

2017-2018

Middle School Student Handbook



Storm Lake Middle School
1811 Hyland Drive
Storm Lake, IA 50588

Student Expectations

Respect

Be respectful of other people's property and person and the authority of the teachers and staff. Examples of this include: Keep your hands to yourself, no put-downs, raise your hand for permission before speaking, don't take what isn't yours, treat others the way you would like them to treat you, follow directions of all adults in the building, greet others in the hallways, and show respectful body language at all times.

Ready

Be prepared; be on time to class with the necessary materials in hand and assignments completed. Always have books, paper, pen, and pencil with you in class, bring special materials to class as assigned, do your own work without copying, help find solutions to problems, and be prepared to learn.

Responsible

Be responsible for your own learning and behavior without interfering with others. Examples in this category include: make your school assignments your job, control your behavior so as not to distract others, admit when you have made a mistake, walk on the right side of a hallway to aid the flow of traffic, pick up after yourself (desk, locker area, lunch table, and lab), pick up trash in the room, commons, and hallways, and seek out help when you don't understand.

Purpose and Priorities

Schools exist to help people learn and grow so they can better help others, and in so doing, help themselves. We believe education is a partnership among the school, family, business, government, churches, and the community in general for the purpose of helping our youth become well-rounded, productive, and responsible citizens.

The teacher's role in the classroom is to lead students in the learning process by serving as a stimulator, guide, and a resource person. The teacher should help students to discover themselves and the many complex dimensions they may share with others. The teacher should create a caring and orderly atmosphere which encourages students to learn in the present and throughout life. A teacher should be an example who demonstrates the importance of learning and the worth and dignity of each individual.

The students also have a role in the classroom; that is to participate actively in the learning process in a positive, inquiring, and cooperative manner. The student should keep an open, flexible, and curious mind as he/she seeks to grow to his/her fullest extent possible. Students should demonstrate the expectations explained in this handbook: ready, respect, and responsible. These expectations are intended to govern all actions within the building.

The school and the parents have a special relationship in helping children to learn. The parent's role is one of active involvement in his/her child's schooling. Parents are encouraged to work with the teachers on a regular basis to make the learning process beneficial.

Mission Statement

We believe all students can and will learn; therefore, the Storm Lake Middle School will provide a safe environment that is conducive to the development of the physical, emotional, social, and intellectual growth of each individual with an emphasis on readiness, responsibility, and respect.

2017-2018 Middle School Curriculum

5th and 6th Grades:

Core Areas:

Mathematics
Social Studies
Science
Language Arts/Reading

Essential Skills:

Computer
Music
Keyboarding
Physical Education
Guidance
Art

5th/6th Elective Areas:

Band
Orchestra

7th and 8th Grades:

Core Areas:

Mathematics
Social Studies
Science
Language Arts/Reading

Essential Skills: (9 wks equivalent unless noted)

Art
Computer
Industrial Technology
Keyboarding (8th)
Music (7th/8th)
Guidance (7th)
Physical Education
Family Consumer Science (7th/8th)

7th/8th Elective Areas:

Band
Choir
Orchestra
AVID (Advancement Via Individual Determination) 8th only

MIDDLE SCHOOL STAFF 2017-2018

Fifth Grade Core Teachers:

Mrs. Miller
Mrs. Olesen
Mr. Wilson
Mr. Spooner
Mrs. Schreiber

Sixth Grade Core Teachers:

Mr. Stille
Mrs. Gano-Ohlson
Mrs. Bern
Ms. Hare
Mrs. Wilson
Miss Baker
Mr. Nicholson

Seventh Grade Core Teachers:

Mrs. Chrischilles - Language Arts
Mrs. Etherington - Science
Mr. Henkenius - Social Studies
Mrs. Mathews - Math and Social Studies
Mrs. Bjorkgren - Language Arts
Mrs. Moritz - Math and Science
Mrs. Anderson - Math and Language Arts

Eighth Grade Core Teachers:

Mrs. Bauer - Language Arts
Mr. Wieck - Social Studies
Mrs. Darrow - Math
Mrs. Gauley - Language Arts
Mrs. Wieck - Science
Mrs. Fassler - Math and Language Arts
Ms. Gannon - Math and Science

Special Area Teachers

Mrs. Duque - 8th ELL
Mrs. Coyle - 5th ELL
Mr. Zinn - Level I and Level II
Mrs. Dahlstrom - Level I and II
Mrs. Sherwood - Level I and Level II
Miss Noble - 5th thru 8th Level I and II
Mrs. Torres - 6th ELL

Mrs. Singh - 7th ELL | 8th AVID
Mrs. Williams - 5th thru 8th Level III
Mrs. Robinson - 5th thru 8th Challenge
Mrs. Andreasen - Level I and II
Mrs. Zanfes - 5th thru 8th Level II and III
Miss Taylor - 5th thru 8th Level II and III
Mrs. Schekirke - Title I

Essential Skills Area Teachers:

Mr. Besch - Physical Education
Mrs. Freking-Smith - Media Specialist
Ms. Garner-Prouty - Strings
Mrs. Graham - Guidance
Mr. Hawkins - Industrial Technology
Mr. Heims - Instrumental Music-5 General Music | 7/8 Band | Jazz Band (assists with HS marching band)
Miss Holsing - Family Consumer Science | Keyboarding
Mrs. Lange - Strategist
Mr. Meineke - Computer | STEM
Miss Mickens - Instrumental Music | 5th General Music | 5/6 Band (assists with HS marching band)
Mrs. Schaefer - 7/8 Choir and 7th General Music
Mrs. Sitzmann - Art
Ms. Vasher - Guidance

Storm Lake Middle School Time Schedule

5th Grade

| | |
|----------|------------------------|
| Period 1 | 8:10-9:00 |
| Period 2 | 9:03-9:44 - Specials |
| Period 3 | 9:47-10:32 |
| Period 4 | 10:35-11:16 - Specials |
| Period 5 | 11:19-12:04 |
| Period 6 | 12:07-1:07 – Lunch/WIN |
| Period 7 | 1:10-1:55 |
| Period 8 | 1:58-2:41 |
| Period 9 | 2:44-3:28 |

7th Grade

| | |
|----------|-------------------------|
| Period 1 | 8:10-8:58 |
| Period 2 | 9:01-9:45 |
| Period 3 | 9:48-10:31 |
| Period 4 | 10:34-11:18 |
| Period 5 | 11:18-12:18 - WIN/Lunch |
| Period 6 | 12:21-1:02 – Specials |
| Period 7 | 1:05-1:46 – Specials |
| Period 8 | 1:49-2:34 |
| Period 9 | 2:37-3:28 |

6th Grade

| | |
|----------|------------------------|
| Period 0 | 8:10-8:15 – Homeroom |
| Period 1 | 8:18-8:59 – Specials |
| Period 2 | 9:02-9:47 |
| Period 3 | 9:50-10:31 – Specials |
| Period 4 | 10:34-11:19 |
| Period 5 | 11:22-12:07 |
| Period 6 | 12:07-1:07 – WIN/Lunch |
| Period 7 | 1:10-1:55 |
| Period 8 | 1:58-2:41 |
| Period 9 | 2:44-3:28 |

8th Grade

| | |
|----------|-------------------------|
| Period 1 | 8:10-8:58 |
| Period 2 | 9:01-9:45 |
| Period 3 | 9:48-10:31 |
| Period 4 | 10:34-11:18 |
| Period 5 | 11:18-12:18 – Lunch/WIN |
| Period 6 | 12:21-1:04 |
| Period 7 | 1:07-1:51 |
| Period 8 | 1:54-2:39 – Specials |
| Period 9 | 2:43-3:28 – Specials |

General Information

Visitors

All visitors to the building should enter through the front doors and check in at the office. After 8:15 the front doors will be locked and you will need to be buzzed in and check in at the office.

Non-authorized persons should not be in the school building or on the school premises at any time without authorization of the school building administrator or his designee.

Students are not permitted to have other student friends visit school without special permission from the office. However, parents and other adults in the community are encouraged to visit our school; we ask that they enter through the front door and first check in at the office. On occasion other schools may send visitors to observe our program, too.

School Closing

If there is any question concerning school not being held because of inclement weather, be sure to listen to the radio on 92.9 or 101.7, or turn to Channel 4, 9 or 14 on your TV early in the morning of the day involved. Please do not routinely call the school; we cannot handle calls from our total school population

Assemblies

We will frequently have assemblies in the gym/commons to recognize students' accomplishments, share information, or to provide entertainment. At assembly time students will:

- a) Report to assigned homeroom seating areas.
- b) Observe the three R's.
- c) Respectfully stand while the Pledge of Allegiance is recited.
- d) Appropriate assembly behavior does not normally include hooting, hollering, whistling, booing, etc.

