage students in moderate to vigorous activity more than 50% of the time during class.

### **Health Screening**

Throughout the year the school district sponsors health screenings for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent/ caregiver submits a note asking the student to be excused from the screening. The grade levels included in the screenings are determined annually. Parents are notified prior to the health screenings. However, upon a teacher’s recommendation and with parent/caregiver permission, students not scheduled for screening may also be screened.

### **Child Abuse and/or Neglect Policy (Referenced Policy 405.7)**

School employees are required by the Code of Iowa to report suspected child abuse or neglect.

**Administration of Medication Policy (Referenced Policy 506.5/506.5R1)**

No over-the-counter medication shall be administered at school, unless the school has the parent/guardian's written permission.

Prescription medication will be disbursed to students during a school day only if the following requirements are met:

1. Medication must be in the original container from the pharmacy with the directions clearly stated. This serves two purposes: signifies permission from the doctor and includes directions from the pharmacist. Pharmacists will supply another labeled container for school upon request when the prescription is filled. **NO BAGGIES OR ENVELOPES WILL BE ACCEPTED AT SCHOOL.** It is the parent's responsibility to ensure that the medication is current and that all information regarding the medication is current.
2. Parents/guardians must give written authorization for the administration of the medication. It is the parent's responsibility to ensure that the information provided to the district, including, but not limited to the written authorization, is current.

Students are to bring all medications to the school office immediately upon their arrival at school. Students are not to carry over-the-counter medications with them during the school day unless approved by the school nurse. Students are not to carry prescription medication with them during the school day unless ordered by the physician and cleared by the school nurse.

Medication on school premises shall be kept in a locked container in a limited access storage space. Only appropriate personnel shall have access to the locked container. Each school or facility shall designate in writing the specific locked and limited access space within each building to store pupil medication. More specifically, the following requirements shall be followed:

1. In each building in which a full-time registered nurse is assigned, access to medication locked in a designated space shall be under the authority of the nurse.
2. In each building in which a less than full-time registered nurse is assigned, access to the medication shall be under the authority of the principal.

Iowa law requires school districts to allow students with asthma or other airway constricting diseases to carry and self-administer their medication as long as the parents and prescribing physician report and approve in writing. Students do not have to prove competency to the District.

Emergency protocols for medication-related reactions shall be posted. A written medication administration record shall be on file, including:

Date  
Student's name  
Prescriber or person authorizing administration

Medication  
Medication dosage  
Administration time  
Administration method  
Signature and title of the person administering medication  
Any unusual circumstances, actions, or omissions

Medication information shall be confidential information and shall be available to school personnel with parental authorization.

Students and parents/guardians shall be provided with the requirements for medication procedures by the school annually.

### **Student Fees Policy (Referenced Policy 504.12R1)**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal by the first day of classes for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **Citizenship Policy (Referenced Policy 502.1/502.2/502.3)**

The way you conduct yourself in relationship to others should, at all times, reflect the good training of your home, school and your "good name." The aims of all school disciplinary rules and supervision are to encourage the student to take responsibility for his/her own actions and to gradually increase the student's self-discipline. When you anticipate serious conflict with other students, you can often avoid trouble by asking your homeroom teacher, another teacher, the counselor, or the principal to help you seek a peaceful solution to your problems. You can avoid most difficulties by conducting yourself as a responsible school citizen and being actively engaged in your classes and class work. Students who are courteous and academically responsible at all times seldom have conflicts with teachers or other students.

Students who exhibit inappropriate behavior in the opinion of the staff shall be subject to discipline. Inappropriate behavior includes behavior, which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, exclusion, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

All students are entitled to due process. It varies depending on the severity of the infraction, but in most cases, it involves the following:

1. Student notified of charges.
2. If a student denies the charges, he/she must be given an explanation of evidence.
3. Students have the opportunity to present his/her own side of the story.

### **Student Health, Well-Being, and Safety**

It is of the utmost importance for everyone at Spirit Lake Middle School to conduct themselves carefully and with concern for their own and others' safety. Students are encouraged to notify teachers or the building principal of risks of injury or harm to themselves or others. Many school activities and functions including bus routes and school-sponsored trips are recorded by video equipment for safety purposes.

Common courtesy of no running or yelling in the hallways, staying to the right when moving within the building, no pushing and shoving when loading buses, and crossing only at appropriate crosswalks are just a few of the simple reminders that students can use to help provide a safe atmosphere.

### **Emergency Drills**

Periodically the school conducts fire, tornado, and other emergency drills. Staff is instructed to notify students of the procedures to follow in the event of these emergencies. Emergency procedures and proper exit areas are posted in all rooms. Students are reminded that these drills must be taken seriously, that they are for their own and other's safety, and that appropriate student behavior is expected.

### **Dual Enrollment Students**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal or superintendent.

### **Middle School Discipline Policy**

At Spirit Lake Middle School, we have taken a three-tiered approach to behavior management. The first part of the plan focuses on clearly stating the expectations for our building. We believe that by making students aware of our behavior expectations, students will consistently demonstrate appropriate school citizenship. We have listed these basic middle school expectations on the following pages. They will also be reviewed with students at the beginning of and throughout the school year.

The second part of the plan focuses on acknowledging and rewarding appropriate behaviors and good school citizenship. This is an important part of the plan and the individual grade level teams and staff will take the lead in recognizing positive student behavior throughout the school year.

The third part of the discipline plan addresses the instructional and administrative staff's response to inappropriate student behaviors. Various school personnel developed the chart below. This chart is designed as a blueprint for school personnel to follow when responding to a variety of discipline issues. The chart should also help students and parents/caregivers by clarifying the consequences for most discipline violations at Spirit Lake Middle School. It should be noted that there are some circumstances that do not clearly fit in the discipline chart and administrative discretion may be used when dealing with these situations or any discipline issue. Employees will not use physical activity or withhold opportunities for physical activity as punishment, before, during and/or after school.

