

MSTM
Secondary Student
Handbook
2011-2012



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Equity Policy

It is the policy of the Martensdale-St. Marys Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator. MSTM's Equity Coordinator is Mike Crozier, secondary principal. His address is MSTM Community School, 390 Burlington, Martensdale, Iowa 50160. His phone number is 641-764-2686 and his email address is: mike.crozier@mstm.us.

PHONE NUMBERS

- Superintendent Office: 641-764-2466**
Dr. Robert Newsum – Superintendent
Karen Tomlinson – Superintendent Secretary
- Jr/Sr High Office: 641-764-2486**
Michael Crozier – Jr/Sr High Principal
Christy Henderson – Jr/Sr High Secretary
- Activities Director: 641-764-2385**
Craig Huegel– Activities Director
- Business Manager: 641-764-2608**
Jill Gavin – Business Manager

ADMINISTRATION

- Robert Newsum-----Superintendent
- Josh Moser-----Curriculum Director
- Michael Crozier-----Jr/Sr High Principal
- Tom Wood-----Elementary Principal
- Craig Huegel-----Activities Director

OFFICE STAFF

- Jill Gavin-----Business Manager
- Karen Tomlinson-----Superintendent's Secretary
- Christy Henderson-----Jr/Sr High School Secretary
- Kerry Gegner-----Guidance/ A.D. Secretary

JUNIOR-SENIOR HIGH FACULTY

- John Amfahr-----Social Studies, HS Girls Track
- Tim Baker-----JV/Varsity Girls Basketball
- Vivian Butcher-----Business Marketing, Computers
- Paula Chorna-----Spanish
- Sue Clark-----Chorus
- Alison Condon-----Family and Consumer Science
- Lisa Connor-----Special Education Associate
- Noel Connor-----Science
- Angela Davidson-----Art
- Justin Dehmer-----JV/Varsity Baseball
- Randy Folkerts-----Guidance Counselor, HS Boys Track
- Joe Franey-----JV/Varsity Boys Basketball
- Sara Franey-----Activity Sponsor
- Steven Goodale-----Social Studies

Lori Hager-----	Special Education Associate
Adam Hansen-----	Math
Josh Hart-----	JH Football, JV Boys Basketball, JH Boys Track
Don Hatcher-----	Special Education, Assistant Girl's Track
Dave Henderson-----	JV Girls Basketball
Chuck Hilsabeck-----	Math
Christy Holloway-----	JH Special Education
Craig Huegel-----	At-Risk Coordinator, Activities Director
Alene Kirvin-----	Nurse, Health Occupations
Beth Lund-----	English
Michael McAlexander-----	HS Special Education
Laura McIlravy-----	Dance
Mike Miller-----	JH Wrestling
Josh Moser-----	English
Don Newbury-----	P.E., Health, Assistant Football, Assistant Boys Track
Randy Olson-----	Band, NHS
Brent Parrott-----	JV/Varsity Football
Marcy Roff-----	Science, JH Volleyball
Jayne Sherwood-----	P.E., Computers, School-To-Work
Amanda Skellenger-----	Media Specialist
Amy Sowder-----	English, Yearbook, TAG
Sean Smith-----	JV Baseball
Brian Spanhut-----	JV/Varsity Volleyball, JH Girls Track, JH Baseball
Brian Sweet-----	JV/Varsity Wrestling, Assistant Softball
Todd Verwers-----	JH Girls Basketball, JH Softball, JV/Varsity Softball
Amber Walker-----	Assistant JH Softball
TBD-----	JH Boys Basketball

MSTM Mission Statement:

Building Excellence, Service and Character One Student At a Time.

WELCOME

On behalf of the Faculty, Staff and Administration, we welcome each of you to Martensdale-St. Marys CSD. The beginning of each school year represents an opportunity for you to reflect upon personal goals and expectations. We are looking forward to assisting you in fulfilling your educational goal. Cooperation is the key and with that we ask that you read this handbook thoroughly. The handbook answers many questions you may have about our expectations of student conduct as well as listing our school policies and procedures. You are responsible for knowing the contents of this handbook.

We close by wishing you the very best for a happy and successful school year. We are proud to have you with us and encourage you to commit to giving your best effort. Let's make this the best year ever!

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

SCHOOL SONG

Go Blue Devils,
Go Blue Devils,
Victory is a must.
We will fight for our school colors,
And the cause is just.
Fight-Fight-Fight
Fight Blue Devils,
Fight Blue Devils,
We will win this game,
Teamwork and great school spirit,
Will bring us fame.
Go Blue Devils,
Go Blue Devils,
Victory is a must.
We will fight for our school colors,
And the cause is just.
Fight-Fight-Fight
Fight Blue Devils,
Fight Blue Devils,
We will win this game,
Teamwork and great school spirit,
Will bring us fame.
Go- Go- Go- Go- Go,
Fight- Fight- Fight- Fight- Fight,
Win- Win- Win- Win- Win,
Go, Fight, Win.

SCHOOL ACTIVITIES

Academic Bowl	Dance Team	Soccer	Yearbook
Art Club	Drama	Softball	
Band	Football	Speech	
Baseball	Homecoming Activities	Student Council	
Basketball	National Honor Society	Track	
Cheerleading	Prom	Volleyball	
Choir	School Dances	Wrestling	

SCHOOL DAY

8:00 - 8:20 a.m.-- Breakfast

8:20 a.m.-- Warning bell

REGULAR SCHEDULE

Block 1: 8:25-9:47

Block 2: 9:51-10:30

10:33-11:13

Seminar: 11:17-11:49

Block 3: 11:53-1:49

Block 4: 1:53-2:32

2:35-3:15

1:00 PM DISMISSAL

Block 1: 8:25-9:23
Block 2: 9:28-9:56
9:59-10:26
Block 4: 10:31-10:58
11:01-11:29
Block 3: 11:34-1:00

2:15 PM DISMISSAL

Block 1: 8:25-9:47
Block 2: 9:51-10:30
10:33-11:13
Seminar: 11:17-11:49
Block 3: 11:53-1:14
Block 4: 1:18-1:45
1:48-2:15

Students should not enter the building before 7:30 a.m. unless prior arrangements have been made. Students entering at 7:30 a.m. are restricted to the commons, library, or the west hall area until the 8:00 a.m. bell.

From 8:00 to 8:25 students are encouraged to gather materials for class and report to their 1st block classes. Students are not to gather in the gym.

3:15 p.m.-- All students must leave the building unless they are waiting for a bus or are remaining under supervision.

3:30 p.m. Building is closed for students not participating in staff supervised activities

ACADEMIC INFORMATION**REGISTERING FOR CLASSES**

The dropping or adding of classes must be finalized within the first 3 days of each semester. Changes will be governed by class loads and student needs. Students are expected not to drop full year courses at the end of the semester. Changes in class schedules must have the approval of the teachers involved, guidance counselor, parents, and principal. Dropping a class after the first 3 days will result in an F for the course.

Students interested in taking courses outside of the district for graduation credit must have approval from the administration prior to enrollment. Classes taken off sites, which are paid for by the school district, will be included in the classification of students. These classes will also count towards graduation requirements. Off site classes that are paid for by the school district will be included in the students' grade point average.

Seniors are given the option of having one elective course graded on a PASS/NOT PASS basis per semester if elected within two weeks of the start of the semester. This option will include a contract made by the teacher and student including requirements and expectations submitted to the principal's office within the first two weeks of the semester. A course taken under this option would, if passed, be counted toward the credits earned. This option is made available to encourage students to take courses they might normally avoid to protect their grade point average. A written evaluation of the student's work will be completed by the teacher.

CAREER PATHWAYS

Career pathways are clusters of occupations/careers that are grouped because of shared skills and aptitudes. All pathways include a variety of occupations that require different levels of education and training. Selecting a career pathway provides you with an area of focus, along with flexibility and a variety of ideas to pursue.

