

# IOLA MIDDLE SCHOOL

## 2009/2010

600 East St  
Iola, Ks 66749  
620-365-4785

this handbook belongs to:

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Daily Schedule

8:00 – 8:55 1<sup>st</sup> period Room\_\_\_\_\_Teacher\_\_\_\_\_

8:59 – 9:49 2<sup>nd</sup> period Room\_\_\_\_\_Teacher\_\_\_\_\_

9:53 – 10:43 3<sup>rd</sup> period Room\_\_\_\_\_Teacher\_\_\_\_\_

10:47 – 11:37 4<sup>th</sup> period Room\_\_\_\_\_Teacher\_\_\_\_\_

11:41 – 12:56 5<sup>th</sup> period Room\_\_\_\_\_Teacher\_\_\_\_\_

### LUNCH DURING 5<sup>th</sup> PERIOD

1<sup>st</sup> lunch – 11:37 – 12:02 class – 12:06 – 12:56

2<sup>nd</sup> lunch - 12:05 – 12:30 class – 11:41 – 12:05 & 12:30 – 12:56

3<sup>rd</sup> lunch – 12:31 – 12:56 class – 11:41 – 12:31

1:00 – 1:51 6<sup>th</sup> period Room\_\_\_\_\_Teacher\_\_\_\_\_

1:55 – 2:46 7<sup>th</sup> period Room\_\_\_\_\_Teacher\_\_\_\_\_

2:50 – 3:15 TA period Room\_\_\_\_\_Teacher\_\_\_\_\_

\_\_\_\_\_ has permission to use the Internet at IMS.

## **Planner Use**

The purpose of the student planner is to teach students the importance and responsibility of organization. It is mandatory that students carry their planner to each class. Replacement for a lost or defaced planner is \$5.00. Student hall passes are tracked using the hall pass section of each day's page.

## **School Hours**

Classes begin at 8:00 a.m. The regular school day will end at 3:15 p.m. There are seven 50 minute class-periods and a 25 minute Teacher/Advisory session each day. Students have four minutes between each class. It is imperative that students arrive to school and to each class on time. Punctuality is an important life skill that is enforced at the middle school.

## **Attendance**

Regular attendance at school is important. Teachers can never recreate the exact learning environment when a student misses instructional time. Attendance at school is required by the law. No student can afford to be gone extensively. However, when it is necessary for a student to be absent, the parent/guardian is to notify the office, either by written note or telephone call, in order for the student to be excused. When contact is not made with the school, the absence will be considered unexcused. One day will be allowed to make up work for each excused absence.

**Kansas State Activities Association rules state that students must be present at school a minimum of half of the school day and be a student in good standing to be eligible to attend or participate in extra-curricular activities that day. School Administration must rule on individual situations.**

## **Truancy**

Iola Middle School is obligated by state law to report any student who is truant to the County Attorney. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, which ever comes first. The student will serve Saturday School for every unexcused absence.

## **Saturday School**

Saturday School will be held from 8:00a.m –12:00 noon on Saturday mornings. Saturday School will be assigned for every unexcused absence, unserved detentions, multiple detentions, excessive tardies, excessive absences, or other disciplinary reasons. Students assigned to Saturday School MUST attend and complete the assigned time successfully. **Failure to do so will result in a two-day In-School Suspension and a truancy report to the County Attorney.**

## **Tardiness**

Students are allowed 4 minutes to pass from class to class. That is plenty of time in a building this size. Tardiness in each class (per semester) will be penalized as follows:

- 1<sup>st</sup> tardy = warning
- 2<sup>nd</sup> & 3<sup>rd</sup> tardy = 40 minute detention
- 4<sup>th</sup> tardy and beyond = Sat. School

## **Leaving School**

Once on school grounds, students are NOT to leave school while it is in session without permission from the school office. Students leaving for appointments must check in/out through the office.

## Breakfast

Breakfast is served from 7:30-7:55 a.m. in the commons area. Students who are eating breakfast are to enter the south doors. No food is to leave the dining area.