### **SLMS Discipline Policy Chart**

	<b>Behavior(s)</b>	<b>Consequences</b>	<b>Staff Responsible</b>
Level 1	Disruptive Behavior Insubordination Tardy Inappropriate Language/Euphemism Missed Detention Interferences: Cell Phone/Contraband Behavior Contract Violation Disrespectful	Staff Conf/Interaction w/student Staff Contact w/parents/Caregivers Lunch or PM Detention(s) Behavior Contract Time-Out Confiscation of item	Teacher/Staff
Level 2	Physical Aggression Verbal Aggression Profanity Overt Insubordination Property Misuse Cheating Three or more level 1 offenses	Lunch or PM Detention(s) 45 min - 2 days ISS Parent Conference Removal from Extracurricular Act. Saturday School School Service Hours - Restitution	Teacher/Staff/Principal
Level 3	Threats/Bullying/Harassment Fighting/Assault Level 3 Three or more level 2 offenses	½ to 3 days ISS 1-3 days OSS Parent Conference Saturday School Law Enforcement notified/Charges Superintendent's suspension/expulsion Removal from Ext. Activities	Principal and/or Law Enf.
Level 4	Vandalism Fighting/Assault Level 4 Disorderly Conduct Truancy Theft Weapons, etc., or Look-alikes Drugs/Alcohol/Tobacco, etc.	2 or more days OSS Parent Conference Law Enforcement Notified/Charges Superintendent's suspension/expulsion Removal from Ext. Activities Alternate Ed. Placement School service hours - restitution	Principal and/or Law Enf.

\* If a student chooses to assist others in violation district or school policies and regulations, that student becomes an accessory and will be disciplined

\* Consequences for discipline violations based on a student's referral count will be reviewed each quarter.

### **SLMS Student Behavior Expectations**

#### **School/Classroom**

- \* Be academically responsible
- \* Be courteous, considerate, and respectful
- \* Always act safely
- \* Obey school rules and staff instructions
- \* Care for school property and the property of others.

#### **No Bullying in Our School**

- \* Not here

- \* Not now
- \* Not ever

### **Lunch**

- Hands, feet, and objects should be kept to yourself. ! Use good manners.
- Respect all adults and students in the lunchroom.
- Speak at a conversational level.
- Walk to the line.

### **Recess**

- Hands, feet, and objects should be kept to yourself. ! Respect school equipment.
- Stay in the boundaries and come inside on time.

### **Restroom**

- Students must have a pass.
- Flush the toilet.
- Wash your hands before you leave the restroom.

### **Bus Conduct (Policy Referenced 502.6)**

Transportation to school is provided for many of our middle school students. If your child is eligible for bus transportation, you will be notified of the bus routes and pick-up time by your bus driver or by announcements in the paper or on the radio. Transportation of students to school is a serious business. It takes the cooperation of all bus riders to make it safe and as pleasant as possible.

**Parents/Caregivers of students are asked to sign an agreement policy during the fall of the school year. This agreement outlines the responsibilities for the privilege of riding the bus.**

The following policies will apply to the use of school-owned buses:

1. Students will ride in the bus assigned by the Superintendent of Schools.
2. Bus drivers will operate on a regular schedule. Deviation from this schedule will be made if weather and road conditions warrant.
3. Buses are scheduled to arrive and leave school at approximately 8:00a.m.and 3:30p.m.

Parental support is needed to insure a safe bus ride for student passengers. Any activity that distracts the driver or is disturbing or unsafe to other students is unacceptable. Students will need to follow these basic bus rules and other instructions the driver gives:

1. The bus driver may assign seats.
2. Be courteous, considerate, and respectful of others.
3. Speak at a conversational level and no name-calling or profanity.
4. Do not eat or drink on the bus. Keep the bus clean.
5. Violence is prohibited and NO WEAPONS are allowed.
6. Remain seated at all times.
7. No smoking or playing with lighters, matches, etc.
8. Keep your hands, head, etc., and other objects inside the bus.
9. Do not destroy property by marking or cutting seats, etc.

10. For your own safety, do not distract the driver through misbehavior.
11. Report to the driver before leaving the bus any difficulty experienced as a passenger.

**Failure to follow the rules or driver instructions will result in a Bus Conduct Report:**

Step 1: Warning

Step 2: A Letter will be sent home to the parent/guardian

Step 3: A five-day suspension of bus riding privileges

Step 4: Suspension of bus riding privileges for the remainder of the school year.

School bus transportation is a privilege that can be taken away any time a student's conduct is considered bad enough to jeopardize the safety of the other passengers. The right to safe transportation will not be taken from an entire busload of students because a few of them disobey the rules. The above penalties are not negotiable.

**Cafeteria and Grounds Conduct**

The cafeteria provides a pleasant environment in which to have lunch. In order to maintain this area your cooperation is necessary. You can meet this responsibility by observing the following:

- \* Wait to be dismissed to get in line for lunch.
- \* Cutting in line is not permitted.
- \* Food or other items are not to be thrown or played with.
- \* Each student is responsible for cleaning the table and the floor under the table where he/she eats.
- \* Follow the established procedure in disposing of waste and returning trays to their proper place.
- \* Food and beverages are not to be taken from the cafeteria.
- \* Practice good manners and visit in quiet conversational voices.
- \* When a student leaves the lunchroom to go outside, they are not allowed to return to the lunchroom.