Deciding on a career pathway can help you prepare for your future. The intent is not for you to decide on a specific occupation for the rest of your life, but to select a career pathway into which you can begin directing your energies. Identifying a career pathway can help you in selecting school courses, activities, and part-time employment. It can also help guide your participation in work-based learning opportunities.

The MSTM Career Pathways are:

- Arts and Communication
- Business/Information Management and Marketing
- Engineering/Industrial Technological Sciences
- Family and Human Services
- Health Sciences

STANDARDIZED TESTING

To fulfill state requirements, we formally assess students using **the Iowa Assessments**, which is developed in Iowa City. **Iowa Assessments** will be administered to grades 7 through 11 and will be given during the regular school day. The second assessment used is DIBELS, which is used in the elementary for Reading, The Algebra Placement Test at the 8th Grade for Math and a district developed science assessment for grades 4, 8, and 11.

MSTM Secondary **Iowa Assessments** Proficiency Plan

MSTM Junior Class

All Junior Students will be notified of the steps that will be taken if they do not score at the proficient level on the **Iowa Assessments** tests in Reading Comprehension, Math Total, and Science during their junior year. This notification will take place prior to the midyear testing session in February.

- If students do not score at the proficient level on any of the three tests, they will take the individual test/s again in the spring of their junior year.
- If they do not score at the proficient level in the spring, they will be required to take a supplemental class in the fall of their senior year and will be required to take the test again in the fall.
- If they do not score at the proficient level in the fall of their senior year they will be required to take the test again at midyear testing.

Special education students will be evaluated on a case by case basis with their special education roster.

7-10 students will be notified of the steps that will be taken if they do not score at the proficient level on the **Iowa Assessments** tests in Reading Comprehension, Math Total, and Science. This notification will take place prior to the midyear testing session through the Advisor/Advisee program.

1. If students do not score at the proficient level on any of the three tests, they will take the individual test/s again in the spring of that year.
2. Special education students will be evaluated on a case by case basis with their special education roster teacher.

POST SECONDARY ENROLLMENT ACT

The Post Secondary Enrollment Act allows high school students to take college courses while still in high school in order to provide a wider variety of options to students and to promote rigorous academic pursuits. All juniors and seniors are eligible. Freshmen and sophomores who are enrolled in the Talented and Gifted Program are also eligible. Academic courses that are not offered at Martensdale-St. Marys can be taken and can be used toward graduation requirements.

The student is responsible for providing his or her own transportation to and from the college. The student is also responsible for passing the course. If a student does not pass with a D or better or complete a course, he/she is responsible for refunding the money paid by Martensdale-St. Marys School. For registration information see the counseling office.

GRADING SYSTEM

A	4.000 grade points
A-	3.667 grade points
B+	3.333 grade points
B	3.000 grade points
B-	2.667 grade points
C+	2.333 grade points
C	2.000 grade points
C-	1.667 grade points
D+	1.333 grade points
D	1.000 grade point
D-	0.667 grade point
F	0.000 grade point

Withdrawn	0.000 grade point
Incomplete	0.000 grade point
Credit	0.000 grade point
P/NP	0.000 grade point

Off-site classes that are paid for by the school district will be included in the student's grade point average.

COURSE SYLLABUS/GRADING

At the beginning of the school year and the start of the second semester each student will receive a course syllabus from their teachers. Course expectations and the grading policy will be covered in the syllabus.

GIFTED AND TALENTED PROGRAM

Students may self-nominate for admittance into the gifted and talented program at any time during the school year, or parents and teachers may nominate students for the gifted and talented program at any time during the school year by contacting Mrs. Sowder in person or by e-mail. The areas serviced in the gifted and talented program include general intellectual, specific academic, creative/productive, visual and performing arts, and leadership.

After a nomination has been received, the gifted and talented facilitator will begin the identification process by interviewing the nominated student, surveying and inventorying the student's characteristics of intellectual giftedness, talent, or creativity and learning styles, surveying the nominated student's parents, conducting the Slossen Cognitive Test on the nominated student if nominated for general intellectual or specific academic, referencing his or her standardized test scores if nominated for general intellectual or specific academic, surveying the student's teachers about the evidence of giftedness, talent, or creativity seen in the classroom, and, if nominated for creative/productive or visual arts, gathering a portfolio of work.

The Gifted and Talented Committee will meet the second and fourth quarter of each year to evaluate student nominations to determine if the gifted and talented program is a service needed by the nominees.

JUNIOR HIGH PROMOTION POLICY

A student's promotion/retention will be based on their academic progress. Students that meet classroom expectations will be recommended to the principal for promotion. Students that fail to meet classroom expectations might be recommended for promotion, but only after the following measures have been taken:

- At mid-term, teachers will refer to the office those students that are failing or near failing. Parents will be contacted and informed about their child's lack of progress. Lack of improvement and/or progress may result in a parent/teacher/principal conference to develop a plan of action, which may include:
 - Academic Behavior Contract
 - Discipline Behavior Contract
 - Weekly Progress Reports to Parents
 - Referral for Comprehensive Evaluation
- Passing a course is determined by averaging the two semester grades. If that percentage does not meet the teacher's requirements for passing, the student has failed the course for the year.
- Students who fail three or more "core" classes for the year will be required to repeat the entire grade level.

INTERIM PROGRESS REPORT

The interim progress report is designed to monitor academic progress between grading periods. They will be mailed or e-mailed to parents/guardians at the 3 week period when a student has a D or F.

INCOMPLETE GRADES

Students who receive an incomplete grade on their report card will be given ten school days to make up work not completed. The teacher may extend the ten day period (no more than 5 additional days), with administrator approval. Students will remain eligible for activities during the incomplete grading period. Failure to complete the incomplete work within the ten day period, or approved extended time, will result in an F for the grading period.

REPORT CARDS

Report cards are available on-line through the JMC access. A student or parent may request that the school print off a report card for a student.

CLASSIFICATION OF STUDENTS

9th Grade 0 - 6.25 credits

10th Grade 6.5 - 12 credits

11th Grade 12.25 - 18 credits

12th Grade 18.25+ credits

Classes taken off-site that are paid for by the school district will be included in the classification of the student. These classes will also count toward graduation.

HONOR ROLLS/RECOGNITION

Junior High and High school students are recognized each quarter before earning a cumulative grade point average of 3.0 or higher on a 4.0 grading scale. All classes are included in the GPA.

Valedictorian Award - This award will be presented to the student(s) accumulating the highest grade point average and having met all MSTM academic graduation requirements.

Salutatorian Award - This award will be presented to the student(s) accumulating the number two rank grade point average and has met all MSTM academic graduation requirements.

The recipients must have completed their last two semesters of academic work at Martensdale-St. Marys.

NATIONAL HONOR SOCIETY

National Honor Society (www.nhs.us), it is defined as, "...the nation's premier [organization] established to recognize outstanding high school...students. More than just an honor roll, NHS serves[s] to honor those students who have

demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since [its] beginnings in 1921..."

The tenets of scholarship, leadership, service, and character guide the organization and are also the basis on which membership is decided. The membership selection process is as follows:

- A student can be selected for membership as a sophomore or junior.
- The selection process usually begins after spring break.
- The initial criteria to be considered for membership are to have a cumulative GPA of 3.5 or higher by the spring of one's sophomore or junior year.
- Eligible students are then invited to become full members of the organization. Letters will be given to the student at school and a second one will be sent home.
- If a selected student is interested in becoming a full member NHS, they must complete a form outlining extracurricular activities, community service experience, and other pertinent information.
- Once the Faculty Council (a team of five teachers—excluding the advisor—that serve as an advisory board for the organization) has received the forms, they schedule interviews with each candidate that allows us to "get to know" each candidate more than just what's on their form. The questions generally focus on the four tenets of NHS.
- Based on their interview and the Council's vote, the candidates are then invited for full membership by means of an induction ceremony.