Announcements/Attendance/Lunch Count

During homeroom each morning announcements will be shared. This is our official way of communicating information to students.

Lunch count for the day will also be taken during homeroom. It is important that this count be as accurate as possible to ensure that the appropriate amount of food is prepared for all students at lunch time.

Homeroom

Homerooms will meet at the beginning of the day. Specific gym seating assignments for assemblies will be shared with you by your homeroom teacher. All students will be involved in SSR, Sustained Silent Reading, during the remainder of homeroom. All students should come prepared with reading material.

Change of Address

It is very important that you inform the school immediately of any changes in your address, telephone number(s), or emergency contact person(s). Please do this by sharing this information in the principal's office.

Valuables

Electronic Devices, Valuables, etc.

- No CD players, IPODS, MP3 players or anything similar to these are permitted.
- No cameras of any type are permitted unless prior permission has been granted by a teacher or administrator.
- No laser lights, beepers, electronic pets, palm pilots, etc. are allowed.
- Students are encouraged to leave valuables such as large sums of money, jewelry, etc. at home. Students are encouraged to use their lockers to store and secure their personal items. (This includes PE lockers)
The school will not be responsible for lost or stolen valuables

Cell Phone Expectations

- **Cell phones and music listening devices must be turned off before entering the building in the morning.**
- Cell phones may not be used by students in the building or buses during normal school hours.
- The phones should be turned off when in the building and placed in a locker.
- **Unauthorized use of any electronic communication device at school during regular school hours will result in the item being confiscated and a parent or guardian will be required to come to the school to claim it. Disciplinary actions may also involved if the student is a frequent offender of this policy.**

Wednesday Evening Activities

Wednesday evenings are designated as open nights. The school cooperates by not scheduling parties, special activities, or athletic events on these evenings. Exceptions are made when an agency outside the school schedules tournaments or meets for Wednesday evenings or make-up times are scheduled, but every attempt will be made to keep Wednesday evenings free from school activities.

Student Dress

Dress Code

At Storm Lake Middle School some basic guidelines are applied to determine whether or not a student's dress is appropriate. Appropriate dress reflects both pride in one's self and pride in your school. When students are dressed appropriately, distractions are fewer and learning is enhanced.

1. The following student attire is deemed inappropriate for school:
 - Excessively tight, suggestive, incomplete, or attention getting clothing
 - Exposed undergarments
 - Backless, strapless, spaghetti strap, one shoulder, off-the-shoulder, or halter tops (unless covered by another shirt)
 - Suggestive clothing that exposes midriff (in a seated or standing position) or cleavage
 - Skirts, shorts, or skorts that are too short. These types of clothing should reach the mid-thigh area
 - Any clothing that calls undue attention and may disrupt the educational climate.
2. Shoes are required at all times for the student's protection and to avoid the spreading of contagious skin diseases.
3. Jackets and coats are not permitted to be worn inside the building during the school day. It is recommended that students keep a sweatshirt or sweater at school to be worn when a student feels cold. **Jackets and sweatshirts must not be below the mid thigh area. Hoods are not permitted in the school building.**
4. Clothing and accessories that display alcoholic beverages, tobacco, any controlled substance, profanity, obscene pictures, vulgarity, lewd sayings, or that depict illegal activities cannot be worn. Any working or

images that are obscene or profane in interpretation are prohibited. (examples would be bloody knives, profanity, etc.)

5. Clothing or material containing any print or image that is derogatory to any race, gender, or ethnic group is prohibited.
6. Chains attached to clothing or other material, dog collars, spiked jewelry, wristbands or similar items will not be permitted in school.
7. Hats/Headgear/headbands, bandanas are not to be worn in the school building; Girls, however are permitted to wear headbands when used to hold up hair.
8. "Sagging" of pants is not permitted.
9. Clothing which represents gang signs or symbols or signs or symbols written on clothing are also inappropriate. **These items will be identified and monitored by police and school officials.**

Note: If clothing is deemed inappropriate for school, the student will be asked to change his/her clothes and will be given a warning not to wear inappropriate clothing again. If a second violation occurs consequences may occur and parents may be notified. If he/she chooses to continue to wear inappropriate clothing, additional consequences may be assigned such as detention.

Student Expectations

Arrival and Dismissal

Students who arrive at school prior to 8:00 am will be divided into grade levels. 8th graders will remain in the commons area. 5th-7th graders will go into the gym. All students will enter through the front doors. **Students are not to be dropped off at the west or north entries; this causes traffic problems.** Students will be dismissed to the locker area by the supervising teacher. Students are expected at their starting classroom by 8:10 am.

Once on school grounds, students are not to leave school property until dismissal time unless they have permission from their parent or guardian and have signed out in the office.

We encourage all students to leave the building by 3:35 pm unless they are engaged in a special activity under the supervision of a teacher, or are spectator at an athletic event.

Students assigned to school bus routes are to board busses at the loading area south of the building.

Promptness to School/Class

Being on time to school is important for many reasons. For many students the beginning of the day sets the tone for the day. Students are expected to be at their homeroom at 8:10 am. All tardy students must stop by the office for a pass to class.

We define tardy as being late to school to start the day (8:10 am). We understand that events occur that cause students to be late. Repeated tardies can result in some type of detention, which may include lunch detention, where the student is served a nutritious sack lunch prepared by our school cooks. Classroom tardies will be handled between the student and teacher.

Permission to Leave School

No student is to leave the school grounds at noon or anytime during the day without special permission from a parent or guardian. We recommend that you try to schedule all appointments outside of school hours; however, we understand this is not always possible. In the event you must leave school early, please bring a note from home to the office indicating the place and time of the appointment. You will be given a pass to be excused from class at the appropriate time. Please stop by the office and sign out before you leave and sign back in when you return.

Attendance/Absences

Students will be expected to attend classes regularly and to be on time to receive maximum benefit from the instructional program, to develop habits of punctuality, self discipline, and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the school work missed, it is impossible to completely compensate for absences from classes. All students who are planning to be gone for five or more consecutive days need to have their parent/guardian meet with the administration. Typically, if the school knows about your plans two weeks in advance, it helps the teachers better prepare for the student's absence from class.

Absences always cause some disruption in the educational process of the student. In order to maintain interest and understanding in a program of instruction, students should not expect to be absent any more than necessary. Students who fail to make up work missed may not understand what the teacher is currently presenting and may also become discouraged with the double burden of keeping current and making up missed work. Irregular attendance or tardiness by students negatively affects their own studies and also interferes with the progress of those pupils who are regular and prompt in attendance.

A casual attitude toward regular school attendance extends into adulthood. Lifelong patterns of regular and prompt attendance are fostered by the attention given them during the years of school attendance. The parent may also be asked to meet with school administration.

Parents are expected to call the school between 7:30 and 9:00 am if their child will be absent for any reason. A written note is not necessary if a phone call has been made by parent or guardian. (See the Board Policy on Attendance, 501.1A, in appendix.)

IN THE EVENT OF EXCESSIVE STUDENT ABSENCES THE FOLLOWING STEPS MAY BE TAKEN:

1. A letter from the school will be sent notifying parents whose students have 7 or more days of absence from school.
2. A letter from the school will be sent to parents when student reaches 15 days or more requesting a collaborative problem solving conference with the administration and guidance staff.
3. A letter will be sent to the county attorney when a student reaches 20 or more absences.
4. The school resource officer will be used as needed.

Hallway/Locker/Studyback Regulations

Hallways:

1. All students must have hall passes.
2. Hall passes must be shown to any teacher/supervisor requesting it.
3. Keep to the right side of the hall in passing.
4. Do all talking in a normal speaking voice--no shouting.
5. Never run in the halls.
6. Loud noises or whistling, shouting, singing, etc. are not permitted in the halls. Other classes may be in session while you are in the hallway; please do not disturb them.
7. Pick up any trash that may be littering halls.
8. No physical contact is allowed in hallways.
9. Intentionally jamming lockers is prohibited.

Lockers:

Lockers are owned by the school district and should in no way be considered personal property of a student. Lockers should be kept clean both inside and outside. The inside of the locker should not be considered a billboard for alcohol, tobacco, drugs, or unclothed or scantily clothed human anatomy pictures.

School officials may conduct periodic inspections of all, or randomly selected, school lockers. Students and parents are hereby notified that periodic searches of such school lockers may occur without prior notice.