## Lunch

Iola Middle School has a closed lunch period. Students are to remain at school and eat in the commons area. Parents are welcome to take their student(s) out for lunch; however, students' parents need to talk to school administration to arrange a time. The students need to return in time for class. Lunch money is to be turned into the office. All students are expected to do their part in helping to keep the cafeteria clean.

## Behavioral Expectations

IMS will provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. Rules and regulations are developed by each team and elective class and enforced with this thought in mind. School rules apply on the bus, school grounds and at any event where our school is represented, regardless of location.

- Be positive and have a sense of humor.
- Be respectful of yourself, others, and property.
- Be involved and always do your best.
- Be in class on time and prepared.
- Be honest with yourself and others
- Be safe and stay healthy.

## Staff Authority

Students at Iola Middle School are under the authority of ANY and ALL staff during the school day and at any school activity or event. Any student who is insubordinate to a staff member is subject to immediate disciplinary action by the staff member in charge and/or the Administration.

## Student Dress

Proper dress and grooming are a necessary part of a safe and orderly environment. The goal is to maintain the best learning situation possible, and the rights of the students to dress and groom themselves as they please will be recognized, as long as doing so does not interfere with the learning environment.

- Clothing such as halter tops, spaghetti-strings, muscle shirts, net shirts, or shirts that bare the mid-riff are not acceptable attire.
- All forms of lettering or pictures on shirts will be acceptable if in good taste. Lettering or pictures advertising alcoholic beverages, tobacco or drugs, or the exploitation of immorality is not considered in good taste.
- Wearing articles such as hats, caps, scarves, hoods, sunglasses, etc. will not be allowed in the building.
- Any garment that is baggy or considered to be an outdoor garment will not be allowed to be worn in the hallways or classrooms and should be kept in the student's locker during the school day. Students are encouraged to keep a sweater in their locker to wear to class on chilly days. All outdoor garments are to be kept in the student's locker.
- Jeans or pants will be worn at waist level. Pajama pants are not allowed.
- **Shorts, skirts, and dresses will not be shorter than where the index finger rests when arms are along the side of the body.**
- Students wearing styles or articles of clothing which are disruptive will be asked to change.

## School Property

Your parents/guardians and all taxpayers are legally required to pay taxes that build and maintain the Public School System. Therefore, Students will be responsible for the replacement costs of any property maliciously damaged or destroyed.

# 2009-2010 Iola Middle School Discipline Program

## Office Referral Level System

In order to facilitate students taking more responsibility for their behavior, IMS is implementing a behavior procedure that will encourage more positive interaction between student and staff that hopefully will result in a resolution that is acceptable to all parties.

### Level 1

Minor situations that are resolved with positive interaction between teacher/staff and student. The immediate compliance and resolution of this situation would warrant no further consequences.

### Level 2

Situations in which the initial interaction between teacher/staff and student did not result in compliance, but further interaction does result in a resolution.

The teacher can assign detention time for non-compliance.

Resolution and compliance before the need to be sent to the office is the goal.

### Level 3

**Office referral**, due to continued non-compliance, and failure to reach a resolution with teacher/staff or due to a situation that is serious enough for immediate referral.

**ALL OFFICE REFERRALS WILL RESULT IN SATURDAY SCHOOL 8:00am-12:00**

When referred to the office, the student will be placed in the Recovery Room for personal reflection of their behavior and successful resolution with staff. The student will remain in Recovery until resolution is achieved. The time assigned to Saturday School will be reduced with the successful resolution between student and staff. Assignments will be given to the

student at the time of resolution or at the end of each day in Recovery.

### Level 4

Referral to the office for violations that require more severe consequences and/or involvement of Police.

Level 4 violations may result in CSR assignment, 1-10 days of Out-Of-School Suspension, Disciplinary Hearing for extended term suspension or expulsion.

#### Examples of Level 4 Referrals:

Tobacco, fighting, cursing towards a teacher, stealing, damage to school property, alcohol, weapons, drugs, battery of staff. Police will be involved.