Throughout the year, members perform a series of group service projects. In addition to the semi-annual blood drives we host, service projects in the past have included ringing bells for the Salvation Army, working at the Ronald McDonald House in Des Moines, and participating in Kids against Hunger. Each month we gather for a formal meeting where, using parliamentary procedure, we decide each month's service project, discuss the climate and culture of the school, and generally work to improve the MSTM community.

Being a member of NHS is a privilege and a reward for one's contributions, work ethic, and existing accomplishments. It is my belief that members of NHS should set the standard for what a student at MSTM should be, and we are striving to do that each and every day.

STUDENT OF THE MONTH

Each month a student will be chosen from each grade as the "Student of the Month". Teachers are asked to nominate one student from each grade who they believe shows exceptional academic effort, citizenship and character. All nominations are then voted on by the teachers. The students will each receive a certificate and a free ice cream from the cafeteria. At the end of the year all students who have been chosen throughout the year as student of the month will be voted on for "Student of the Year".

GRADUATION REQUIREMENTS

One half credit is earned for each semester course that is completed. No credit is given for courses that are failed for the semester. Units required for graduation are as follows:

English	4.0 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Health	.5 credit
Business Elective	1 credit
Word Processing	.5 credits
Computer Apps.	.5credits
Physical Education	2 credits
Electives	<u>10.5 credits</u>
Total Required	28 credits

Seniors opting to graduate mid year must request to do so in the first quarter. They forfeit all students' rights, eligibility and participation in school activities, which includes the senior trip. They can, however, participate in prom and commencement ceremonies.

All students must meet all graduation requirements prior to the graduation date to participate in the commencement ceremonies. They may receive a diploma at a later date when requirements are fulfilled.

Exchange students are a welcomed and valued experience for our students and staff, but it is our policy that they do not receive a diploma from MSTM.

Competent Private Instruction

It is also our policy not to give recognition toward graduation for any subjects in high school from private instruction. Martensdale-St. Marys does not offer a HSAP. The district may assist home school students by providing curriculum, text books, and a laptop (if desired for 9-12 students). A rental fee will be charged.

Students must have completed their last two semesters of academic work at Martensdale-St. Marys to be included in the class rank and eligible for academic honors and awards. Full time is defined as a student enrolled in an accredited institution an equivalent of eight classes per semester.

Please refer to Martensdale-St. Marys board policy 604.1

The Iowa Department of Education cannot issue diplomas, and the district of residence may not be compelled to issue a diploma. There are certain state-mandated graduation requirements that must be met before a school district may issue a diploma. Physical education, U.S. history and U.S. government are current requirements, and as of the fall of 2010-2011 school year, anyone receiving a diploma must have four credits in English/language arts and three credits each in science, mathematics, and social studies. Families desiring a district diploma for their children are urged to contact their resident home school coordinator (Tom Wood) during their child's 8th grade year to coordinate these credits.

COLLEGE BOUND STUDENTS

If there is a possibility the student will enter college, he or she should have the fourth year of English and if interested, Mathematics and Science. Parents and students should discuss this before registration.

State university admission requirements:

Four years English - one being Composition requiring a "C" or better

Three years Math - one being Algebra requiring a "C" or better.

Three years Social Studies.

Three years Science - lab experience highly recommended.

Two years Electives - may include foreign language or fine arts.

These guidelines are helpful in deciding course loads for college bound Students. Students are encouraged to check the catalogs in the counseling office for admission requirements. Any student athletes who desire to compete at the DIVISION ONE level must select core courses from the following list:

ENGLISH

American Ideas

Composition

English I

English II

SOCIAL SCIENCE

American History

Contemporary Issues

Government

Western Civilizations
Sociology
World History

MATHEMATICS

Algebra I
Geometry
Algebra II
Advanced Mathematical Concepts
Calculus
Consumer Math

NATURAL/PHYSICAL SCIENCE

Biology (Lab)
Chemistry (Lab)
Earth Science (Lab)
Ecology (Lab)
Physiology (Lab)
Physics (Lab)

ADDITIONAL CORE COURSES

Computer Application I
Advanced Computer Applications
Web Design
Spanish I
Spanish II
Spanish III
Spanish IV

SEMESTER TEST POLICY

The No Semester Test Proposal that is set forth by the Secondary Teaching Staff is as follows:

AFFECTED STUDENTS: Grades 9, 10, 11, and 12

CRITERION: (The following criteria will be followed by each individual teacher of the student)

- No more Than 2 *Non-School Sponsored* Excused Absences and 0 Unexcused Absences.
- Class Grade Average of a **B or Higher**.

OR

- A student with an A- in the class for the semester will have the option of waiving the attendance requirement if they have no unexcused absences.

OR

- No more Than 2 *Non-School Sponsored* Excused Absences and 0 Unexcused Absences
- **Iowa Assessments Criteria**
 - **Fall Semester** – Increase from previous year's scores on **Iowa Assessments** in each tested content area (class) (English, Math Science, Social Studies); for all other classes show increase in two of the three areas: Reading Comprehension, Math Total, and Science
 - **Spring Semester** – Increase in current year's scores on **Iowa Assessments** in each tested content area (class) (English, Math Science, Social Studies); for all other classes show increase in two of the three areas: Reading Comprehension, Math Total, and Science
 - Must be maintain or increase to 50th percentile to be eligible
 - If at 90% & higher, maintaining scores in the 90th percentile).
- Class Grade of a **C or Higher**.
- *School Sponsored* = Extra-Curricular School Sponsored Activities that require the student to be absent from a class.
- The high school principal will provide the teaching staff with a list of those students who have improved or maintained their 90% on ITED Assessments.
- Attendance in classes is presently monitored by each teacher
- Grading scales by teachers are equivalent district wide
- Any **UNEXCUSED ABSENCE** will automatically default the student from the reward.
- Students that have been suspended during the semester, in school or out of school, will be required to take all semester tests.
- 1 Tardy more than 30 minutes is considered an Absence as indicated by the student planner on page 14.
- 2 Tardies of less than 30 minutes will equal 1 Absence.
- Any student meeting the criteria who desires to take the semester test can possibly raise their present grade, but not lower their present grade.
- **Parents are encouraged to have their students take semester test if they are planning on going to college.**

ATTENDANCE

Daily, punctual attendance is an integral part of the learning experience and is required of students to receive the maximum benefit of the educational program. Parents and students are encouraged to ensure an absence from school is necessary.

Students who know they will be absent should notify the office two days prior to the absence. If advance notification is not possible, parents are asked to notify the office at 764-2486 or 764-2385 prior to 8:30 a.m. If notification is not

received, school personnel will call the home or place of work. If contact cannot be made by phone, a written excuse from the parent/guardian is required. If a phone call or note is not received within two school days, the absence will be considered an unexcused absence.

Excused Absences

Students are required to be in attendance unless the principal has excused their absences. Excused absences include illness, family emergencies or funerals, doctor or dentist appointments verified by an appointment card or a doctor's note, court appearance, school-initiated absence, and religious observances. Students whose absences are approved shall make-up the work missed and receive full credit for the missed schoolwork. Students who are excused from school for illness, etc. are expected to remain home.

Unexcused Absences

Students who are absent from school or a class period without a reasonable excuse shall be subject to disciplinary measures. Examples of unexcused absences include (but are not limited to) as oversleeping, leaving building or school grounds during the day without parental excuse and authorization from the office, haircuts, tanning sessions, shopping, and other personal business which should be handled outside the regular school day. **The determination of an absence being excused or unexcused is at the discretion of the administration.**

LEAVING DURING THE DAY

A student who needs to leave school during the regular school day must have a parent/guardian make verbal arrangements with the Principal's office if they desire to be considered for an excused absence. Any student who leaves without prior permission from both the parent/guardian and the Principal's office will be considered unexcused.

Students absent from school an entire school day or the last half of the school day due to illness are not to attend school activities that day or evening. Students who have early-out may leave at their scheduled time.