A student's locker (or students' lockers) may be searched by school officials without prior notice and without the student(s) being present when there is reason to suspect or believe that contraband, some injurious/harmful substance, or stolen article is housed in the locker. When school officials search a student's locker, another person will be present during the search. If the search includes a "protected area" (a duffel bag, purse, etc.) the student will be notified of the search. (See board policy on 502.6 on locker searches)

Studybacks:

Studybacks are times established for students to do school work, to finish assignments, and to receive individual help from a teacher. If you need help and your studyback teacher is unable to assist, ask your studyback teacher for permission to see a specific teacher. Every team has different expectations for students during studyback times. Make sure you know the expectations and follow them. Generally students are required to always check in with their studyback teacher; you need a pass when you are not in class. Studyback time is a great opportunity to do homework, research, or leisure reading. Please use this time wisely.

Media Center Expectations

- 1) Return materials on time
- 2) Check-out period: two weeks for books; one week for periodicals
- 3) No more than two students are allowed per table during studybacks unless permission has been granted from the media specialist.
- 4) Students must sign in and out of the media center at the check-out desk.
- 5) Overdue fines will be two cents per day.

All books checked out to a student for use become the responsibility of you, that student. You are obligated to pay for lost, stolen, or damaged books. Book covers are mandatory for all textbooks unless stated otherwise by the teacher. They greatly extend the life of a book. Book covers or materials to cover books will not be provided by the school. However, they will be available to purchase through the school.

Co-Ed Physical Education

All the physical education classes are co-ed classes. There may be an occasion where the class may need to be split, but everyone will be doing basically the same things. Everyone will have his/her own locker in the locker rooms. We would like for you to learn your combination to your locker and use it whenever you change clothes. We have new students showing up at different times throughout the year, so please do not change lockers without getting permission from one of the instructors. If at any time you forget your combination you can always ask one of the instructors for some help. These lockers are for your protection, so don't give your combination to anyone else. The building is used by many people day and night, so keep your locker locked when you are out of the locker room.

You will be required to change into gym clothes every class period unless told otherwise. At the middle school your gym clothes can be anything that you did not wear to school. You will need a shirt, shorts or pants, socks, and shoes. As long as you change into something different than you wore to school it will be approved. Shoes and socks can be the same that you wore to school as long as your shoes are clean. If the weather turns cold, be prepared by having warm clothes for outside activities. Coats, gloves, and hats can also be worn over gym clothes. If you fail to change you will receive a zero for that class.

When you are in school you will be required to participate in the activities of the day unless you have a note from your parents/guardian, doctor, or the school nurse. Parents may request that a student be excused from physical activity for one or two days and an alternative activity will be provided, but a doctor's written statement is the only valid authority to excuse a student from physical education for a longer period of time. If you can not participate physically you will need to bring a pencil and a piece of paper to class to do alternative activities. There may be times when you will be limited to what you can do. If this is the case, please state such in the note. If you fail to participate in the activities or the alternative activities you will receive a zero for that class.

If for any reason (absent, sick, athletics, music, field trip, etc.) you miss a class, you need to make-up the class. By talking to one of the instructors you can find out what you need to do. If the class is not made-up you will receive a zero for the class. If you miss a test of any kind, you will receive an incomplete which will turn into an "F" for the quarter if not made-up.

The grading procedure will be pass-fail. You will receive a passing grade unless you receive eight or more zeros. The following are common reasons students receive zeros: absent from class without making it up, not changing into gym clothes, or participating.

A zero can also be made up by doing approximately 20 minutes of activities. This can be done by arranging a time between you and the instructor. The following are items students should make up: written test, skill test, and unfinished skill test. If not made up, it will be an incomplete grade. An incomplete grade will turn into an "F" for that quarter if not made up. You have until two weeks after the end of the quarter to make-up an incomplete.

Lunchroom Expectations

Breakfast will be served from 7:30-8:00 am

We have a closed noon period; all students remain in the building for lunch. If you wish to eat hot lunch you must have money in your account. Those who bring lunch from home will also eat in the lunchroom.

Students at lunch tables will not be permitted to collect money and order out from local eating establishments like pizza places and sub sandwich shops. This causes significant disruptions. However, parents may bring food from these places to their children for lunch on special occasions. This is no different from a parent bringing in a sack lunch.

Please follow these guidelines at lunchtime:

- Live the three R's.
- No horseplay is permitted in the lunchroom.
- Clean up your own mess at your table and floor area.
- No food or drink will be allowed in the gym **or outside** during lunch.
- Only three people will be allowed to be in the restroom at a time.
- FOLLOW THE DIRECTIONS OF ANY SUPERVISOR AT ALL TIMES!!!

When there is inclement weather there will be activities planned in the gym. When the weather is nice students may be outside.

You may add money to your lunch account by reporting to the office before classes begin in the morning. You may also bring your money to the office during study time if your teacher permits. Overdue account slips will be sent home with the students each day. If a student's account reaches a debit of **\$10.00**, he/she will not be allowed to eat the school's breakfast, hot lunch or go through the a la carte line.

Philosophy of Middle School Athletics

Emphasis at the middle school level is more on participation than winning, although striving to win is important at all levels. A player that does all that is required by the coach in charge can expect to play in games regardless of skill level. Emphasis during practices will be on developing skills and understanding of the sport. While at practice all players will receive training in basic fundamentals and be given an opportunity to demonstrate these skills. Players will be grouped according to skill levels to maximize each individual's development, both mentally and physically. (Example: A, B, and C teams.) An attempt will be made to schedule A, B, and C games in volleyball, football and basketball. Numbers of participants on our teams or on our opponents' teams may not allow a C game. If interscholastic games cannot be arranged, intra-squad games will be played to fill the schedule.

Student Eligibility:

At each grading period (quarter), each student shall be failing no more than one core class for which a grade is given. If at any grading period a student fails more than one core class, the student is ineligible for ten (10) consecutive school days.

Ineligibility does not keep a student from practicing, but it does restrict participation in any contest, event, public performance, etc. with the team or activity group.

Tornado Learning Club

The Tornado Learning Club (TLC) is an extended school day program available to all students at Storm Lake Middle School through an application process. TLC provides assistance with homework before school and academic, enrichment and recreational activities for students after school. Students may participate in a choice of enrichment activities, getting help with homework and open computer lab. The program is staffed by teachers and instructional assistants from the middle school, Buena Vista University students, and volunteers.

Students may participate in the program through an application process. This year a limited number of students will be permitted in the program with others on a waiting list. TLC meets every day from 3:25-5:25 pm. The school provides busing to designated drop-off locations on each of these nights at 5:30. In order to best use the TLC, students should stay the entire time. If a student needs to leave early, it is required that the student's parent/guardian sign the student out for the day. If a student is to be picked up by someone other than a parent/guardian, the TLC staff must be notified in advance before allowing the student to leave the building. Parents/guardians picking up students at **5:25 pm need to be on time.** (A separate TLC handbook is available.)

Bus Students

Observe the 3 R's. If you have the privilege of riding the bus, you will assume responsibility for good behavior. Your bus driver is in complete charge of the bus and may report any infractions of conduct to the director of transportation, the principal, and parents. It is a full-time job to drive the bus; the driver can't afford to spend time with discipline problems. Discipline problems create a safety concern.

During the course of the school year, most students are passengers on a school bus for field trips, transportation to school, athletic contests, etc. Safety is our prime concern when students are passengers on the Storm Lake Community School busses. The school year is considered the first day of school to the last day of summer school.

The Storm Lake Community Schools see the bus as an extension of the classroom. Students need to be aware that a poor decision on the bus can have consequences in school.

Because students use the bus system for a variety of reasons we have a few simple rules that you are asked to follow.

- Sit facing forward.
- Always make room for other students to sit down, and respect other students.
- Talk quietly at all times on the bus.
- Remain seated at all times unless instructed by the driver.
- Keep feet out of the aisle while the bus is parked.
- Respect the bus driver, and follow all instructions given by bus driver.

We realize that students make mistakes, and it is our goal that students learn from their mistakes. We also believe each situation is unique, and we will handle all situations on an individual basis. If in the event a student should be given a bus referral, the following steps will be followed:

1ST OFFENSE:

- Warning
- Student meets with school administrator or designee to develop a written plan that explains how the student will solve the problem he/she created
- Notification letter sent by mail to parent/guardian
- Student will attempt to call parent/guardian to inform them of the bus referral
- Bus driver will determine if assigned seating is necessary
- School discipline plan may be invoked

2ND OFFENSE:

- Student loses basic bus riding privileges until a meeting is set up by the parent/guardian. The meeting will include the student, administrator or designee, and transportation director or designee. This group will help the student develop a plan to avoid future problems. The school district reserves the right to suspended bus privileges for one (1) to twenty (20) school days
- School discipline plan may be invoked

3RD OFFENSE:

- The student loses bus privileges for twenty (20) school days. In order for the student to be reinstated after twenty (20) school days the student must:
 - Meet with the parent/guardian, school administration, Transportation Director, and Superintendent
 - The student and parent/guardian must present a written plan that outlines how the student will modify his/her behavior
 - A school discipline plan may be invoked

4TH OFFENSE:

- The student loses bus privileges for forty-five (45) school days

Notes:

Because each situation is unique, the Storm Lake Community School System reserves the right to revoke riding privileges at any time. Should this occur the parent/guardian will be notified verbally and by letter.