While on grounds, students are to stay within the playground boundaries, follow all school rules and staff instructions, avoid all physically aggressive behavior and act safely. Students will be informed of specific grounds and lunch recess rules prior to their first lunch.

If a student chooses to violate this policy, appropriate disciplinary action will be taken, including not being allowed to eat in the cafeteria or participate in lunch recess.

Lunch money may be dropped off in the office.

Spirit Lake Middle School will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. All snacks meet the Healthy Kids Act and the Blue Zones Guidelines for Healthy Food and Beverages in Schools. The school will disseminate a list of healthful snack items to teachers and parents.



### **Student Locks**

Students may put individual locks on their school lockers for added safety. If students forget locker keys or combinations, locks will be cut off and replacement of the lock will be the student's responsibility. Having a lock on a locker will not excuse the student from being tardy to class.

### **Lost and Found**

Please take care of assigned books and materials as well as personal items so that nothing valuable will be lost. In case of actual loss, report the loss to a teacher and to the middle school office. A box of unclaimed articles is kept in the middle school foyer for inspection in case of loss. If items are found, please bring them to the office for claiming by the rightful owner.

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

### **Textbooks**

Textbooks are the property of the Spirit Lake Community School District and are available for student use. If a book is marred, defaced or shows excessive wear and tear, it will be necessary for the student to pay the replacement cost. To make it possible for these books to be used for a normal period of time, students are encouraged to have book covers on all school books. If you lose a textbook, it will be necessary for you to pay the replacement cost for the book before another book will be issued.

### **Student Lockers/Searches Policy (Reference Policy 502.11/502.12)**

Student lockers are the property of the Spirit Lake Community School District. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's locker clean and undamaged. The expense to repair damage done to a student's locker will be charged to the student.

The Spirit Lake Community Schools' Board of Education has established a policy concerning searches. Please see Board Policy 502.11 for a complete copy of the school district's search policy.

Upon reasonable suspicion that a violation of the school's rules or policies has occurred, including violation of the substance abuse policy, or upon reasonable suspicion that a person is in possession of contraband or unauthorized items, authorized school officials may inspect lockers, desks and work areas, and anyone on entering or leaving the school premises, including students, school employees, employees of contractors or their subcontractors or agents doing business with the school, and others such as visitors and guests. Entry onto school property is deemed consent to inspection of person, vehicle and personal effects.

The student will be invited to be present for the search when feasible. Any contraband (items possessed in violation of law or school rules) will be confiscated and may be turned over to law enforcement.

Students will not be subjected to the following: Strip searches, body cavity searches, searches of their bodies or clothing by a person of the opposite sex, or having their bodies subjected to a search by a drug-sniffing dog.

School officials without any suspicion of wrongdoing by students may conduct locker inspections. Either the student whose locker is being inspected or another person shall be present when a school official conducts a locker inspection.

The administration will, to the degree possible, protect the identity of any individual who provides information to school administration suggesting the need to search a locker or belongings.

### **School Dress**

A basic expectation is that students will come to school dressed in clothes that promote a learning environment, minimize distractions or disruptions, and are clean, sanitary, and safe. This is for their own benefit and in consideration of other students and staff.

Extravagant styles are discouraged and items that cause a disruption of the educational process are not acceptable. Items that may interfere in maintaining a disciplined educational atmosphere or are inappropriate for promoting positive school citizenship include, but are not limited to:

- Clothing, jewelry or other items displaying inappropriate messages or symbols, are of a sexual nature or are sexually suggestive, are in violation of any statute, advocate the violation of a statute, etc.
- Clothing, jewelry or other items that advertise or have messages or symbols related to tobacco, alcohol, illegal substances, etc.
- Clothing with revealing holes near or where undergarments are traditionally worn or where the holes could cause health or injury concerns.
- Clothing that does not appropriately cover the body. Items include, but are not limited to: halter tops, tube tops, clothes that show midriff/torso or undergarments, shorts or skirts shorter than mid-thigh length, and bib overalls worn without a shirt or blouse.
- Hats, caps, bandanas, novelty or costume items.
- Shoes are required in school for health and safety reasons. Closed-toed shoes are the safest for school activities and are recommended.

A student violating these guidelines may be asked to change clothes (T-shirts can be provided) or items will be confiscated as necessary. Repeated offenses may result in detention(s) or suspension.

### **Gum/Pop/Candy**

Students are not to have food, gum, pop, candy, etc., in classrooms, pod areas, halls, etc., during school hours. The staff may permit exceptions to this rule for special school-related activities. Students may bring pop for their cold lunch. The middle school staff may assign consequences for violation of this rule.

### **Interferences in School Policy**

Students may not have their cell phones out or in use during the school day unless granted permission from a staff member. Cell phones that are confiscated will be handled as follows:

1st Offense: Student will be given phone at the end of the school day

2nd Offense: Parents/caregivers will need to come in to pick the phone up from the office

3rd and Successive Offense(s): Phone is returned to parents/caregivers during administrative conference with student and parents/caregivers

Students are to limit their use of **all** school phones, **especially the office phone**, to making only emergency calls or calls about school programs that require their attendance on a short notice. No long distance calls are to be made unless there is an emergency and they have permission from an office staff member.

An emergency situation is one exception to the school's cell phone policy. The student may be permitted to bring their personal cell phone to the office and use it to call their parents or other long distance number.

### **Bikes/Rollerblades/Skateboards/Mopeds**

In general, once students cross onto the elementary/middle school grounds, they are to walk and stay grounded. Do not ride or stand on any wheeled or moving equipment, such as mopeds, bikes, rollerblades, skateboards, etc., while on elementary-middle school grounds.