High school students who have lunch during the 2nd high school lunch mod on 1:00 dismissal days may choose to leave for the day when the lunch bell rings at 12:35, if the school has written permission from a parent/guardian. Those not choosing to leave, or those who ride the bus, must be in the lunchroom for the remainder of the day until the 1:00 dismissal bell rings.

ABSENCE FROM SCHOOL

If a student will be missing all or part of a school day, they must pick up an "Absent from Class" slip and have it signed by **all** their teachers. Before teachers sign the slip the student must have all assignments completed for their class. All slips must be returned no later than 8:20 am the morning prior to leaving.

Students who are excused from class to participate in school activities will be counted absent from class, but they will not be counted absent from school. **Students participating in school sponsored events such as field trips and athletic activity events will not be required to fill out an absence form.**

COLLEGE VISITATION/JOB INTERVIEW/JOB SHADOWS

When making career plans, students may find it necessary to visit college campuses or have job interviews. A limit of two absences annually will be allowed for these purposes, providing the following procedure is observed.

- The student must complete a written request with the Counselor to arrange a visitation or interview. Request forms may be picked up in the Guidance Office.
- The plans must be finalized at least three days in advance.
- The request form must be signed by the student, parent/guardians, Counselor, Attendance Secretary and the contact person.
- Any assigned make-up work must be completed prior to the absence.

MISSED CLASS TIME

For assignments that are required to be completed in class, the student will make up assignments from the actual classes missed and may receive full or partial academic credit for them. Arrangements must be made with the classroom teacher as to when the time will be made up to successfully master the material missed. Failure to do so will result in no credit for the assignments not completed.

When a student returns from an absence they are expected to collect notes and make-up work. The student is expected to do make-up assignments during non-school hours.

Students will be permitted one (1) day for each day absent, plus one additional day to complete the make-up work. (i.e. if a student is ill 2 days, he or she will be permitted 3 days for make-up work to be completed).

TARDY POLICY

Punctuality is one of the self-disciplines that are essential for students. Tardiness to school is a student/parent/school problem and is a bad habit which some students need help in breaking. The school and family must work together to correct it. A student who is thirty or more minutes tardy is considered absent for that block.

The office does not give out passes unless the student has been called to the office.

Students need to secure a pass from the teacher if they were detained.

1. The word "tardy" in this policy will refer to those tardies that are unexcused.
2. Tardies will be recorded on a semester basis.
3. On the third tardy parents will be notified and advised that on the fourth tardy, their child will serve before-school detention.
4. On the fifth tardy, a student will serve two before-school detentions and a student will be given one Saturday School for each tardy thereafter. This will continue until the semester has ended.
5. It is understood that a student can have all four tardies occur one day.
6. Teachers will require students to be in their seats when the tardy bell rings.
7. Students are required to have pencil/pen, paper, and textbooks as necessary for class.

Missing more than 30 minutes of class for a non-school related activity is considered an absence.

BEHAVIOR/CONSEQUENCES

GENERAL CONDUCT

Closed Campus - no student may leave the school grounds from the time they arrive until dismissal unless permission has been granted by the office. Work-study will be permitted for Juniors and Seniors. Early dismissals and late arrival programs will be permitted for Seniors on a limited basis, and as their conduct and academic work remains satisfactory.

Food and Candy - students are encouraged not to bring pop or candy into the building. **Food and drinks in the classroom are up to the discretion of each classroom teacher.** Pop and food machines may not be used during the school day, with the exception of bottled water. Students are expected to keep commons clean, or it will be closed.

Hall conduct - Students should behave in a safe manner. Rowdy behavior or running in the building will not be tolerated.

Dismissal from class - students dismissed from class will be required to make that block of time up during detention or Saturday School. The consequences will be doubled if a substitute teacher is in charge of the class.

Hall passes - students must have a planner book signed by your teacher to be in the halls when classes are in session. A student leaving a classroom without permission will be treated the same as being dismissed from class.

Nuisance Items - students may not possess radios, televisions, beepers, water guns, toys and other similar items during the school day. These items may be taken from students during school sponsored activities if they are causing a disruption. The items taken from students will be returned at a later time. The use of iPods, MP3 players are left up to the individual teacher.

Martensdale-St. Marys Behavior Matrix

Behavior	Description	Action
Profanity	Swear words, sexual slurs and references, hand gestures	1st Offense - 30 minute detention (minimum) 2nd - 60 minute detention (minimum) 3rd - 1 day suspension (minimum)
Profanity used towards a teacher or staff member	Directed at teacher or staff member or used during or after student has been approached by the teacher (includes name calling, etc.)	1st Offense – 1 – 3 day suspension (minimum) 2nd - 3 days suspension (minimum) 3rd - 5 days suspension (minimum)
Show of intolerance or bigotry toward others	Racial, ethnic, religious, cultural slurs, gender-based slurs, and derogatory or disrespectful statements, images or acts that are prohibited.	1 st Offense – Counseling with the Secondary Counselor (may go directly to 2 nd offense penalty depending on the severity) 2nd Offense – 3 hours Saturday School 3rd – 1-3 day suspension 4th – 3-5 day suspension
Interfering with Teaching and Learning	Any action that impedes or obstructs school purposes.	1st: warning 2nd: Conference with all involved parties 3rd: Detention/Saturday school/possible suspension
To refrain from bullying and harassment	Per Board Policy	Per Board Policy Student has the option of filing a bullying and harassment complaint per board policy
Inappropriate Behavior	Name-calling, hitting, kicking, verbal abuse, pushing, shoving, tripping, intimidation, knocking books out of hands, breaking other's pencils, taking other's property, rough housing, horse play, etc.	1st Offense – Detention 2 nd Offense - 3 hours of Saturday school (minimum) 1-3 day suspension for continued offenses (minimum)
Physical contact	Touching others, Kissing, embracing, or full body contact, etc. Holding hands is permissible.	1st Offense - 30 minute detention (minimum) 2nd - 60 minute detention (minimum) 3rd – 3 hours of Saturday School (minimum)

Littering		1st Offense - 30 minute detention (minimum) 2nd - 60 minute detention (minimum) 3rd - 3 hours of Saturday School (minimum)
To refrain from throwing food and leaving a messy eating area	Actual throwing, flipping, deposition on floor or chairs, failure to clean their eating area, etc.	1st Offense – 1 week of cafeteria clean-up duty (minimum) or secluded lunch 2nd – 3 hours of Saturday School (minimum) 3rd – 1-3 days suspension (minimum)
Insubordination	Refusal of reasonable requests, derogatory remarks or actions, etc	1 st – 3 rd Offense – Detention, Saturday School, In School Suspension or Out of School Suspension 4 th Offense – 3-10 day suspension
Malicious mischief	Use or possession of fire crackers, lighters or matches, but not limited to these items	1st Offense - 1 day suspension (minimum) 2nd - 1-3 day suspension (minimum) 3rd - 3-10 day suspension (minimum)
Threatening physical harm toward another student		1st Offense - 1-3 day suspension (minimum) 2nd - 3 day suspension (minimum) 3rd - 3-10 day suspension (minimum)
Threatening physical harm toward a teacher and/or school employee		1st Offense - 3 day suspension (minimum) 2nd - 3-5 day suspension (minimum) 3rd - 10 day suspension (minimum)
Physical altercations with another student, employee, or guest at the school	<p>FIGHTING WILL NOT BE TOLERATED ON THE MARTENSDALE-ST. MARYS SCHOOL CAMPUS, AT A SCHOOL ACTIVITY, OR ON THE SCHOOL BUS. Fighting is defined as an exchange of physical blows (hitting, slapping, pushing, and shoving).</p> <p>Students who instigate fights but are not actively involved submit themselves to the same penalties as those who are involved in the fight:</p> <ul style="list-style-type: none"> • Students who carry rumors. • Students who provide encouragement for others to fight. 	1st Offense - 3 day suspension (minimum) 2nd - 3-5 day suspension (minimum) 3rd - 10 day suspension, possible recommendation for suspension to the board of education (minimum)