## Suspension Policy

As per Kansas State Law, students may be suspended from Iola Middle School for any of the following reasons

- 1) Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
- 2) Conduct which substantially disrupts, impedes, or interferes with the operation of school.
- 3) Conduct which substantially infringes upon or invades the rights of others.
- 4) Disobedience of an order from a teacher, officer, or any other school authority.

**Students serving Recovery Room or Out-Of School Suspension time are ineligible for any and all school activities during that suspension. Schoolwork will be received, and must be turned in upon return to school in order to be counted.**

### Detentions

Detentions will be assigned for tardiness, minor classroom disturbances, coming to class unprepared, violations of classroom rules, and other reasons as determined by the classroom teacher or Administration. Detention time will be 40 minutes in length. All detentions will be served in the detention room (unless the classroom teacher requests otherwise). Detention time must be served within two days after it is assigned.

If a student does not serve the detention by its deadline, the time is doubled. After it has been doubled, if the detention is still not served, Saturday School will be assigned.

### **Controlled Study Room (CSR)**

Students will be assigned to CSR for more serious violations of classroom and building rules. Students assigned to CSR will be isolated for the entire school day. They will receive their assignments and their attendance counts. Students assigned to 3 or more days in ISS are not allowed to participate in any extra-curricular activities during that week.

**Students assigned to CSR will not be allowed to attend extra-curricular activities during the day(s) of the suspension.**

### **Turn-Around Room (T-A-R)**

The Turn-Around Room is a program designed to help students get back on track by improving their behavior and/or improving their grades. Regular course work is given to students in this program. The Turn-Around Room Supervisor and the regular teachers will work closely together to ensure success for the student.

### **Plagiarism and Cheating**

**Cheating** means copying someone else's homework, written assignment, or test, allowing someone to copy yours, or having someone else do your work for you.

**Plagiarism**, a form of cheating, means using someone else's work and presenting it as your own. If you do use someone else's work, you must give credit to that person or source.

If a teacher detects cheating in any form, the teacher may, after consulting with administration, and depending on severity of the infraction

- reduce the grade for that homework, assignment, or test
- give no credit for that work

**All cheating or plagiarism incidents will result in Saturday School, with a required assignment to be completed.**

The administration may assign additional consequences, if warranted by the nature of the infraction.

### **Harassment Policy**

Harassment of any kind toward a member of the IMS school community will not be tolerated. Harassment refers to any action or words that make a person feel uncomfortable, hurt, or fearful. Anyone who believes he or she is being harassed should report the situation to the school counselor.

### **Withdrawals and Transfers**

The day before a student plans to withdraw or transfer from Iola Middle School, his/her parent(s) MUST contact the Administration to explain the situation. All school and library books are to be returned, and any fines paid prior to clearance being issued.

### **Emergency Procedures**

When an alarm for an emergency is given, all persons should move in an orderly manner to the prescribed exits.

The fire alarm is a long, loud, shrill bell. The storm alert is a continuously ringing bell.

Intercom directions will announce:  
Schedule 3 – Lock-Down and  
Schedule 4 – Evacuation

### **Lockers**

Each IMS student will be issued a locker. The purpose of the locker is to store coats, books, book bags and PE clothes. It is important that locker combinations not be shared. Student lockers are provided for convenience, and it is a privilege to have them. If you have a problem with your locker, please report it to the office immediately. Stickers/tape are not allowed. Magnets only. **Lockers will be subject to periodic inspections.**

## Cell Phones

Cell phones are to be **OFF** and **IN YOUR LOCKER** once you are in the building. **Violations will result in Saturday School assignment.** Other electronic devices and non-school items are **NOT** to be in the classroom. They may be kept in lockers and bookbags for use after school hours.

## IMS Fees

Book Rental	6 <sup>th</sup> grade	\$0.00
	7/8 <sup>th</sup> grade	\$0.00
Activity Ticket		\$5.00
Yearbook		\$20.00

**Note: Fees are subject to change by Board of Education actions.**

## IMS Supply List

### 6<sup>th</sup> grade:

2" three-ring notebook, notebook dividers, wide line notebook paper, red ball point pen, blue or black erasable ball point pen, ten #2 pencils (no mechanical pencils), eraser, pencil pouch, two boxes of tissues, five 1-subject spiral notebooks, protractor, one box of 12 colored pencils (including black), two 2-pocket folders with brads, one 12" ruler with standard and metric measurements.