Bus referral number one will be removed from the student's record after ninety (90) school days. This applies only if the student has not received a second bus referral within ninety (90) school days of bus referral one. All students begin the school year with no offenses.

Telephone Expectations

The telephones in our building are for business use only. In case of an emergency, students may be given permission to use the telephone. Phones are not to be used by students during the school day or at lunch time without the permission of a staff member. Students will not be called from classes to receive phone calls except in an emergency.

With a limited number of lines coming into the building and over 600 people in the building, students cannot expect to communicate with home on a regular basis via the telephone. School dismissal times (except for inclement weather) are all regular/constant or printed in the yearly calendar. Thus, you must plan ahead to make transportation arrangements. In cases where you have forgotten something and wish a parent to bring it to you, think first. Is the item essential or could you make alternative arrangements to save the phone call home and the parent's trip to school?

General Procedures

Fire Alarm

The signal for a fire drill is a steady tone from the fire horn. There will be some variation of the volume with the strobe lights on the horns flashing. Signs which explain the evacuation procedure are posted in each room. Further instructions will be given to you by each teacher concerning his/her own room. It is essential that ALL students follow these simple guidelines:

- (1) follow the directions of the teacher involved, (2) walk carefully but quickly to the area assigned, (3) maintain ABSOLUTE SILENCE

Tornado/Storm Alert

The signal for a tornado drill will be an announcement via the P.A. system. Students are to follow the instructions given to them by the teacher. Again, it is critical that ALL students:

- (1) follow the directions of the teacher involved, (2) walk carefully but quickly to the area assigned, (3) maintain ABSOLUTE SILENCE - this is especially important so additional instructions can be given and heard when needed. Signs will also be posted in the rooms to indicate preliminary storm drill instructions

Consequence Policies, Procedures & Philosophy

Consequences

The middle school is not in the business of punishment; rarely can schools make a punishment immediate or severe enough to significantly change behavior. The middle school is in the business of discipline, with emphasis on self-discipline. When a student's behavior is unacceptable for the educational process, the middle school staff expects the student to make decisions concerning their behavior and live with the consequences. Students can choose to eliminate the problem for themselves and others or they may choose to have a double learning experience if their decision continues to create a problem. The staff will respond to inappropriate behaviors in a variety of ways which may include student-teacher conference, parent notification, time out, referral to the counselor, detention, etc. Some students may need time and guidance in the Educational Lab Room to help solve their problem.

Discipline Philosophy

Schools belong to the parents, community, students, and teachers. The school community serves as a common ground allowing students and teachers to form partnerships which will foster learning in a positive and caring environment. The teacher serves as a guide to the student traveling along the path to knowledge and learning.

A successful learning experience is created when students and teachers are able to interact in a positive and safe environment. Discipline and self-discipline are important tools which help students and teachers create an optimum learning environment.

The Middle School Discipline Plan has been created to help students and teachers create an optimum learning environment. The content of the discipline plan is based on the right of the teacher and student to teach and learn in a safe and positive environment. Students, school staff, and parents share the responsibility of promoting and maintaining this environment.

Students are expected to be positive participants in relation to the school community. The behavior expected of students at school is also expected of them both before and after school hours on school grounds and at all school sponsored activities. The expectations that the school community has of students today teaches them the same expectations the community will have of them as responsible citizens.

Rules and guidelines for behavior are not designed to be traps to "catch" students doing something wrong so that a student can be punished. The rules and guidelines are established to provide structure to help students develop a sense of self-discipline.

A student's actions should be directed to improving the school and the school's learning environment. There may be times when a student has difficulty acting in a positive manner. When students create a problem for themselves or someone else, they will be guided with concern and respect through owning and solving the problem.

The staff and parent representatives developed the following "Principles of Discipline" so students and parents know how the staff will relate to the students.

Principles of Discipline

When students create a problem for themselves or others, the staff will intervene to stop or change that behavior. The staff recognizes that everyone makes mistakes. How the staff reacts to these mistakes and how the staff intervenes can help the students learn from their mistakes. The staff believes in these principles:

1. **The student and the situation will be handled on an individual basis.** At Storm Lake Middle School, we believe that every situation is unique. Different strategies work for different students and different situations. Teachers are also unique, so different teachers may use different strategies.
2. **The student will be encouraged to make decisions to solve problems and will live with the consequences of those decisions.** School staff will always advise or guide students to do what they believe is best for the student and the school. Now is a great time for students to learn effective decision making. Consequences are not as great as when the student becomes an adult.
3. **The student will solve the problem, so it does not make a problem for others.** The staff encourages problem solving in Storm Lake Middle School. The staff teaches and models respect for each other and responsibility for our actions. The student will be guided through a problem solving process where they will learn to recognize the rights of others and acquire appropriate decision-making skills.
4. **The student will take ownership for actions and feelings and will be left with a feeling that he/she has some control.** Students have alternatives or choices. Within these choices, students have some control of their consequences.
5. **The student will learn from his/her problem.** The student needs guidance for understanding the situation and time for reflection.
6. **Students will be given the opportunity to maintain their respect and self-esteem.** A student's self-concept can be enhanced even during situations in which he/she is being disciplined or required to meet firm expectations.
7. **An equal balance of consequences and concern replace punishment whenever possible.** Students need to understand the relationship between their decisions and the consequences that result. Consequences will be given showing genuine concern for each student's problem. This alleviates some power struggles and encourages self-reflection.

Positive Behavior Instruction and Supports – Storm Lake Middle School

The Storm Lake Middle School Way:

BE Respectful of self, others and surroundings

BE Responsible and prepared at all times

BE Ready to follow directions and procedures

Positive Behavioral Interventions and Supports (PBIS) is a school-wide support system that focuses on taking a team-based approach by teaching appropriate behavior to all students. Through PBIS, school staff works to establish and maintain a productive, safe environment in which students, staff and parents have clear expectations and roles in the educational process.

PBIS programs are comprised of specific components.

- 1) Behavioral Expectations are clearly defined. Three specifically defined expectations are exhibited throughout the school in positive, clearly stated rules. SLMS has identified 2 behaviors on which to focus. Be Respectful. Be Responsible. Be Ready.
- 2) Behavioral Expectations are Taught. SLMS rules are taught to all students in all settings throughout the school. Behavioral expectations and rules are best learned through positive examples, which can be modeled, combined with opportunities for practice.
- 3) Appropriate Behaviors are Acknowledged. Appropriate behaviors are acknowledged on a regular basis through praise and system-wide incentive programs to promote and reinforce behaviors demonstrated by individual students and classes.
- 4) Negative Behaviors are Corrected Proactively. Specific procedures are designed to address students who do not meet expectations. Students are informed of unacceptable behavior and re-taught the expectation or rule. Positive practice and consistency are important to promote student behaviors.

Categories of Student Behavior Violation Consequences

Category 1:

Category 1 concerns will be handled through communication between the student and teacher. This will be the first line of defense in dealing with inappropriate behaviors that are considered minor. The student will be required to develop a written or oral plan of action indicating how he/she is going to solve his/her problem without causing a problem for others. This plan must be approved by the teacher. It might be a one-minute intervention or it might require the student to spend time after school to develop the plan. Consistently repeating minor offenses may be escalated to a major offense. Note: The teacher reserves the right to involve parents at any time.

Category 1 Concerns include:

Gum chewing

Running in the halls

Tardy to class

Minor classroom disruptions

Horseplay

Minor inappropriate use of electronic devices

Teasing

Incidental profanity

Dress code violation

Minor noncompliance

Minor property misuse

Category 2: Office referral

Category 2 discipline concerns will be handled through communication between the student, teacher, and administration. The student will be required to develop a written or oral plan of action indicating how he/she is going to solve his/her problem without causing a problem for others. This plan must be approved by the administrator. Parents may be notified.

Category 2 Concerns include:

| | | |
|-----------------------|------------------------------------|---|
| Excessive profanity | Harassment/bullying | Repetitive level one referrals |
| Skiping any detention | Cheating | Inappropriate use of electronic devices |
| Insubordination | Skiping class | |
| Forgery | Repetitive disruption of classroom | |

Category 3: Office referral and parental/guardian notification

Category 3 discipline concerns will be handled through communication between the student, teacher, parent, and administration. The student will be required to develop a written plan of action indicating how he/she is going to solve his/her problem without causing a problem for others. This plan must be approved by the administrator.