	<ul style="list-style-type: none"> Students who carry information between other individuals who subsequently fight. <p>ANY ASSAULT OR THREAT OF PHYSICAL HARM MAY BE CAUSE TO SUSPEND A STUDENT AND RECOMMENDATION MADE TO THE BOARD OF EDUCATION THAT THE STUDENT IS EXPELLED.</p>	
Acts that are considered a breach of discipline and/or engaging in activities that interfere with school purposes such as: malicious use of telephones, false fire alarms, bomb threat, arson, false reports, etc.	<p>Illegal or criminal activity, fighting, assault, battery, larceny, robbery, stealing, vandalism, unlawful assembly, disturbing public assembly, malicious threats, affrays, malicious use of telephone, trespassing and gambling, possession and/or use of mood altering drugs/chemicals (tobacco products, alcohol products, controlled substances and the misuse of non prescription drugs) and use and/or possession of dangerous objects weapons/materials (guns, knives, etc.)</p> <p>Students are not to make a false fire alarm, or are any students to convey threats or give false information concerning the placement of a bomb or other incendiary device. Students are not to set fire to any building, fixture or other items.</p>	<p>1st Offense through 3rd Offense 1-10 day suspension and any legal consequences (minimum):</p> <p>MAY BE CAUSE FOR A RECOMMENDATION TO THE BOARD OF EDUCATION THAT THE STUDENT IS EXPELLED.</p> <p>Fire alarm, malicious use of phones, or false reports - Suspension and state mandated fine.</p> <p>Bomb Threat - Suspension and law enforcement officials will be contacted. Expulsion recommended to the School Board.</p> <p>False fire alarm results in state-mandated fine.</p>
Minor damage to the property of others.	Damaging the property of the school or of other individuals is prohibited; this includes writing, marking walls or drawings on walls, furniture, fixtures, etc. It also includes not cooperating with or assisting those who clean and maintain the schools.	<p>1st: offense 'cleaning duty' detention to remove marks</p> <p>2nd: offense 'cleaning duty' Saturday school</p> <p>Restitution required.</p>
Safe and Secure Campus	Students are not to be in school buildings or on school property without proper authorization. (This includes the roof of the building.)	<p>1st offense: Warning by whoever catches the trespasser.</p> <p>2nd: Mandatory conference with involved parties.</p> <p>3rd: Turn over to law.</p>
Safe and Secure Campus	Students who have completed their school day are to leave the "campus;" unless they are supervised by a teacher or staff member. Students are required to	<p>1st - Failure to comply will result in a conference with the Principal.</p> <p>Not complying with the Principal's request results in insubordination</p>

	"sign-out"	and consequences will apply.	20
Truancy	Iowa Code legal definition of truancy	Students under the age of 16 are required to comply with the Iowa Compulsory Education Law. Truancy issues to be filed with respective county attorney.	
Unexcused Absences	Unexcused absence is defined in the Secondary Handbook and may include skipping class, leaving campus without permission or being absent from school without parental permission or knowledge.	1st offence: Time made up in Saturday school. 2nd: In school suspension for one day. 3rd: Mandatory parent conference and Building Assistance Team referral.	
Use of Cell Phones and electronic devices (Cell Phones must be turned off during class time and passing times)	The following guidelines will be followed regarding cell phone usage: <ul style="list-style-type: none"> ➤ They are allowed before the school day begins ➤ They are allowed at lunch in the commons area only ➤ They are allowed after the school day has ended ➤ Phones must be turned off when they are not allowed. ➤ Cell phone usage is not allowed during passing time. ➤ Use of cell phones is never allowed in the locker rooms or restrooms. ➤ The teacher has the authority to ask for students cell phones at the beginning of class and keep them in the Advisor/Advisee cabinets for the class period. 	1st offense: Phone taken away and held in the office for the rest of the day 2nd offense: Phone taken away and held in the office for the rest of the day and parents are notified of 30 min detention 3rd offense: Phone taken away and held in the office for the rest of the day and parent must come pick the phone up from the office. 4th offense: Phone taken away and held in the office for the rest of the day and parent must come pick the phone up from the office and 1 day in-school suspension Refusal to hand over your phone is insubordination and those consequences will also apply.	
Use of other Electronic Devices	iPods, MP3 players, cameras, etc. Use of these devices is up to the individual teacher. They are allowed in the halls and in the lunch room as long as they are not a disturbance to the learning process.	See insubordination	

Any action on the part of the student that constitutes immediate threat to another individual or groups of individuals will result in an immediately suspension and may be recommended to the Board of Education for expulsion. Students participating in co-curricular activities will be subject to the Good Conduct Code of Eligibility rules as well as the above consequences.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in the handbook. Any violation of school rules that is not covered by this booklet will be handled on an individual basis by the principal or the principal's designee.

EMERGENCY REMOVAL FROM SCHOOL

A student whose presence poses a danger to persons or property or an ongoing threat of disruption may be removed from school immediately.

Notice of charges, explanation of facts and opportunity to present his/her version of what occurred shall be provided as soon as possible.

CHEATING

Students are expected to do their own school work. Cheating by looking at another student's work, copying others work, copying from other sources, cheat sheets will not be tolerated. Students discovered cheating will receive a grade of zero for that assignment, quiz, or test.

DETENTION

Detention is a form of behavior modification that will be used as an alternative to in-school-suspension and out-of-school-suspension. Detention will be offered on Tuesday, Wednesday, and Thursday from 7:30-8:00am. A student refusing to attend an assigned detention will result in additional detentions, Saturday School and/or In-School Suspension. Students are expected to report with materials to work on class assignments. Visiting or talking to other students, sleeping, having food or drinks while assigned a detention is not permitted. The full detention term MUST be served or the student will advance to Saturday School or ISS. Students must accept the direction of the supervising teacher at all times. Students are responsible for their own transportation.

SATURDAY SCHOOL

Students may be assigned to Saturday School to serve their disciplinary obligations for committing certain offenses. Saturday School is held from 8:30-11:30 a.m. at the High School, during which time students work on schoolwork in a quiet, controlled atmosphere.

IN-SCHOOL SUSPENSION

Students may be assigned to in-school suspension for violating certain school rules and procedures. Students will be provided with assignments to work on while serving an in-school suspension. Students in In-School Suspension during a day are not allowed to participate in extra curricular activities that day. They may participate in practices that day.

OUT-OF-SCHOOL SUSPENSION

Assignments will be collected and given to the students to work on during the suspension. Assignments due during the suspension will be handed in the day following the suspension unless arrangements have been made with the teacher prior to the end of the suspension. Students are to contact teachers or other students with questions concerning the assignments given. It will be the student's responsibility to turn in work the day he/she returns to receive full credit. Choosing this option will mean the day(s) spent at home will count as day(s) absent from class. Students in Out-of-School Suspension during a day are not allowed to participate in extra curricular activities that day or participate in practices.

LUNCHROOM RULES

- Students are allowed to bring a sack lunch and eat it in the cafeteria. Carbonated beverages are not to be consumed during the lunch hour.
- Students are expected to: use good manners, replace chairs under the tables, clean off each table, refrain from throwing food, refrain from annoying others, and refrain from crowding in line.
- Lunch money should be deposited with the cooks in the lunch room before school.
- Students must remain in the cafeteria during their lunch period.

The number of students seated around or near a particular table is limited to eight, six around the smaller single tables.

DUE PROCESS

Procedural due process as it applies to students in public schools requires that in any form of disciplinary action, the following basic elements must be present:

- The students must have prior knowledge of the conduct, which is required of or prohibited to them.
- The students must be aware of the specific matters giving rise to any of the proposed penalties or discipline.
- The students must have some opportunity to express or convey to the decision-making authority their views or rebuttals regarding the incident, prior to the use of any discipline.
- The decision-making authority must base its decision on the incidents or matter about which the student has been appraised as indicated above.

The test of essential fairness is given in each set of circumstances. Various factors must be considered in each situation to determine the formality which is required. The code of conduct is based on the premise that all students are treated equally regardless of race, creed, age, sex or national origin.