Riding a bike, moped or snowmobile to school is a privilege. Students riding bikes to school must leave bikes parked in the bike rack provided by the school. Mopeds and snowmobiles are to be parked in the last row of the parking lot north of the middle school building.

Roller blades, skateboards, etc., are not allowed to be used on school grounds or in the building. Students bringing rollerblades, skateboards, etc., to school must carry them once they cross onto school grounds and keep them in their lockers during school time.

Failure to comply with these rules may result in confiscation and/or prohibition of use of these items.

Confiscation will be handled as follows:

1st Offense: Student may pick up item(s) in the office at the end of the school day

2nd Offense: Parents/caregivers will need to come in and pick up the item(s) from the office

3rd and Successive Offense(s): Item(s) returned to parents/caregivers during administrative conference with students and parents/caregivers.

### **Weapons Policy (Policy Referenced 502.5)**

The school board believes weapons, weapon look-alikes, and other dangerous objects brought onto school district property or to school-sponsored activities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors. Students bringing weapons or dangerous objects onto school property or to school-sponsored functions will be subject to disciplinary action including suspension or expulsion and/or referral to the appropriate legal authorities. If a student chooses to assist others in violating this policy, that student becomes an accessory and will also be disciplined.

### **Tobacco/Alcohol/Drugs/Controlled Substances Policy (Policy Referenced 502.4)**

State laws and school board policies prohibit the following anywhere on school district property or at any school-sponsored activity: Carrying and/or smoking tobacco products; possession or use of alcoholic beverages; use or evidence of use, or possession and/or transfer of behavior-affecting substances, drug paraphernalia or look-a-likes of any type. Students involved will be subject to disciplinary action including suspension or expulsion and/or referral to the appropriate legal authorities. If a student chooses to assist others in violating this policy, that student becomes an accessory and will also be disciplined.

### **Anti-Bullying/Anti-Harassment Policy (Policy Referenced 502.10/502.10R2)**

Harassment and bullying are against federal, state and local policy and are not tolerated by the Spirit Lake Community School District. The school is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. There are policies, procedures, and practices designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment.

Harassment and bullying include any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment. It is an act of systematic and/or continued unwanted and annoying actions of one party or a group.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. The Spirit Lake School District prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written remarks, repeated, with the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or

Harassment and bullying include any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student, which creates an objectively hostile school environment.

The student may involve an appropriate school employee to help. If the harassment does not stop, the student should tell an appropriate school employee and write down exactly what happened, where it happened, who was involved and who witnessed the harassment.

This policy is in effect while students are on property within the jurisdiction of the school district, while on school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Harassment will not be tolerated in the school district and is a violation of Board Policy 502.10. Harassment consists of physical or verbal conduct related to a person's race, color, religion, creed, ancestry, gender, sexual orientation, national origin, age, disability, or other basis prohibited by law when the conduct is so severe, pervasive and objectively, that is:

- Has the purpose of effecting or creating an intimidating, hostile, or offensive working or academic environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work/academic performance, which deprives the person access to employment or academic opportunities.

Sexual harassment includes, but is not limited to:

1. Verbal, physical or written harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Harassment based upon factors other than sex includes, but is not limited to:

1. Verbal, physical or written harassment or abuse
2. Repeated remarks of a demeaning nature
3. Implied or explicit threats concerning one's grades, job, etc.
4. Demeaning jokes, stories or activities

### **Reporting Harassment**

Harassment and abuse are violations of school district policies, rules and regulations and in some cases may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable in doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.

2. The student should write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

- What, when and where it happened
- Who was involved
- Exactly what was said or what the harasser did
- Witnesses to the harassment
- What the student said or did, either at the time or later ! How the student felt
- How the harasser responded

### **Detention Policy**

All after school detentions are held from 3:30 p.m. until 4:00 p.m. each regular school day, regardless of weather conditions or extracurricular school activities. When a p.m. detention is assigned, students will have the opportunity to serve the detention the day of the offense or the next school day.

Lunch detentions are assigned within one school day of the offense.

Students removed from class for behavior problems will serve p.m. detention(s) within two school days of the infraction unless other consequences are assigned.

Students may also be assigned a.m. detentions before school at a time agreed upon by the teacher and/or principal.

Failure to attend detention or to notify the office beforehand that you cannot attend will result in the detention time being doubled. Continued failure to attend assigned detentions will result in additional discipline consequences.

### **Suspensions/Expulsions**

The principal may determine that it is necessary to exclude a student from classes. The decision to exclude would be made after the principal has investigated the facts, given the student oral or written notice of the charges against him/her and provided an opportunity for the student to present his/her version. A complete copy of the due process procedure is available upon request.

It is the principal's responsibility to determine the type of exclusion and/or action recommended. The range of possible exclusions includes:

**SHORT TERM SUSPENSION:** Up to and including five school days (Policy referenced 502.2) MODIFIED

**IN-SCHOOL SUSPENSION:** The student would be required to spend all non-class

time in the principal's office or other supervised room (Policy referenced 502.2)

**EMERGENCY EXCLUSION:** Immediate exclusion if the student has a dangerous communicable disease transmittable through normal school contacts and possesses an imminent threat to the health and safety of the school community, or the student's conduct presents a threat to the physical safety of the student or the school community or is so disruptive that removal is necessary to preserve the rights of other students to pursue an education.

**EXPULSION:** Exclusion from school for a period of time to be determined by the Board of Education (Policy Referenced 502.3)

### **Interrogation by Outside Agency Policy (Policy Referenced 505.13)**

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator makes the request, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parents/ caregivers of the child and inform them of the request and ask if they wish to be present.