Category 3 Concerns include:

| | |
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| Fighting | Vandalism |
| Assault | Weapons |
| Arson | Truancy |
| Bomb threats | Drugs, alcohol and tobacco |
| False fire alarm | Theft |
| Gang signs, symbols and paraphernalia | Harassment/bullying |
| Threat of physical aggression against a staff member | |

Major Offenses

These offenses include any behavior or actions that endanger health, may cause harm to self or others, or damage property. Participation in the following activities, or any activity prohibited by law, is not tolerated on school property, at any school sponsored activities, or areas within the supervisory control of the school. Law enforcement officials may be contacted when a major offense occurs. Disciplinary action may be taken by school authorities regardless of whether or not criminal charges result. **SLMS Administration reserves the right to combine in-school and out-of-school suspensions as disciplinary actions for major offenses.**

Definitions and possible consequence of major offenses:

- Arson: the intentional setting of fire

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| 1st Offense | Minimum of ten days OSS (out-of-school-suspension) Police notification Possible recommendation for expulsion |
| 2nd Offense | Recommendation for expulsion Police notification |
- Assault on a staff member or a volunteer: a violent physical attack on a school employee or volunteer whether they are injured or not

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| 1st Offense | Recommendation for expulsion Police notification |
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3. Breaking and entering school property or private property on school grounds
 - 1st Offense Minimum of five days ISS (in-school-suspension)
Police notification
Restitution
 - 2nd Offense Minimum of five days ISS
Police notification
Recommendation for expulsion
Restitution
4. Bomb Threats: telephone, written or oral threats against the school community
 - 1st Offense Recommendation for expulsion
Police notification
5. Extortion, Blackmail, or Unlawful Coercion: obtaining money or property by violence, forcing persons to do something against their will, force or threat of force, or threatening to accuse another of a crime
 - 1st Offense Minimum of five days ISS
Restitution
 - 2nd Offense Minimum of seven days ISS
Restitution
 - 3rd Offense Recommendation for expulsion
6. False Fire Alarms
 - 1st Offense Minimum of ten days OSS
Police notification
 - 2nd Offense Recommendation for expulsion
Police notification
7. Fighting: physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education
 - 1st Offense Minimum of three days ISS
Possible notification of police
 - 2nd Offense Minimum five days ISS
Possible notification of police
 - 3rd Offense Minimum five days OSS
Possible notification of police
Possible recommendation for expulsion

An assault on another student will be considered a more serious form of fighting and may result in the severe consequences on the first offense.
8. Gang signs and symbols: This may include hand drawn pictures of gang affiliation symbols and displaying gang signs.
 - 1st Offense Referral to the administration or counselor and minimum of three days ISS
 - 2nd Offense Minimum of five days ISS and parent conference
 - 3rd Offense Minimum of five days ISS and parent conference

Note: All material with gang signs or symbols will be turned over to the police along with the student's name.

9. Hacking/Cracking/Criminal Activity: using school computers or school computer lines to conduct illegal operations.

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| 1st Offense | Referred to the administration and Technology Director Possible recommendation for expulsion Possible notification to local, state and federal authorities |
| 2nd Offense | Referred to the administration and Technology Director Recommendation for expulsion Possible notification to local, state and federal authorities |

Note: See Board Policy 605.6R1 in accordance to Acceptable Use

10. Gross Disrespect: directing vulgar or profane language to a school employee or student. This may include name calling, defiance, or hostility directed towards a school employee or student.

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| 1st Offense | Maximum of five days ISS |
| 2nd Offense | Minimum of five days OSS |
| 3rd Offense | Ten days OSS - Possible recommendation for expulsion |

11. Harassment: hounding, pestering, plaguing, harassing, bullying or tormenting another. Harassment implies a systematic persecution by using annoyance, threats or demands. More seriously, harassment may also constitute sexual harassment which is a violation of federal laws.

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| 1st Offense | Conference with administrator or counselor |
| 2nd Offense | Minimum of three days ISS |
| 3rd Offense | Minimum of five days ISS |
| 4th Offense | Minimum of five days OSS with possible recommendation for expulsion |

12. Insubordination: refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness.

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| 1st Offense | Maximum of three days ISS |
| 2nd Offense | Maximum of five days ISS |
| 3rd Offense | Maximum of three days OSS |

13. Possession of a dangerous weapon: any instrument or device designed for use in inflicting death upon a human being or animal when used in the manner for which it was designed.

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| 1st Offense | Recommendation for expulsion and notification of police |
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Note: All incidents will be reviewed individually and may include in-school suspension, out-of-school suspension, or recommendation for expulsion. The Superintendent shall have the authority to recommend to the School Board that the expulsion be modified on a case-by-case basis but not increase the length of the period of expulsion. (See Board Policy number 503.2)

14. Profanity/Vulgarity: swearing, use of obscene, threatening, or flagrantly disrespectful language/material/conduct

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| 1st Offense | Conference with administration May be assigned ISS for 1-3 days |
| 2nd Offense | Minimum of three days ISS |
| 3rd Offense | Minimum of five days ISS |

15. Repeated Minor Offenses: ongoing problems disturbing or distracting those attempting to learn or teach

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| 1st Offense | Conference with administration - Minimum of two day ISS possible |
| 2nd Offense | Minimum of three days ISS |
| 3rd Offense | Minimum of five days ISS |
| 4th Offense | Minimum of five days OSS |

16. Selling or distributing any controlled or mind altering substance and/or paraphernalia or “look a-likes” including, but not limited to, glue or inhalants, narcotic drugs, and alcoholic beverages.

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| 1st Offense | Minimum of ten days OSS and notification of police Recommendation of expulsion |
| 2nd Offense | Recommendation of expulsion |

17. Theft: stealing from the school, school personnel, volunteers, or a classmate

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| 1st Offense | Minimum of three days of ISS with restitution |
| 2nd Offense | Minimum of five days of ISS with restitution |
| 3rd Offense | Minimum of five days of OSS with restitution |

Note: The administration reserves the right to notify police

18. Threats of physical aggression against a staff member or a volunteer or a student. Threats are expressions of intentions to injure, punish, or inflict pain on another.

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| 1st Offense | Minimum of five days of ISS and notification of police |
| 2nd Offense | Minimum of five days of OSS and notification of police |
| 3rd Offense | Ten days of OSS and notification of police |

19. Trespassing: being in an unauthorized place or refusing to leave when ordered to do so by a duly constituted authority

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| 1st Offense | Minimum of three days ISS |
| 2nd Offense | Minimum of five days OSS |

Note: The administration reserves the right to notify police

20. Truancy: absence from school without the authorization of the parents or school

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| 1st Offense | Referral to the counselor and maximum of three days ISS |
| 2nd Offense | Maximum of five days ISS and parent conference |
| 3rd Offense | Maximum of five days ISS and parent conference |

21. Use or possession of tobacco or facsimiles

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| 1st Offense | Minimum of two days ISS and Activity Code Violation |
| 2nd Offense | Minimum of four days ISS and Activity Code Violation |
| 3rd Offense | Minimum of ten days OSS and Activity Code Violation |

Note: The administration reserves the right to notify police. (See Board Policy 502.7)

22. Use or possession of any controlled or mind altering substance, including, but not limited to, glue or inhalants, narcotic drugs, alcohol beverages

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| 1st Offense | Minimum of seven days OSS - The suspension can be reduced if the student completes a program of instruction that meets the Activity Code requirement Activity Code violation and call police |
| 2nd Offense | Minimum of 10 days of OSS - Possible recommendation for expulsion Student is required to complete a program of instruction that meets the Activity Code requirement Activity Code violation and call police (See Board Policy 502.7R1) |

23. Vandalism: malicious mischief - Damage to school property or private property on areas under the supervisory control of the school district. **THIS INCLUDES FALSE 911 CALLS**

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| 1st Offense | Minimum of three days ISS and restitution Possible police notification |
| 2nd Offense | Minimum of five days of OSS and restitution Possible police notification |

24. Plagiarism/Cheating: copying other students' work

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| 1st Offense | Conference with administration Minimum of two days ISS possible |
| 2nd Offense | Minimum of three days ISS |
| 3rd Offense | Minimum of five days ISS |
| 4th Offense | Minimum of five days OSS |

25. Skipping Class

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| 1st Offense | Conference with administration Minimum of two days ISS possible |
| 2nd Offense | Minimum of three days ISS |
| 3rd Offense | Minimum of five days ISS |
| 4th Offense | Minimum of five days OSS |

26. In the event that any violation as cited in the Storm Lake Middle School Discipline Plan is determined by the principal or assistant principal to be of an extreme nature, it will be at the discretion of the principal or assistant principal to administer consequences more severe than indicated by the policy, including suspensions or recommending expulsion.

Each student is unique. Each situation is unique. Therefore, the administration reserves the right to adapt, change, or adjust the consequences to the specific needs of the student.