### 7<sup>th</sup> & 8<sup>th</sup> grade:

Two 2" three-ring notebooks with dividers, five 1-subject wide-lined spiral notebooks, wide-lined notebook paper, dry erase markers (blue/black), blue or black pens, #2 pencils, red pens for grading, colored pencils, large eraser, pencil pouch, scissors, two boxes of tissues, TI 30 IIXS scientific calculator, Flash Drive

## PE Supply List

Tennis shoes for use only in PE, socks, deodorant, soap, comb, combination lock, shampoo (optional). Shirts and shorts for girls and boys may be purchased from the PE teachers.

**For safety reasons, jewelry of any kind will not be allowed to be worn in PE class.**

## Homework

Homework is a part of the educational program at IMS and will be assigned with consideration to the maturity level of the student and the organization of the classroom.

Teachers are responsible for insuring that students understand their assignments. IMS teachers understand that family time is important. Parents/guardians are asked to assist the staff by insuring that their students have a quiet area at home so that children can do their best on homework assignments.

## Homework Tutoring Program

To assist with homework understanding and completion, Iola Middle School has an **After-School Homework Completion Program** that is here for **ALL** students. **This program is mandatory for students that do not have their homework completed when it is due. Parent contact will be made by the teacher and/or student.**

Students may also **volunteer** and stay for homework help.

The Homework Program will be held Monday-Thursday from 3:20 – 4:20 p.m.

**Bus service is available after the Homework Program.**

## Grading

The following system is used at IMS.

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

I – Incomplete primarily due to missing work from excused absences.

## Academic Recognition

All academic awards are awarded on the nine-week grades. Recognition is based on grade point average. After grade cards are issued, recognition will be given for a Principal's Honor Roll, and a Regular Honor Roll.

## Visitors

All visitors are required to sign-in at the office, and obtain a pass before visiting any area of the building. Please be sure to sign out and return visitor passes when leaving.

## School Phone

A student may use a school phone for official contact with their parents. All other arrangements, such as going to a friend's house, shall be made at home.

## Buses

Buses will load and unload before and after school on the west side of the building. Before school, 6<sup>th</sup> grade students will report to the east side of the building and 7/8<sup>th</sup> graders will report to the front of the building. After school, students will remain in the commons area until their bus arrives for loading.

## Buses to the Bowlus Fine Arts Center

will load and unload on the west side of the building. The drivers are in complete charge of the buses and are to be obeyed. For the safety of everyone, students are expected to respect and obey all bus rules.

## School Activity Transportation

A student who is a member of a school-sponsored activity is expected to ride the district provided transportation to and from the activity. Students requesting to be released may only be released to their parent or guardian. Parents or guardians should go to the sponsor and provide a **written** formal request for the release of their son or daughter.

## Extra-curricular Activities

Personal benefits from being a team member and/or participating in extra-curricular activities help to develop the respect for the rights of others, a cooperative spirit, a sense of responsibility, loyalty, and honesty. All eligible students at Lola Middle School are welcome to participate in extra-curricular activities. These activities include our sports, intramurals, Scholars' Bowl, school trips, special programs, school dances and parties.

**Eligibility for extra-curricular activities at IMS is based on academic performance and conduct. Eligibility will be determined for each quarter by the GPA of the previous quarter. A grade point average of 2.0, with no "F", must be maintained on each nine week grading report.**

**During the *athletic season*, grades will be checked each Friday. A grade of "F" will result in ineligibility for one week.**

**Tutoring help with homework is available before school, after school, and at Saturday school.**

To be eligible, a student must meet school **and** state standards.

It is the Goal of this Administration to have **ALL** students involved in extra-curricular activities of one kind or another.

## 2009-2010 Athletic Schedule

### Volleyball

Sixth grade girls participate in intramural volleyball. Seventh and Eighth graders play an interscholastic schedule.