### **Student Appeal Process**

Any student who is found by the administration to have violated a school rule or board policy may appeal this determination to the superintendent by contacting the superintendent within three days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he/she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parent/caregiver (or the student, if the student is 18) requests an open session.

The grounds for appeal to the school board are limited to the following: The student did not violate the school rule or board policy, the student was given inadequate due process in the investigation and determination, or the penalty is in violation of the handbook rule or board policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student shall be immediately reinstated and shall have any record of the violation deleted from the student's record.

### **Abuse of Students by School Employees (Referenced Policy 406.2/406.2R1)**

The Spirit Lake Community Schools' Board of Education has established a policy concerning abuse of students by school employees. Please see Board Policy 406.2 for a complete copy of the district's policy .

It is the policy of the Spirit Lake Community School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge. The district will respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The district has appointed Terry Bruinsma, Middle School Principal (336-1370, ext. 2000), as the First Level Investigator and Casey O'Rourke, High School Principal (336-3707, ext. 1000), as the Alternate First Level Investigator. The Level One investigator and alternate have been provided training in the conducting of an investigation. The Second Level Investigator will be appointed yearly.

### **Progress Reports and Conferences**

Students will receive progress reports at the end of each twelve-week period. Students who are in danger of failing shall be notified in writing prior to the end of the semester so that they will have a chance to improve their grade. Parents/caregivers of such students will also be notified in writing. Parents/caregivers, teachers or principals may request a conference for students at any time if they feel the circumstances warrant so.

### **Promotion/Retention/Acceleration**

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement, maturity, emotional stability and social adjustment needed to advance. Should this be the case, parents/caregivers will be informed of the possibility that their child will not be promoted and a conference will be scheduled to discuss the situation before a final decision is made. If a student fails two semesters of the same class or three semesters of any of their classes, the student will be required to attend summer school prior to being promoted to the next grade level.

Students with exceptional talents may, with permission of the principal and the parents/caregivers, be accelerated beyond their current grade level.

### **Spirit Lake Middle School Code of Student Conduct For Participation in Extracurricular Activities**

#### **Belief Statement**

The staff, parents/caregivers and administration of Spirit Lake Middle School believe that participation in extracurricular activities by students of Spirit Lake Middle School is important and participation develops constructive attitudes. The Spirit Lake Middle School recognizes that rules and regulations concerning behavior and conduct are a part of the right to participate in extracurricular activities.

Students do make mistakes and it is the role of the parents/caregivers and school authority figures to guide participants in making choices that affect their teammates, school and parents/caregivers. Participation in extracurricular activities is a privilege and therefore certain expectations need to be met.

#### **Definition of Extracurricular Activities for Spirit Lake Middle School**

Extracurricular activities include: All extracurricular sports offered at the middle school, jazz band, marching band, flags, school play (eligible at try out time) and outside school-sponsored competitions.

#### **Athletic Physicals/Insurance**

State law requires any student participating in a sport of interscholastic contest to have an athletic physical. Physical forms are available in the middle school office.

Insurance is required of all students who participate in athletics also. Insurance for athletics can be from a private company or through the school at a rate slightly higher than regular pupil insurance. It should be remembered, however, that coverage is only limited and will not always pay the full cost of the injury. If a student does not purchase school insurance and wishes to participate in athletics, a note from the parents stating that the student is covered by insurance will be required.



### **Athletic Training Services**

Lakes Regional Healthcare will collaborate with the Spirit Lake School District on our athletes well being and health as well as provide a licensed athletic trainer to oversee the prevention and care of injuries to athletes and to provide coverage of events periodically. The athletic trainer will be our official trainer for evaluation and recommendation purposes for parents and athletes. (Note: This does not mean that we will have an athletic trainer at all events.)

### **Academic and Attendance Policy for Participation**

A student shall be in school one-half day on the day of an activity, practice program or trip. If the event is after school or in the evening, the half-day required attendance shall be in the afternoon (a minimum of the last four periods). Any exceptions must be cleared through the principal's office.

Students who have two or more classes below the letter grade D at midterm will be ineligible for five school days. At the end of five school days, grades will be reviewed and continued to be checked every five days until the student is eligible or the quarter ends. Students ineligible at the quarter are ineligible for ten school days and grades will be checked every five school days after that. This ineligibility would mean that students would be ineligible to take part in any after school performance (excluding practice).

### **Violation of Local, State or Federal Laws**

Any student who admits to or is found guilty of a violation of any local, state or federal law shall be ineligible to represent the school in any performance, scheduled contest, program or trip until reinstated by the principal.

Any student found guilty by school officials of a violation of the discipline policy as found in the student handbook shall be disciplined depending on the severity of the act as determined by the principal.

Any student suspended in school or out of school for violation of school rules will be ineligible to participate in any extracurricular or co-curricular practice or performance until reinstated by the principal.

### **Alcohol, Tobacco and Other Drugs**

Because of the adverse effect of the use of alcohol, tobacco and other dangerous drugs, NO student shall procure for his or others' use, be in possession of, or use any of these substances during a school calendar year. A violation of this rule inside or outside of school time shall result in the student being declared ineligible to represent the school in any performance, scheduled contest, program or trip for the following period set forth below:

1st Offense: 1 event suspension to be served at the next available participation activity. Parent/caregiver notification and conference.

2nd Offense: 3 event suspension to be served consecutively in the next three scheduled events. Parent /caregiver notification and conference.

3rd Offense: Removal from all extracurricular activities for the remainder of the year. Parent/ caregiver notification and conference.