ANTI-BULLYING/HARASSMENT POLICY

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, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies. Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and /or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is the school counselor. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.

- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, lockers, and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school property or equipment, will be required to pay for the damage done or replace the item.

Book Fines:

Torn Pages \$1.00

Non Erasable Writing \$1.00

Bent Covers \$8.00

Broken Bindings \$8.00

Other Damage to Pages \$3.00

Missing Pages Replacement Cost

Lost Book Replacement Cost

Destroyed Book Replacement Cost

Students who purchase candy, pop or other snack food items are to consume such items before they enter the building or in the commons. Trash cans are provided near the main entrance to the building and are to be used to dispose of the trash. Please take pride in our building and help keep it picked up and looking nice.

COMPLAINT RESOLUTION

The Martensdale-St. Marys Community School District Complaint resolution is for the use of parent advisory councils, parents, teachers, other organizations, or concerned individuals wishing to register complaints regarding violations of the district's Title Programs, the Multi-Cultural/Nonsexist program, or of applicable provisions of the General Education Provisions Act in connection with programs under this Title and Code of Iowa.

INFORMAL LEVEL - Anyone with a serious concern or a complaint should first discuss it with the teacher. Hopefully the matter can be cleared up. If the person is not satisfied the next step is to discuss it informally with the Principal. Should the complaint not be satisfied, then the next step is to follow the steps in the Formal proceedings.

FORMAL - Anyone with a serious concern or complaint should put the complaint in writing. The Principal shall have five (5) school days to investigate and resolve the complaint. The investigation and resolution of the complaint shall not exceed thirty days unless a longer period of time is provided by the State Education Agency due to exceptional circumstances in accordance with regulations established by the Commissioner.

PRESENTATION OF EVIDENCE - If the complainant or the complainant's representative, or both are not satisfied with the Principal's resolution, they may present their evidence to the Superintendent, which includes an opportunity to question parties involved. The Superintendent shall have ten (10) school days to resolve the complaint. Should the complainant or complainant's representative, or both, not be satisfied with the Superintendent's resolution, they may appear before the Local Education Agency no later than its next regular meeting, or ten (10) school days, whichever is earlier, and present their evidence.

The local Education Agency shall have twenty (20) school days to investigate and give its final resolution.

APPEAL OF FINAL RESOLUTION - The Martensdale-St. Marys Community School District recognizes the right of the complainant to appeal the final resolution of the Local Education Agency to the State Education Agency within thirty (30) days after receipt of the written decision.

DISSEMINATION OF INFORMATION - The Local Education Agency shall disseminate information regarding complaint resolution procedures to interested parties, including all district and school parent advisory councils and the Multi-Cultural/Nonsexist Advisory Committee.

DRESS AND APPEARANCE

The appearance of the students reflects the quality of the school, their conduct, and their school work. All students are expected to dress and groom themselves neatly. Shirts and shoes must be worn at all times. Sleeveless or tank tops must have shoulder straps measuring at least two finger widths. Tube tops and halter tops must be covered with another shirt. Midriffs must not be exposed. When arms are raised perpendicular to the torso, the midriff must remain covered by the top. The principal will make the final determination of the appropriateness of the student appearance. Students inappropriately dressed will be required to change their clothing.

The following clothing and types of dress are prohibited in the school building:

- Clothing which may be hazardous to yours and others' health or safety.
- Hats, caps, sweatshirt hoods and bandannas.
- Clothing with wording, pictures or illustrations relating to advertising of alcohol, tobacco or drugs, sexually suggestive slogans, or foul language. (Examples of include - Hooters shirts, Big Johnson T-shirts, Co-Ed Naked T-shirts, etc.)
- Dress or material which contains any print or image that is derogatory to any race, gender, or ethnic group.
- Wearing pants or shorts that have holes or tears above the bottom of the hip line, clothing that is too tight, too revealing, or inappropriate for school.
- Pants/shorts that are worn lower than the hipline and/or that leave undergarments showing.

DRILLS

Fire, lock down and tornado drills are held periodically to acquaint students with the precautions to be taken if an emergency occurs. Cooperation and quick movements are extremely important.

A fire alarm is a series of short blasts of the alarm horn. All persons in the building are to leave by way of the nearest exit. Follow instructions that are posted in each room for the proper emergency route.

A lock down announcement will be given over the intercom system. Teachers and students will be given specific instructions of what to do.

A tornado alarm is a long continuous blast of the alarm horn. Students should immediately report to their class teacher for directions. Once they have arrived, students should stay low and remain quiet so that instructions can be conveyed.

GUIDANCE DEPARTMENT SERVICES

It is the purpose of the Guidance Department to assist students 7-12 with their career planning. Specific services are offered at each grade level, as well as help with personal problems that may arise. All students are encouraged to take advantage of the many resources available both in the counseling office and the library. The counselor will work to help students in any way that seems necessary to help students plan and reach their future goals.

AEA SUPPORT SERVICES

The school has access to the services of a school psychologist, school social worker, speech therapist, hearing clinician, and physical therapist. Referrals may be made for a variety of reasons; however, written authorization from the parent or guardian is necessary.

HEALTH SERVICES

No medication will be given to students unless written authorization and instruction are provided. If a student is to receive medication during school hours it must be sent in its original container. Written instructions must accompany the medication with the following information:

- Name of student and date
- Name or purpose of medication

- Amount and time to be given
- Parent/guardian signature

All medication must be stored in the Nurse's Office. All medication will be distributed by the school nurse or their designee.

No medication is furnished by the school. Over-the-counter medication, such as aspirin and cough drops, will be given when accompanied by the above information, with the exception of the physician's signature.

ILLNESS DURING THE DAY

- Any students who feel they need to lie down must always check into the Nurse's office.
- When that person leaves the Nurse's office to return to class, they must have a pass signed by the Nurse.
- Any student who has been in the Nurse's office for two blocks and is still not able to return to class, will be taken home by the parents/guardians. In the event this cannot be done, the student will be counted as absent from school.
- Students must check out of a class or study hall prior to seeing the nurse. Exceptions may be considered by the Principal.

If a student fails to check into the office for any time they spend in the Nurse's office, it may be considered an Unexcused Absence.

COMPUTER USE

Martensdale-St. Marys school computers and computer networks are designed for educational purposes. The programs are chosen for their educational merit and licensed to the school. In order to continue to provide a learning environment for all, the following guidelines have been established:

1. Hardware is school property and any damage that may occur due to misuse will be subject to replacement cost, discipline, which may range from Saturday School to suspension and possible legal charges filed.
2. Students who enter network files without prior authorization from the network administrator, or who cause internal damage to the network, will be removed from all non-classroom computer use. A student violating this provision may also be removed from classroom computer usage and assigned an alternative method of satisfying his/her educational plan. Students damaging the computer network will be charged for the cost of repair; these repairs may range into the thousands of dollars.
3. Installation of any program or file that violates the licensing agreement for said file is strictly forbidden. No student shall install or run any program not approved by the system administrator. Discipline may result in Saturday School or suspension.
4. Students using the computer to print, transmit, display profanity, obscenities, or pornography will lose computer privileges and will be subject to the same disciplinary action taken when verbalized.
5. The computers are not to be used for games, sending personal emails or anything outside of a school related task without permission.

INTERNET POLICY 605.6, 605.6 e1, 605.6 e2, 605.6r1

The internet shall be available to all students within the school district under teacher supervision. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by them. The use of the network is a privilege and may be taken away for violation of board and/or student handbook policy or regulation.