Sept 3	@Coffey/Indy	3:30
Sept 3	Jamboree	3:30
Sept 8	@Columbus	4:00
Sept 10	Jamboree	3:30
Sept 15	Chanute	3:30
Sept 19	@Burlington	9:00
Sept 21	@Parsons	3:30
Sept 22	Garnett	3:30
Sept 24	Independence	3:30
Sept 26	7 <sup>th</sup> Tourney @IMS	9:00
Sept 28	Chanute Tourney 8 <sup>th</sup>	3:30

### Football

Seventh graders are taught football fundamentals and have several games.

Eighth graders play an interscholastic schedule.

Sept 10	Columbus 7/8	5:00
Sept 14	@Altamont 7/8	5:00
Sept 17	Jamboree 7/8	6:00
Sept 24	Chanute 7/8	5:00
Sept 28	Jamboree 7/8	6:00
Oct 1	@Independence 7/8	5:00
Oct 8	Parsons 7/8	5:00
Oct 15	@Pittsburg 7/8	5:00
Oct 22	@Coffeyville 7/8	5:00

### Wrestling

Seventh and eighth grade participate in an interscholastic wrestling schedule.

Nov. 5	@Burlington	3:00
Nov. 10	lola	3:30
Nov. 16	@Independence	3:30
Nov. 21	@Coffeyville	9:00
Dec. 1	@Parsons	3:30
Dec. 3	@Chanute	3:30

### Basketball

Sixth grade intramural basketball is for both boys and girls. Seventh and Eighth grade girls and boys play an interscholastic schedule.

#### Girls Basketball

Nov. 2	Chanute	3:30
Nov. 3	@Pittsburg	3:30
Nov. 5	@Columbus	3:30
Nov. 7	Jamboree	9:00
Nov. 9	@Coffeyville	3:30
Nov. 12	@Independence	3:30
Nov. 16	Garnett	4:00
Nov. 19	@Chanute	3:30
Nov. 23	7 <sup>th</sup> Tourney@IMS	9:00
Nov. 23	Columbus	4:00
Nov. 30	Independence	3:30
Dec. 3	Parsons	3:30
Dec. 5	@Burlington	TBA
Dec. 7	Burlington	3:30
Dec. 10	@Pittsburg	3:30
Dec. 12	Winter Classic @ Parsons	
Dec. 14	@Parsons	3:30

### Boys Basketball

Jan. 7	@Chanute	3:30
Jan. 9	Jamboree	9:00
Jan. 11	@Independence	3:30
Jan. 12	@Pittsburg	3:30
Jan. 14	Chanute	3:30
Jan. 18	Columbus	3:30
Jan. 21	Burlington	3:30
Jan. 23	Pony Stampede 7th	9:00
Jan. 25	@Garnett	4:00
Jan. 26	Parsons	3:30
Jan. 28	@Burlington	3:30
Jan. 30	Jamboree	9:00
Feb. 1	Independence	3:30
Feb. 4	OPEN	
Feb. 6	Winter Classic@Parsons	
Feb. 8	@Parsons	3:30
Feb. 9	@Columbus	3:30
Feb. 11	@Coffeyville	3:30

### Track

Track is for seventh and eighth grades. There are both girls' and boys' teams that participate in an interscholastic schedule. The schedule is tentative.

April 1	@Burlington	3:30
April 8	lola	3:30
April 13	lola Inv.	1:00
April 20	@Chanute Inv	3:30
April 22	@Girard	2:00
April 26	OPEN	
April 30	@Burlington Inv	10:00

### Golf

Any seventh or eighth grade student may be a member of the golf team. The interscholastic schedule is tentative.

April 5	@Pittsburg	3:00
April 7	lola	3:00
April 12	@Coffeyville Inv	3:00
April 14	@Independence Inv	3:00
April 19	@Jay-Linn Inv	3:00
April 21	@Anderson Co Inv	3:00
April 27	@Chanute	3:00
April 29	@Parsons Inv	3:00