It is the policy of Storm Lake Middle School to prohibit any actions or behavior that is disruptive and unreasonable and/or a violation of state and federal law.

Procedure for Determining Alleged Misconduct or Violation

The following steps will be used when appropriate:

1. The administration shall investigate the alleged misconduct or violation.
2. If the alleged misconduct or violation is serious, the administration will give oral or written notice of the incident to the student and to the parents as soon as possible after the incident.
3. When possible, the notice shall state the alleged violation and the time and place where a hearing will be conducted by the administration.
4. The administration shall render a decision as soon as possible after the hearing and inform the student and parent.

In-School-Suspension (ISS)

The middle school staff is committed to helping students solve their problems. Every student in the middle school is unique so each problem requires different strategies for guidance. In-school-suspension provides flexibility for students to have time and guidance in solving a problem that they have created. The suspension may be for a few class periods a day to a few days, depending on what school officials believe is in the student's best interest. During in-school-suspension the student will be tutored and receive full credit for the work completed. Additional work will also be completed for reinforcement. **A student may not participate in an extra-curricular event if he/she is in ISS and has an extra-curricular activity after school on that day.**

Educational Lab

Students need time and guidance in solving their own problems. Students may be referred by an administrator or counselor to the Educational Lab Room for quiet time to reflect on their problem and to make a plan to solve the problem. The Educational Lab instructor, a classroom teacher, counselor, or principal will be available to help the student make a plan to solve their problem. The student will meet all or some of the objectives stated below.

1. The student needs to identify the problem he/she created.
2. The student needs to identify the problem created for others and make restitution. (With theft or vandalism, labor, in lieu of cash, is an acceptable alternative to financial restitution.)
3. What did you want to accomplish when you created your problem?
4. Did your actions get what you wanted? Why or why not?
5. The students must write a letter to themselves explaining how he/she feels about the situation, and the behavior he/she exhibited before, during, and after the problem was created.
6. The student must make a written plan outlining what action he/she plans to take next time a similar need or situation occurs.
7. The student will make an appointment with the counselor to discuss his/her plan.
8. The student will make an appointment with any school employee affected by the problem the student created to discuss the plan of action.

Planning Lab

Webster defines discipline as training that corrects, molds, strengthens or perfects. Often times middle school students get caught up in their emotions and create a problem. Many times the student just needs time to cool down and reflect on the situation. The purpose of the Planning Lab is to provide the student guidance while he/she cools down and reflects. The amount of time a student is in the Planning Lab is determined by the student. Once the student is settled down and has written a plan to deal with the problem they created, and it is approved by the Educational Lab teacher, they are free to go back to class. For some students this may take a few minutes, a class period, or days. Students in the Planning Lab will be provided the same opportunities as the student in the Educational Lab. Students in the planning lab will be allowed to participate in school activities.

Appendix of Special Policies

Due Process

Whenever a student has violated the prescribed student behaviors or the school administration has reasonable reason to believe that he/she has violated such, all circumstances shall be reviewed in a just and equitable manner. If a student/parent has a concern or complaint, the following due process procedures will be used:

1. The student will be questioned by the principal and/or designee. During this questioning the student will be informed of the alleged violation and of any evidence against the student. If the student admits that he/she has violated the behavior policy, the appropriate consequence(s) as delineated in this handbook will be followed. If the student denies any guilt of violating the policy, the administration may:
 - a. Dismiss the case if there is no further purpose in pursuing it at this time.
 - b. Enforce the appropriate consequence(s).
2. If the student wishes to appeal the decision by the administration, he/she must do so within five (5) calendar days at which time a hearing panel consisting of the principal and two (2) faculty members (one appointed by the principal and one selected by the student) shall convene. The student and his/her parents/guardians will be notified of the time and date of the panel hearing. The panel will hear the testimony of the administration, the student, and any other witnesses. It will render a decision on the basis of the evidence presented within two (2) business days.
3. If the appropriate consequence(s) is (are) upheld by the hearing panel, the student may appeal the decision within five (5) calendar days to the Superintendent of Schools for review and action. The Superintendent will render a decision on the basis of the evidence presented within two (2) business days.
4. If the claimant is dissatisfied with the Superintendent's actions, the student shall be required to state the basis of his/her objections in writing and also the request for an oral hearing, addressed to the Superintendent of Schools of the Storm Lake Community School District within five (5) calendar days. The superintendent shall then schedule a meeting of the Board of Education with twenty (20) calendar days of receipt of such objections, giving at least five (5) business-days written notice of said hearing, unless a shorter time is mutually agreeable. The Board of Education shall consider the evidence presented (including statements by the appellant's legal counsel if appellant chooses to have legal counsel). Written findings of fact and resultant action will be mailed or delivered to said appellant within five (5) business days of the hearing.
5. If the claimant is still dissatisfied, an appeal may be made in writing to the State Department of Education by giving written notice of the appeal by registered mail to the Executive Office of the State Board of Education with a copy to the State Superintendent of Education.

Student Activities Code

Statement of Purpose

The Student Activities Program has been established in the Storm Lake Community School District for the purpose of providing educational experiences that are not normally gained in the traditional classroom. "Student Activities Program" shall be defined to include, but is not limited to, the following activities: athletics, cheerleading, dance squad, intramurals, music groups, speech activities, dramatics, clubs and organizations and dances/parties.

Student participants involved in the activities program are expected to maintain high academic and social standards as representatives of our school and community. A student participant shall be defined as a student who is involved in any of the programs associated with the Student Activities Program. With the privilege of participation in our activities programs comes the responsibility of meeting certain criteria. We want the best students/citizens representing our school/community. The Code has been established to enable the student to make informed choices in order to maintain standards set forth by the school district. The ultimate outcome is the development of appropriate self-discipline. The Board of Education believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others or presents a threat to the health and safety of students, employees and visitors on school premises.

Regulations

The following regulations for the Student Activities Program have been adopted by the Board of Education of the Storm Lake Community School District and shall apply to in-season and off-season activities during the academic year and summer months.

Each student involved in the Student Activities Program must, as a participant, meet the eligibility requirements set forth by the school and will be subject to the penalties of the Code when he or she has violated the Code or does not meet the requirements of eligibility. Administration of the Code will be based on the purposes and intention of the Code.

A student involved in the Activity Program shall be in school one-half day on the day of the activity. If the activity is after school or in the evening, the half-day of required attendance shall be the last four (4) periods prior to leaving for the activity. Any exceptions must be cleared in advance through the administration.

Please refer to the [Storm Lake School Board Policy 504.7R1 \(Student Activity Code\)](#) to find out more Information of the regulations and due processes concerning the Student Activity Code. You may obtain a full copy of the activity code from Rick Anderson at 621 Tornado Drive, Storm Lake, IA 50588. The student and parent/guardian are required to sign an acknowledgment and release form that indicates a full understanding of the Student Activity Code. All Storm Lake Community School District students must adhere to the Student Activity Code.

Penalties for Code Violations

First Offense

- Option A Fifty-six (56) calendar days' suspension from participation in all extra-curricular activities, beginning on the day that the student informs the school administration of their choice of Option A or B.
- Option B Fourteen (14) days suspension and agrees to obtain an immediate professional assessment from a school approved treatment/counseling agency and agrees to follow the recommendations of the assessment counselor and signs release of information forms between the school and the assessment agency.

Second Offense (Applies if second offense occurs within a twelve (12) month period after a first offense.)

- Option A One hundred and twelve (112) calendar days' suspension from participation in all extra-curricular activities, beginning on the day that the student informs the school administration of their choice of Option A or B.
- Option B Fifty-six (56) days suspension and agrees to obtain an immediate professional assessment from a school approved treatment/counseling agency and agrees to follow the recommendations of the assessment counselor and signs release of information forms between the school and the assessment agency.

Third Offense (Applies if third offense occurs within a twelve (12) month period after a second offense.)

- Option A Twelve (12) month suspension from participation in all extra-curricular activities, beginning on the day that the suspension is finalized. The student could request, through the school administration, reinstatement of eligibility after an eight (8) month ineligibility period. Upon that request, the Hearing Committee would meet to consider reinstatement of eligibility based on the student's attendance, Academic effort, behavior and attitude over the previous eight (8) month period.
- Option B Not available

Note for freshman: Incoming ninth grade students serving a twelve-month ineligibility period will be deemed eligible after the first thirty (30) calendar days of their ninth grade year, if they have no additional violations during that same time period. The student's most recent Activity Code violation would be reduced to a second violation. Any future violations within one year of their last violation would be considered a third violation.