Internet Policy forms must be read and signed by both parents/guardians and students before access to the internet will be granted. Forms may be picked up and returned to the office. This is the Internet Policy for all students in grades 7-12:

- Students in grades 7-12 may use e-mail (Internet accounts such as Hotmail, Webmail, Yahoo, etc) to send homework from school to home and back.
- Students must have teacher permission and be supervised before they open e-mail at school to check for homework sent from home.
- Students may not reply to or forward an existing or new e-mail that is not school related.
- Students may ONLY use e-mail for school use.
- Students may never leave a supervised class to check e-mail for homework unsupervised.
- Students are never to use sites such as MySpace or other social networking sites. On-line chatting is never allowed in this school from any site.
- Students are not to be using the computers to play games during classes unless they are educationally related and approved by the teacher.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Students not following these guidelines will suffer the following consequences immediately:

1st Offense – Loss of internet access for 3 weeks

2nd Offense – Loss of internet access for 9 weeks

3rd Offense – Loss of internet access for the entire current school year

COMPUTER CODE OF CONDUCT

1. No student is to change workstations without prior permission of instructor.
2. Every student who has regular class in the lab will be assigned a workstation.
3. No student is to exchange equipment with another workstation.
4. Students are **not** permitted to have food, drinks, candy, or gum in the lab or by laptops.
5. Student passwords must meet the *Student Handbook's* expectations.
6. Students are prohibited from using another student's files. (Violators may lose computer privileges.)
7. **Laptops are to be used only for teacher-assigned work** (No games, e-mailing, chatting, surfing the net for own amusement, etc.) (Violators will lose all laptop privileges.)

COMPUTER USERS' RESPONSIBILITIES

Beginning of any work session each user will:

- Check all equipment for damage. (Vandalism)
- Check all equipment for markings—pen, pencil, scratches, etc. (Vandalism)
- Check equipment for proper markings—pre-assigned ID.
- Check to see if equipment was properly closed down.
- Equipment placed in its proper position.
- Sign-in card in holder.
- Report any findings to instructor at the **beginning** of work session. (Violations will be credited to the previous user.) Failure to report violations may cause you to be credited with the violations.
- **Students will be required to pay for all vandalism, receive handbook discipline, and may lose all computer privileges.**
- **Falsely reporting violations will result in disciplinary action.**

During a work session each user will:

- Report any improperly working equipment to instructor immediately.
- Keep chair at workstation.
- Use applications designated by instructor.

At the end of a work session each user will:

- Properly shut down computer.
- Properly replace all equipment (book, stands, chair, sign-in cards, etc.).
- **Laptops will be checked back in to your instructor.**
- Pick up all papers, supplies, and litter.

- Push in chairs.

1:1 LAPTOP COMPUTER USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between the Martensdale-St. Marys Community School District (MSTM), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student is at Martensdale-St. Marys Community School District, hereby agree as follows:

1 Equipment

1.1 Ownership: MSTM retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, Martensdale-St. Marys administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptops configurations the same. All Computers include a ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. MSTM will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Computer is inoperable, MSTM has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-MSTM installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. MSTM provides a means for backup along with directions but MSTM does not accept responsibility for any such software.

2 Damage or Loss of Equipment

2.1 Insurance and deductible: MSTM has purchased insurance which provides the broadest perils of loss regularly available. This insurance coverage is subject to a deductible per loss.

2.2 Responsibility for Damage: The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the computer manual for directions on expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – up to \$100
- Second incident – up to \$200
- Third incident – up to full cost of repair or replacement

MSTM reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of "attended," "unattended," and "locked.")
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.

2.3 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Director of Technology. If the Computer is stolen or vandalized while not at Martensdale-St. Marys or at a Martensdale-St. Marys sponsored event, the Parent shall file a police report.

2.5 Technical Support and Repair: MSTM does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.

3 Legal and Ethical Use Policies

3.1 Monitoring: MSTM will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with MSTM’s Legal and Ethical Use Policies.

3.2 Legal and Ethical Use: All aspects of MSTM Computer Use Policy remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

3.4 Allowable Customizations

- The Student *is permitted* to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- The Student *is permitted* to download music to iTunes, but cannot download or install any other software without permission from the MSTM Technology Director.

STANDARDS FOR PROPER COMPUTER CARE

This document is an important addendum to the *Student Laptop Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.**

Read the manual that comes with the laptop. Following Lenovo’s advice and the standards below will lead to a Computer that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to MSTM during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car other than in a locked trunk. ***Avoid leaving the Computer in environments with excessively hot or cold temperatures.***
- Do not let anyone use the Computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.

- Adhere to MSTM School's Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask the District Teacher Librarian, Director of Technology or Secondary Principal..
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the Laptop Facilitator or Director of Technology.
- Don't force anything (e.g., connections, popped-off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the Computer that will permanently alter it in any way. (You can apply stickers so long as they are completely removable.)
- Keep the equipment clean. For example, don't eat or drink while using the Computer.

Carrying the Computer

- Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Movement while the Computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient – there is little reason to actually shut-down the laptop other than on an airplane or during extended days of inactivity.
- Always store the Computer in the laptop bag provided or in another certified laptop case. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself as this may damage the screen.
- We recommend that you carry the laptop bag inside your normal school pack. The "vertical sleeve" style laptop case was chosen expressly for this purpose. Simply slide the Computer in and out while leaving the case within the school pack. Do not overstuff your pack – extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Do not grab and squeeze the Computer, as this can damage the screen and other components
- Never move the Computer while a CD or DVD is actively being used.

Screen Care

The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can be costly to replace. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed, thus resulting in a charge to the family

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Computer charging overnight.

- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety

- Avoid extended use of the Computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the Lenovo user guide.

ONLINE ACCESS FOR PARENTS

Go to www.MSTM.us and click on the JMC link on the toolbar. Select 7-12 Parents, enter Parent Username and password (which can be set up in the high school office) and click sign in.

Options:

Attendance Report- This area gives you period attendance for your child.

Report Card- This area shows the latest report card for your student.

Progress Reports- This area allows you to see up-to-date grades and scores on your child's assignments.

Parent Information- This allows you to update your address and phone information.

Lunch-This allows you to see all lunch transactions and lunch account balances. You can also make deposits directly into your student's lunch account at this point through PaySchools.

LOCKER POLICY

(Revised by committee of students council teachers and parents 12/8/08)

- Lockers are the property of the school.
- Lockers are to be kept closed.
- Lockers are recommended to be locked. The school takes no responsibility for lost or stolen items.
- Students are to use their assigned locker and no one else's: no locker sharing or trading. Students are responsible for their assigned locker. If a locker is in need of repair it is the student's responsibility to notify the office.
- Locker signs/decorations must be approved by the office prior to posting. Once an activity or sport is over the locker sign/decoration needs to be removed. Signs/decorations may not be wrapped or placed around the sides of the locker. (i.e. no wrapping of locker with birthday paper)
- Team signs/decorations need to be taken down by the end of the state tournament for that sport.
- Birthday signs/decorations must be taken down within one week of the birthday.
- Signs/decorations which are torn, ripped, marked, etc. prior to the sign/decoration stated duration need to be removed and/or replaced.

Consequences (per semester)

1st Violation – Notice to correct violation within one day.

2nd Violation – 30 min. detention

3rd Violation – 3 hr. Saturday school

4th Violation – Take all semester tests.

5th Violation – Loss of locker privileges.

* If a locker sign/decoration is on a locker past the assigned timeframe, it will be removed by administration/staff.

SCHEDULE CHANGES

Students are not encouraged to drop a class. If this is necessary, students must do so during the first 3 days of the semester. Students must:

- Pick up a drop-add form from the guidance office.
- List all drops and adds.
- Get signature of teacher whose class is being added and/or dropped.
- The form must be signed by the student and their parents/guardians.
- The form must be returned to the guidance office.

Dropping a class any other time during the year may result in an F for the class.

TRANSFERS

If you will be transferring to another school, you must inform the principal's office, complete and turn in a drop slip before your records will be forwarded to your new school. Official school records are not forwarded to another school unless you have met this obligation.

STUDENT RECORDS

The Martensdale-St. Marys Community School District collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education. The records of each student are under the responsibility of the building principal and are generally located in the school building in which the student is attending.