### **In Season Rules and Expectations**

There is nothing in the policy that keeps individual coaches and activity sponsors from making and enforcing their own rules and expectations. If an individual person has other rules for their activity students and parents/caregivers need to be provided a copy of the rules and consequences. A copy of the rules and consequences also needs to be provided for the activity director and building principal.

### **Appeal Process**

A student or parent/caregiver contesting the declared ineligibility of a student based on these rules shall be required to state the basis of their objections in writing, and also their request for an oral hearing, addressed to the building principal. A meeting to try to resolve the good conduct situation will be held with the building principal, athletic director, student and parents/caregivers. If the situation cannot be resolved at the lowest level, an appeal may be made to the superintendent and, if necessary, to the Board of Education.

### **Spirit Lake Middle School Non-school Team Participation**

The following will be the policy of the Spirit Lake Middle School in regard to middle school students' participation in extracurricular middle school athletic activities during a season and also student participating in a non-school activity at the same time, same sport:

It will be the responsibility of the middle school participant to put all middle school practices, games, and events first before any non-school activity. The middle school participant must have signed a waiver from the middle school athletic director in order to participate in an outside non- school athletic activity during the same season, the same sport that the middle school activity is taking place. This statement is taken from the Iowa High School Athletic Association Sports Manual for junior highs.

### **Educational Records/Student Directory Information, Transfer of Records** **(Policy Referenced 505.1)**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons including employees who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. This is to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for correction or deletion of such materials. The entire policy is available in the principal's office of each attendance center.

The district and/or the principal of each attendance center may release the following types of directory information to the public using discretion relative to the privacy of the student and the family and the totality of the surrounding circumstances: NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, PARTICIPATION IN OFFICIAL RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE AND THE MOST PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT.

Students in the Spirit Lake School District may be involved in school-sponsored activities, which may result in photographs being taken of students engaged in those activities. These activities may include, but shall not be limited to, performing in school plays, in athletic contests, displaying samples of student work, or representing a particular instructional program. These visual images may take the form of videos, photographic (film or digital) displays, or pictures in newspapers, magazines, reports, or school-sponsored Internet sites. Students may or may not be identified. No identification of students will be permitted on district/school-sponsored Internet sites.

Parents who do not want their child's directory information and/or photograph to be given out and/ or published must notify their principal in writing no later than September 15 of each school year.

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents/caregivers are notified that the student's records have been sent and are given the opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental/caregiver consent is not necessary to forward a student's records to a student's new school district or for the school district to request the student's records from the previous school district.

### **Student/Guest Visitations**

Students will notify the office before a guest is going to visit. The building principal will have final say on all student visits. Spirit Lake Middle School will allow a guest student to visit for a half day including lunch. The student must be of middle school age. If the guest is from the area, the guest's school must not be in session.

The principal may allow a student to bring a visitor once during the school year and will allow the guest to visit only once during the school year. Any exceptions need to be cleared through the office prior to a visit. There will be no student visitations the first or last week of school or immediately before or after a holiday

### **Family Night Policy**

School activities will not be scheduled after school on Wednesdays.

### **Media Center Guidelines**

The media center is open to students at 7:30 a.m. each school day. Students may check out five items at a time. The following materials are available for checkout from the media center:

- Books: Two-week loan, with one renewal allowed
- Vertical File Materials: One-week loan with one renewal allowed
- Magazines: One-week loan with one renewal allowed
- Reference Books: Overnight loan (pick up at 3:10 p.m., return at 8:15 a.m.)

Homeroom teachers will inform students when they have overdue materials. At the end of each semester students will be billed for any overdue materials that are not returned. No other fines will be collected.

Charges for lost or damaged materials are:

- Paperback book: \$9.50
- Hardcover book: \$20.00
- Reference Book: \$40.00

- Magazine: \$7.00
- Vertical File Materials: \$5.00

### **Computer Network Conduct**

#### **Technology – Acceptable Use (Policy Referenced 606.2)**

The Board is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer-like equipment (such as tablets and/or smart phones), computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication.

The District's computers, computer-like equipment, computer network and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer-like equipment, computer network and/or internet connection.

Access to the District's computers, computer-like equipment, computer network, and internet shall be available to all students and staff within the District. However, access is a privilege, not a right. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology.

Parents and students will be required to sign a permission form to allow their students to access the District's computers, computer-like equipment, computer network systems and the internet. Students and staff members will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers, computer-like equipment, computer network systems and the internet; that they will comply with the policies and regulations; and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain written permission from the student's parents to do so.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, computer-like equipment, computer network systems, and the internet.

Even if students have not been given access to and/or use of the District's computers, computer-like equipment, computer network and the internet, they may still be exposed to information from the District's computers, computer-like equipment, computer network and/or the internet in guided curricular activities at the discretion of their teachers.

Students will be able to access the District's computers, computer-like equipment and computer network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the

information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

The use of the District's computers, computer-like equipment, computer network and internet access shall be for educational purposes only. The District will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations and other considerations involving internet usage.

Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems, and internet access. Student and staff member use of the District's computers, computer-like equipment, computer network and internet access shall also comply with all District policies and regulations. The following rules provide guidance to students and staff for the appropriate use of the District's computers, computer-like equipment, computer network and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the District's computers, computer-like equipment, computer network and internet access and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final.

Individual electronic mail addresses will not be issued to students. Students will not be allowed to use e-mail except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that email account or use that address to send and receive mail at school.

Every computer and/or computer-like equipment in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer-like equipment, the District's computer network systems and the internet. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer-like equipment, computer network and the internet.

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and computer-like equipment and internet activity including any logs, data, e-mail, computer disks and/or other computer related records of any user of the system. The use of e-mail is limited to District and educational purposes only.

Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers, computer-like equipment and computer network systems, including the internet.