Reporting Child Abuse

It is the policy of the Storm Lake School District that any certificated or licensed employee who has a reasonable belief that a child under the age of eighteen (18) has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS) within twenty-four (24) hours and follow the verbal report with a written report on appropriate forms. The reporting of suspected abuse of children by non-certificated or non-licensed employees is encouraged. The failure on the part of an employee who is a mandatory reporter to make a report as required by law may subject the employee to disciplinary sanctions up to and including discharge.

It is also the policy of the Storm Lake School District that reports of child abuse remain confidential, as required by law.

For more information on Storm Lake Community School District's policy on reporting child abuse see Board Policy 402.2

Anti-Bullying/Harassment Policy

Code No. 104

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

This is only an abbreviated version of the Storm Lake Community School District policy on sexual harassment. For a complete copy of the district's policy on sexual harassment see Board Policy 104 or go to the School Administration Building at 419 Lake Ave. Storm Lake, IA 50588 and request a full copy of the policy.

Legal References: 20 U.S.C. §§ 1221-1234i
29 U.S.C. § 794
42 U.S.C. §§ 2000d-2000d-7
42 U.S.C. §§ 12101 2et. seq.
Iowa Code §§ 216.9; 280.28; 280.3
281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393(2007).

Cross References: 102 Equal Educational Opportunity
502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

Smoking - Drinking - Drugs

Code No. 502.7

Students shall conduct themselves in accordance with Board Policy "Student Conduct". The Board believes that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors on the school premises.

The Board prohibits the use or possession of tobacco, alcohol, or other controlled substances, or "look alike" substances that appear to be tobacco, alcohol, or controlled substances, by students on school property or at any activities sponsored by the school on or off school property.

Violation of this policy by students will result in disciplinary action. Possession of alcohol, for those under legal age, and/or of a controlled substance may be reported to the local law enforcement authorities.

It shall be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding this policy.

It is the policy of the Storm Lake Board of Directors that there is a smoke-free environment in all its buildings, vehicles and property.

Legal Reference: 34 C.F.R. Pt. 86 (2012).
Iowa Code §§ 123.46; 124; 279.8, .9; 453A (2013).
281 I.A.C. 12.3(6); .5(3)(e), .5(4)(e), .5(5)(e)

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
507 Student Health and Well-Being

Substance Use/Abuse/PossessionCode No. 502.7R1

The unlawful use, possession or delivery by a student of alcohol or controlled substances including simulated or counterfeit substances, and prescription drugs without a prescription, including steroids, and all apparatus used for the administration of controlled substances, is prohibited. Such actions are detrimental to the health and welfare of the student body and to the welfare and safety of the community. Such use, possession or distribution will not be tolerated on school grounds, at school events or in any situation in which the school is responsible for the conduct and well-being of young people.

I. POSSESSION, USE OR DELIVERY OF ALCOHOL OR CONTROLLED SUBSTANCES**FIRST OFFENSE:**

The Principal/designee after substantiating the possession, use or delivery of alcohol or controlled substances will take the following actions:

1. Remove student from the classroom or activity.
2. Notify law enforcement personnel and request that appropriate action be taken.
3. Notify parent/guardian and request their immediate presence.
4. Notify the Student Assistance Team members.
5. Suspend the student from school for seven (7) days in compliance with student due process procedures.

The Principal and/or Designee may hold a portion of the suspension in abeyance or may utilize in-school suspension if the student (1) notifies the Student Assistance Team Counselors to obtain an immediate professional assessment from a school-approved substance treatment agency, (2) agrees to follow the recommendations of the assessment counselor and (3) signs release of information forms between the school and any assessment agency. (The school will not assume liability for costs that might be incurred with any of the above.)

Once the school administration and Student Assistance Team Counselors receive information in regards to the assessment and subsequent professional recommendations, the student may be immediately re-admitted to regular classes.

SECOND OFFENSE:

The Principal and/or Designee after substantiating a second offense on the part of the student will suspend the student from school and will recommend to the Superintendent of Schools that the student be expelled in compliance with student due process procedures.

1. Should a student elect to drop out of school rather than accept student assistance recommendations or regular school discipline, and subsequently choose to re-enter school, he/she would still be required to fulfill the original recommendations or disciplinary actions.
2. The Storm Lake Board of Directors feels that any student whose education and/or well-being is being endangered by chemical dependency and/or related disruptive behavior should have access to support from the school. Any student should feel free, without threat of penalty or disclosure, to discuss the matter with any school personnel with whom he/she feels comfortable.
3. Andy conference including the parents must have an administrator and student assistance team member present.

II. DISTRIBUTION OF CONTROLLED SUBSTANCES

Distribution of a controlled substance is considered a detriment to the health and welfare of the student body and community. Therefore, students determined to be distributing a controlled substance on school grounds shall be referred to the Superintendent for expulsion. (Student Expulsion, Code No. 503.2).

Search and Seizure

Code No. 502.8

School District property is held in public trust by the Board. School District authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Legal Reference: U.S. Const. amend. IV.
 New Jersey v. T.L.O., 469 U.S. 325 (1985).
 Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), *cert. den.*, 482 U.S. 930 (1987).
 Iowa Code ch. 808A (2013).
 281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
 503 Student Discipline

Search and Seizure Regulation

Code No. 502.8R1

I. Searches, in general.

- A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) eyewitness observations by employees;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (1) the age of the student;
- (2) the sex of the student;
- (3) the nature of the infraction; and
- (4) the emergency requiring the search without delay.

II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - (a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
 - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Statement of Policy on Attendance (In Part)Code No. 501.3R1

It shall be the policy of the Storm Lake Community School District to encourage regular attendance on the part of its students. Students who are absent from school without reasonable excuse shall be subject to disciplinary measures which may include, but not be limited to, short-term and long-term suspension.

Attendance Rules**I. Philosophy**

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the school work missed, it is impossible to completely compensate for absence from classes.

Absences always cause some disruption in the educational progress of the student who was absent. In order to maintain interest and understanding in a program of instruction, students should not expect to be absent any more than is absolutely necessary. Students who fail to make up work missed may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance.

Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. Lifelong patterns of responsibility and self-discipline of regular attendance and promptness are fostered by attention given them during the years of school attendance.

There are times, however, when school officials may determine that the problems associated with absence from school are outweighed by the advantages of an activity in which the student participates and they may endorse or sponsor an activity or trip. Attendance at such approved trips and activities will not be considered an absence from school.

IV. Absences**A. Recognized absences from school will be considered for the following reasons:**

1. Personal illness;
2. Death or serious illness in the immediate family or household;
3. Medical or dental appointments which cannot be made other than during school time;
4. Other reasons which can be justified from an educational or developmental/personal growth standpoint. Permission for such absences should be obtained in advance of the absence from school.

Weapons

Code No. 502.6

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects or look-a-likes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

Legal Reference: 18 U.S.C. § 921.
Iowa Code §§ 279.8; 280.21B; 483A.27(11); 724.
281 I.A.C. 12.3(6)

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
507 Student Health and Well-Being

Public Notice: Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act

Code 102.R3

Section 504 and ADA is an Act, which prohibits discrimination against persons with a disability by any institution receiving federal financial assistance. These Acts define a person with a disability as anyone whom:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Storm Lake Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and/or practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

A parent may request a form to initiate a referral for any student by contacting the principal of any school or the Section 504/ADA Coordinator.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act give the parent or guardian the right to:

1. inspect and review his/her child's educational records;
2. make copies of these records;
3. receive a list of all individuals having access to those records;
4. ask for an explanation of any item in the records;
5. ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
6. a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact the Storm Lake Community School District Equity/Section 504 Compliance Officer Kellie Anderson (712-732-8076).

Grievance Procedure

Code No. 102.R1

Students, parents of students, employees and applicants for employment in the school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or Personnel Contact Person
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age, sexual orientation, gender identity, color, sex or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age, sexual orientation, gender identity color, sex or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, creed, religion, marital status, sexual orientation, gender identity, color, sex, socioeconomic status or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

For more information concerning the grievance procedure see board policy 102.R1 or contact Kellie Anderson.

The Compliance Officer is:

| | |
|-----------------|-----------------------------|
| NAME: | Kellie Anderson |
| | East Early Childhood Center |
| OFFICE ADDRESS: | 930 E 5th Street |
| | Storm Lake, IA 50588 |
| PHONE NUMBER: | 732-8076 |
| OFFICE HOURS: | 7:30 am - 4:00 pm |

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U. S. Department of Education Office for Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Asbestos Notice to Parents, Students and Employees

All buildings in the Storm Lake School District were first inspected in August 1988 by a certified asbestos inspector as required by AHERA. The inspector located, sampled and rated the condition and hazard potential of all materials in the buildings suspected of containing asbestos. The same process was followed during the required AHERA re-inspection in the summers of 1991, 1994, 1997, 2000, 2003, 2006, 2009, June 2012.