### **Technology – Acceptable Use Regulation**

1. Responsibility for Technology Acceptable Use
  - a) Instruction in the proper use of technology will be available to all students and employees.
  - b) All students and employees are expected to practice acceptable use of technology resources. Violations may result in discipline up to and including employee discharge. Public use of school technology must meet the same policy regulations as the expectations for students and employees.
2. Technology/Internet Access
  - a) Access to technology is available to students, employees and school guests as a source of information and a vehicle of communication.
  - b) Students will be able to access the Internet through school staff members. Individual accounts and electronic mail addresses may be issued to students and employees at the discretion of each individual department.
    - i. Making Internet/technology access available to individuals in a learning community carries with it the potential that some individuals might encounter information that may not fulfill an educational purpose and goal of the Spirit Lake School District. However, on a global network, it is impossible to control all materials. Because information on the Internet is constantly changing, it is not possible to predict or control what individuals may locate.
    - ii) It is a goal to allow employees and students access to the rich opportunities on the Internet, while we protect the rights of students and parents/caregivers who choose not to risk exposure to questionable material.
    - iii) The smooth operation of district technology relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
    - iv) Transmission and production of material, information or software in violation of any board policy or regulation is prohibited.
    - v) The school district makes no guarantees as to the accuracy of information received on the Internet or produced by any student/employee while using school technology resources.

### 3.) Permission to use Internet/Technology

a) Parents/caregivers will grant permission for their student to use the Internet/technology using the prescribed form. Students who are 18 years of age or older may sign their own forms.

b) All employees will sign a form in order to access school Internet/technology resources.

### 4.) Student and Employee Use of Technology

- a. Equal Opportunity–School technology resources are available to all students and employees within the school district.
- b. Online Etiquette

i.) The use of district technology is a privilege and may be taken away for violation of board policy or regulations. As a user of the district technology, students/employees may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks they are accessing.

ii.) Students and employees should adhere to online protocol.

- (1) Respect all copyright and license agreements.
- (2) Cite all quotes, references and sources.
- (3) Remain on the system long enough to get needed information and then exit the system.
- (4) Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

iii.) Student/employee access for electronic mail will be through their school-provided account. Students/employees should adhere to the following guidelines:

- (1) Others may be able to read or access the emails, so private messages should not be sent.
- (2) Delete unwanted messages.
- (3) Use of objectionable language is prohibited.
- (4) Always sign messages when applicable
- (5) Always acknowledge receipt of a document or file when applicable.

c) Restricted Material–Students/employees will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; cyber-bullying; or presents a clear and present likelihood that, either because of its content or the manner of distributions, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

d) Unauthorized Costs—If a student/employee gains access to any service via the Internet which has a financial obligation involved or if a student/employee incurs other types of obligations, the student/employee accessing such a service will be responsible for those obligations.

5.) Student/Employee Violations – Consequences and Notifications

- a. Students who access restricted items on the internet are subject to the acceptable action described in board policy or regulations or the following consequences:
  - i) First Violation – A written “warning” notice will be issued to the student and a copy of the notice will be provided to the building principal. The student may lose technology privileges at the discretion of the building principal due to the severity of the offense.
  - ii) Second Violation – A verbal and written “second violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent/caregiver and a copy provided to the building principal. The student may lose technology privileges at the discretion of the building principal due to the severity of the offense.
  - iii) Third Violation – A verbal and written “third violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent/caregiver and a copy provided to the building principal. The student will forfeit all technology privileges for a period of eight weeks or for a period determined by the building principal.

**Spirit Lake Middle School Technology Expectations**

- Handle your laptop with care. Close its lid carefully and keep it clean. Always carry your laptop in its school case when moving from room to room or in the hallway.
- Screen brightness should be turned up during school.
- Only applications being used during class time should be open while you are in class.
- Computer backgrounds and screensavers must be school appropriate. Examples of inappropriate desktop images include but are not limited to violent images, drug or alcohol related images, and sexually explicit images.
- Keep only one earbud in when listening to audio/music files in class.
- The facebook and Skype applications are not allowed during school unless you have instructions by the teacher to use them.
- Non-educational games during school time are not permitted (8:10-3:26).
- Your laptop computer must be fully charged before coming to school.
- Computer “skins,” stickers or covers must be school appropriate.

Students shall protect District laptop computers, tablets and related equipment from damage. Each student will be responsible for and/or assessed a fee for damages of any component of the laptop computer, tablet, and/or related equipment.

Student Repair Fee Structure:

	1st Offense	2nd Offense	3+ Offense
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Student's Responsibility of Repair Fee	25%	50%	100%
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\* *per school calendar year*

For more information or to get questions answered, talk to Mr. Bruinsma, Middle School Principal

**Student Cell Phone Policy**

Any student bringing a cell phone to school is required to turn their cell phone into their homeroom/first period class teacher each day. Cell phones will be held securely by each teacher. School staff can give students permission to use their cell phones during the school day. Students will pick up their cell phones from their teacher at the end of each day.

**Multicultural and Gender Fair Educational Opportunity/Educational Equity**

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**(Policy Referenced 102, 600)**

Enrolled students will have an equal opportunity for a quality education without discrimination, regardless of their sex, race, religion, creed, socioeconomic status, color, gender, marital status, national origin, sexual orientation, gender identity, or disability.

The Board and District will not discriminate in employment opportunities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability.

The District and the Board shall encourage and engage in multicultural approaches to the educational program. The education program will foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, disability, religion, creed and socioeconomic background, to society. The educational program shall also include the contributions and perspectives of Asian Americans, African Americans, Hispanic-Americans, American Indians, European Americans and persons with disabilities.

The education program will engage in gender fair approaches to the educational program, which shall include approaches which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of women and men to society; shall reflect the wide variety of roles open to both women and men; and shall provide equal opportunity to both sexes.

Any student or employee of the Spirit Lake Community School shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act 1973. Karen Oleson is Spirit Lake Community Schools equity contact.

Any complaints or grievances concerning equal educational opportunity should be handled in the following manner:

**Level 1 – Principal or Immediate Supervisor**

Any employee with a grievance of discrimination on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability may first discuss it with his/her principal or immediate supervisor, with the object of resolving the matter informally. A student with a complaint of discrimination on the basis of sex, race, religion, creed, socioeconomic status, color, gender, marital status, national origin, sexual orientation, gender identity, or disability may discuss it with his/her teacher, counselor or building administrator.

**Level 2 – Title VI, Title IX and Section 504/Compliance Office**

If the grievance is not resolved at level one and the employee or student wishes to pursue the grievance, the employee or student may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event, giving rise to the grievance or from the date the grievance could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent/caregiver. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

**Level 3 – Superintendent**

If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the superintendent within ten (5) working days after the grievant receives the report from the Compliance Officer. The grievance may request a meeting with the superintendent or his/her designee.

The superintendent or his/her designee has the option of meeting with the grievance to discuss the appeal. The superintendent or his/her designee will render a decision within the ten (10) working days after the receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

### **Instructional Materials Concerns (Referenced Policy 604.3)**

People who have objections regarding instructional materials including Human Growth and Development shall follow the process that is outlined in Board Policy 604.3. The process begins by filling out a form (See Board Policy 604.3E1/605.3E2), which can be done in the building office.

### **Posting of Information Policy**

Students who wish to post or distribute information must receive permission from the principal at least one day before the posting or distribution. This applies whether the information deals with school-sponsored or non-school –sponsored activities.

### **Homeless Children and Youth (Policy Referenced 501.3)**

The Board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in District policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Superintendent or the Superintendent’s designee.

“Homeless child or youth” is defined as a child or youth from the age of 5 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

Spirit Lake Schools will comply with all state and federal policies on homelessness.

## **Notices**

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### **Parents Right to Know**

Parents/Guardians in the Spirit Lake Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/ graduate certification/degree. Parents/Guardians may request this information from the office of the superintendent by calling 712-336-2820 or by sending an email request to: Donna Sebert (dsebert@spiritleaked.org)

The Spirit Lake Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

### **Coordinators**

The following people have been assigned by the Spirit Lake Community School District as contact people in the event you have concerns in the following areas:

- Equity Coordinator: Ashley Weber, ext 3060
- Affirmative Action Coordinator: Ashley Weber, ext 3060
- Sexual Harassment: Casey O'Rourke, ext 1000, Terry Bruinsma ext. 2000, Jane Loveall ext. 1670
- Level 1 Sexual Abuse Investigator: Terry Bruinsma, ext 2000, Casey O'Rourke ext. 1000
- Foster Care Point of Contact: Lori Thompson, ext 4290

### **Use of the Indian Mascot**

Use of the Indian mascot on school-related clothing and uniforms, signs or other pictorial forms must be approved by the administration ahead of time. This requirement is aimed at preventing the stereotypical representation of Native American or discriminatory practices by staff and students. The following will not be allowed: War paint, weapons, caricatures, and other details, which may not reflect positively on Native Americans.

### **Video Surveillance**

The board has a responsibility to maintain discipline, protect the safety, security and welfare of its students, staff and visitors while also safeguarding district facilities, vehicles and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio/surveillance cameras. The placement of video/audio/surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles or equipment with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Due to cameras in use in school buildings, on school grounds and in school vehicles, students will be held responsible for any violations of school discipline caught by the cameras. Parents and students are hereby put on notice that surveillance videos can and will be used in student disciplinary proceedings.

Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students/adults who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

### **Student Freedom of Expression (Policy Referenced 502.8)**

Student expression, other than student expression in student-produced official school publications, made on the District premises or under the jurisdiction of the District or as part of a school-sponsored activity may be attributed to the District; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for ensuring students' expression is in keeping with this policy.

## **Corporal Punishment, Restraint, and Physical Confinement and Detention**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact the office. The complete text of the law and additional information is available on the Iowa Department of Education’s website:  
[www.iowa.gov/educate](http://www.iowa.gov/educate).

### **Series 700**

Policy Title: Non-payment of School Meals

No: 701.3

In accordance with state and federal law, the Spirit Lake Community School adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

#### **Payment of Meals**

*Students have use of a meal account. When an account reaches **-\$50.00**, the school district has the option to deny students the ability to charge anything until the negative account balance is paid and additional funds are deposited into the account. In addition, when an account has ANY negative balance, students WILL NOT be allowed to charge seconds, extra milks or a la carte items to their account. These items will need to be paid in cash until the account has a positive balance. (Families may add money to student accounts via electronic payment through Infinite Campus or send payments to the school offices.)*

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal. The district may charge \$1.50 for the alternate meal.

Employees may use a charge account for meals, but may charge no more than \$20.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

School meal prices are as follows:

Milk prices - .55 cents

Adult breakfast will be \$2.90/ 3.10

Adult lunch will be \$3.95/4.15

Student lunch - \$3.25

Student breakfast - \$2.45

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches -\$1.00. Families will be notified by an automated email every day when the balance reaches \$20. Negative balances of more than \$50 will be turned over to the principals for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained. The superintendent may develop an administrative process to implement this policy.

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Approved: 6/12/17

Reviewed: 11/13/2017

Revised: 11/13/17