As a result of the inspections, the district has a management plan in place which includes the following: education and training of employees, set of plans and procedures designed to minimize the disturbance of asbestos-containing materials, the location of asbestos materials in each building and a plan for regular surveillance and control of the asbestos materials. The inspection report from June 2012 indicated that all the buildings identified as containing asbestos are in good condition and no maintenance is required. Because of the High School Renovation project, however, 8,000 square feet of asbestos-containing floor tile was removed from the High School.

A copy of the inspection record and management plan for each building is available in the administration office of each building. Inquiries pertaining to the inspection record and management plan should be directed to the district's asbestos program manager at the Storm Lake Community School's Administration Building, 419 Lake Ave., Storm Lake, IA 50588.

Multi-Cultural/Gender Fair Education

Code No. 603.4

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

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Legal Reference: Iowa Code §§ 216.9; 256.11 (2013).
281 I.A.C. 12.5(8).

Cross Reference: 102 Equal Education Opportunity
600 Goals and Objectives of the Education Program

Student Abuse Reporting Policy

Code No. 402.3

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. 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 school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The Superintendent is responsible for drafting administrative regulations to implement this policy.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 272A; 280.17; 709; 728.12(1) (2013).
281 I.A.C. 12.3(6), 102; 103.
441 I.A.C. 155; 175.
1980 Op. Att'y Gen. 275.

Cross Reference: 106 Bullying/Harassment
402.2 Child Abuse Reporting
503.5 Corporal Punishment

Acceptable Use Policy

Code 605.6R1

Introduction

The Storm Lake Community School District SLCSO provides employees and students with access to the District's electronic communication system, which includes Internet access. The District's acceptable use policy will govern all use of the District system.

Definition

The System is defined as, but not limited to the Local Area Networks (LANs), the Wide Area Networks (WANs), wireless, public, phone and fax systems, including desktop computers, laptops and/or Personal Digital Assistants (PDAs).

Use of the System

Students will be able to use the system, including the Internet, unless parents and/or guardians specifically request in writing to disallow student access to the internet for common browsing. Users will be expected to use the system in a responsible manner, abiding by this policy.

Students will be taught about personal safety and/or privacy as a part of the curriculum. New students and staff will receive similar instruction.

Personal Information

Students, staff and guests will not externally publish personal contact information about themselves or other people unless authorized by district staff and parents or guardians.

Student Blogging and Social Network Web Site Guidelines

Blogs and other Social Network web sites are considered an extension of the classroom and, therefore, are subject to these guidelines as well as the rules and regulations of the District. The use of school computers is limited to assigned schoolwork; personal blogs and Social Network Sites that do not pertain to classwork at Storm Lake Community School District should not be accessed from school computers. These guidelines are not meant to be exhaustive and do not cover every contingency. A student should not write anything on a blog that he/she would not say or write in the classroom. Common sense should be used and if something is unclear a student should ask a teacher whether or not what he/she is considering posting is appropriate.

Here are some specific items to consider: The use of blogs is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate on a blog. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks.

- Blogs are used primarily as learning tools, either as extensions of conversations and thinking outside of regular class time, or as the basis for beginning new classroom discussions. Either way, all rules and suggestions offered by the classroom teacher should be followed regarding appropriate posting in class.
- Blogs are about ideas - therefore, agree or disagree with the idea, not the person. Freedom of speech does not give a student the right to be uncivil. Use constructive criticism and use evidence to support positions.
- Blogs are public. Whatever you post on a blog can be read by anyone and everyone on the Internet. Even if a student deletes a post or comment, it has often already been archived elsewhere on the web.
- Blog safely. Never post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). (Note: Teachers may choose to use their last names for their posts/comments.)
- Because the login to the blogging site is typically linked to a student's profile, any personal blog created in class is directly linked to that student's class blog and must follow these blogging guidelines.

In addition to following the information above about not sharing too much personal information, students need to realize that anywhere they use that login links back to the class blog. Therefore, anywhere that a student uses that login (posting to a separate personal blog, commenting on someone else's blog, etc.), the student will need to treat the same as a school blog and follow these guidelines. Students should also monitor any comments they receive on their personal blog and - if they are inappropriate - delete them. If students would like to post or comment somewhere and not follow these guidelines, students need to create a separate login to the blogging site so that it does not connect back to the students' class blog. A student may not use that login from school computers. Pictures may be inserted into a blog. Make sure that the image is appropriate for use in a school document and copyright laws are followed. Do not post any images that can identify students.

Systems Monitoring

The District unconditionally reserves the right to monitor and examine all District systems and system activity. The District technology director or his/her designee may monitor or examine all system activities as deemed appropriate to ensure proper use of the system. In addition, the director or his/her designee may inspect the contents of electronic documents or files by a system user and may disclose the contents to others when required to do so by law, policies of the District, or to investigate complaints regarding electronic documents or files which is alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. The Technology Director will deem what is inappropriate use of the District systems and that decision is final. The Technology Director may close an account at any time as required. The administration, faculty and staff of the Storm Lake Community School District may request the director to deny, revoke or suspend specific user accounts. The District technology director is responsible for disseminating and interpreting District policy and administrative regulations governing the use of the District's system, directing required staff development and training programs, establishing storage allocations and restrictions and file retention policies. The District reserves the right to charge an access and storage fee for independent user accounts.

On-line Meetings

Students are prohibited from having on-line meetings without prior approval from parents/legal guardians and teachers.

Students will promptly disclose to an appropriate school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Hacking and Vandalism

Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District system, or go beyond their authorized access. This includes attempting to log in through another person's account to access another person's files. These actions are prohibited, even if only for the purpose of "browsing." Users will not make any attempts, deliberate or otherwise, to vandalize, damage, or disable the property of others or to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Criminal Activity

Users will not use the District system in a manner that violates any local, state, or federal law or any other illegal act, including but not limited to using the system for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

Network Security

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

Users will immediately notify an administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as a prohibited attempt to gain access.

Privacy

Network and system administrators are expected to treat the contents of electronic files as private and confidential. Any inspection of electronic files, and any action based upon such inspection, will be governed by all applicable U. S. and Iowa laws and by SLCS D policies.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The system will be periodically monitored for maintenance and health checks.

Computer Viruses

Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures when they download software.

Harassment

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, discriminatory, abusive, intimidating, degrading, or disrespectful language.

Users will not post information that, if acted upon, could cause damage or a danger of disruption.

Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

Users will not harass another.

Private Commercial Use

Users will not attempt to gain unauthorized commercial use and/or use for financial gain.

Resource Limits

Users will access the system only for educational and professional or career development activities and reasonable communication activities.

Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer when no longer needed.

Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message such as personal want ads, solicitations, personal requests, etc., to a large number of people.

Copyright Infringement

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by law.

If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements.

If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Inappropriate Material

Users will not use the District system to access material that is profane or obscene pornography, that advocates illegal acts, or that advocates violence or discrimination toward other people hate literature.

For students, a special exception may be made for controversial literature if the purpose of such access is to conduct research and access is approved by both the staff and the parent.

District employees may access the above material only in the context of legitimate research.

Filtering

A filtering system is in place to restrict access to the most obvious pornographic sites. Categories of inappropriate sites will be determined by the filtering service. The District Technology Committee shall determine blocked categories. As it is impossible to filter all the sites on the Internet, users are expected to whisk by any inappropriate subject matter should they come across it.

Users are expected to notify the Technology Managers or Technology Coordinator of inappropriate sites to aid in maintaining the filter.

Due Process

Student violations are treated like any other ethical violation as outlined in the Student Handbook and applicable faculty and staff.

Any violation of District Policy and rules may result in loss of District-provided access. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Student Internet Violations--Consequences and Notifications

Students who access restricted items on the Internet shall be subject to the appropriate action described in Board Policy or regulations or the following consequences:

First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of thirty (30) school days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building Principal.

Second Violation - A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be mailed to the student’s parent and a copy provided to the building Principal. The student shall forfeit all Internet privileges for a minimum period of ninety (90) school days.

Third Violation - A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be mailed to the student’s parent and a copy provided to the building Principal. The student shall forfeit all Internet privileges for three hundred sixty-five (365) calendar days or for the balance of the school year.

Electronic Devices

The use of electronic devices shall be regulated by the building administrator or designee, or as per the student handbook(s). Devices include, but are not restricted to: Cell phones, pagers, laser-pointers, remote controls, personal music devices, games, Personal Digital Assistants (PDAs), handheld or laptop computer devices. The building administrator or designee must authorize personal electronic devices used within or on school property. Electronic devices must not interfere with the educational process or normal network behavior.

Conclusion:

The Storm Lake Community School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays nor interruptions in service. The District will not be responsible for the accuracy, nature, quality or integrity of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.