RELEASE OF STUDENT INFORMATION

The following directory information may be released to the public in regard to any individual student of the school district as necessity or desirability arises: Name, address, telephone listing, date and place of birth, participation in officially required activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school or institution attended.

A parent or guardian not wanting this information released to the public must make objection in writing to the principal at the beginning of each school year.

TELEPHONE

Students will be called from class for emergency reasons only, otherwise they will be called to the office to pick up the message during passing time. Phone calls will be limited to three minutes and can only be used during the school day if you have a pass from the office. Students may return calls during passing time, lunch or after school. Passes will not be given for phone calls unless students are specifically called for by office. Students will need to show a message from the office to be released from lunch to use the phone.

VISITORS

The school is open to properly accredited visitors. Students will please introduce all guests at the Principal's office and secure a Visitor's Permit. Parents/guardians should contact the Principal prior to their child bringing a guest to school at least two days in advance.

WAIVER OF STUDENT FEES/SCHOOL SUPPLIES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary

financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Principal's office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

SCHOOL CANCELLATIONS

School may be cancelled or postponed due to inclement weather. Information may be obtained by listening to radio stations WHO, KJJY, KLYF or watching WHO, KCCI, WOI television.

SEARCH AND SEIZURE

All school property is held in public trust by the Board of Directors. School authorities may conduct periodic inspections of all or a randomly selected area of school grounds or if reasonable suspicion exists without a search warrant. The use of drug sniffing dogs will be used to inspect lockers, the school parking lot, and any other areas owned by the school where students may have their belongings. These searches could include but are not limited to searching a student, a student locker, desks, work areas, or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized 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. Items of contraband may include but are not limited to non-prescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

STUDY HALL

If a student is assigned to a study hall, they are required to keep busy by studying or reading.

TEXTBOOKS

Basic textbooks are issued to each student on a rental basis. Each book is numbered and a record of issued books is maintained. At the end of the school year all books checked out in the student's name are returned to the teachers. Books not returned or books damaged are to be paid for before full clearance can be given. Official school records are not released unless you have met this obligation.

TRANSPORTATION

Although the law requires the district to provide transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus in the morning and after the child exits the bus at the end of the school day. Nor does it relieve students from the responsibility to behave in an orderly and safe manner on the bus. School bus transportation is a privilege that can be taken away any time a student's conduct is considered bad enough to jeopardize the safety of the other passengers. The right to safe transportation will not be taken from an entire busload of students because a few of them disobey the rules.

Those students guilty of flagrant, repeated, or gross disobedience or misconduct on school buses are subject to suspension. Continued violation of bus rules will be considered sufficient cause for refusing to transport the student(s) involved, and may lead to suspension from school, depending upon the seriousness of the matter.

The bus driver shall have complete control of the bus and the students he or she is transporting for the duration of the bus ride. Any problem arising with a student will be promptly reported to the building principal, who shall discipline the student as follows:

- 1st offense - Verbal warning.

- 2nd offense - Written warning from the principal to be signed by the parent/guardian before allowed back on the bus
- 3rd offense - Suspension from riding the bus.

All students riding the bus must stay on school grounds after arriving at school. Students are not allowed to go to town before or after school is dismissed.

STUDENT DRIVING

Buses are provided for the student's convenience, therefore, absences or tardiness due to a student driving are not excused.

All students who plan to drive must have a student-driving permit signed by your parents/guardians.

The staff and other school personnel have priority parking in the west area and the south row of the north parking lot.

Once a student driver enters the school zone with their vehicle after 8:00 A.M. on a school day, the driver is expected to drive to the school parking lot and park the vehicle the remainder of the school day. We have too many children on their way to school to tolerate leisure driving in the school driving zone.

Your vehicle is to be parked and remain parked until the end of the school day. Students are prohibited from returning to their vehicles or driving during the school day unless permission has been granted by the Principal.

When leaving the parking lot, do not turn left onto Burlington Avenue to avoid buses and parents picking up students. Driving to school is considered a privilege and when improperly done will result in the suspension of the privilege.

Improper parking will result in the student moving their car and being assessed a tardy to school.

PHILOSOPHY OF PARTICIPATION

Junior high students are not permitted to attend high school dances, prom, homecoming dances, etc. High school students are not permitted to attend Jr. High dances.

JUNIOR HIGH SPORTS

At the junior high level we will have an emphasis on participation first and then strive to win.

JUNIOR VARSITY SPORTS

At the J.V. level we will strive to win and stress participation at the same time. It will not be guaranteed that everyone will get equal playing time or as much playing time as at the junior high level. If there are not enough players at the varsity and J.V. levels for two complete teams, some of the varsity players will need to play down. Coaches may determine the junior varsity teams on a per game basis.

VARSITY SPORTS

At the varsity level we will strive to win the contest first and substitute when necessary to win. We will also stress substitution for participation when it is foreseen that substituting will not affect the outcome of the contest. This will be at the coach's discretion.

SPORTSMANSHIP

All parents and athletes must attend a sportsmanship meeting prior to the student participating in an extra-curricular activity. There will be a Fall meeting date set each year to meet this requirement.

Each student is expected to follow these suggestions which will serve as a guide to carrying out his/her responsibility in promoting good sportsmanship.

- Consider the visiting teams and fans, as well as the officials, as guests and treat them as such.
- Respect the rights of all spectators.
- Accept the officials' decisions as final.
- Support your cheerleaders with enthusiasm.
- Be modest in victory and gracious in defeat.

Consider it a privilege and duty to encourage everyone (players and spectators) to live up to the spirit of the rules of fair play and sportsmanship.

- Students should refrain from the following unsportsmanlike conduct.
- Booing or jeering officials or players at any time.
- Applauding errors by opponents or penalties inflicted upon them.
- Yelling or demanding a substitution or withdrawal of a player.
- Using profane language at any time during the game.
- Throwing objects on the playing surface.
- Criticizing players or coaches for losing a contest.

CODE OF CONDUCT

Students in M.St.M. School activities have pride in their school, the activity they represent, and in themselves. Standards of behavior both on and off the field should be above reproach. Students in M.St.M activities accept the standards listed below without reservation.

- Smoking and participation in activities are not compatible. Smokers should not expect to become or remain members of any activity.
- Drinking alcohol or using controlled substances under any circumstances is not allowed.
- Athletes shall avoid any flagrant foul language, which violates the essentials of good sportsmanship.
- Athletes should always respect the decisions of officials. A display of temper can only have a negative effect of the individual, the team and the school.
- Good grooming is important to students representing the school.
- Students should be constantly aware that the reputation of our school is directly related to individual conduct during contests and in community life. It shall be our goal to create a favorable impression for M.St.M. School.
- Specific rules for each sport will be added by the coach.

INITIATION CEREMONIES

No initiation ceremonies shall be held either at the school or any other place involving students of the Martensdale-St. Marys Community School in any grade. Appropriate disciplinary action will be taken against violators.

STUDENT ABSENCES REGARDING ACTIVITIES

Students must be in attendance by 10:00 a.m. to participate in any extracurricular activity that school day, unless arrangements have been approved by the principal or athletic director. This includes practices and events.

Acceptable absences will include:

- School-sponsored activities
- Funerals
- Court appearances
- Administration-approved absences

ACTIVITY TRANSPORTATION

- Coaches are responsible for conduct of their team members.
- Do not leave your seat while the bus is in motion.
- Remain in the bus in the event of road emergency until instructions are given by the driver.
- Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of bus windows.
- Remember that loud talking and laughing or unnecessary commotion diverts the driver's attention and could result in a serious accident.
- Keep books, packages, coats and all other objects out of the aisles when possible.

Infraction of the rules will be reported to the Principal who may deny transportation to a student who is not capable of proper conduct.

CONDUCT ON TRIPS

- All students are expected to go and return from all events and practices on the bus together. Any exceptions will be approved by the Athletic Director or Principal.
- You may pick up the form for Transportation Home from Extra-Curricular Activities and Practices in the High School Office.
- Students must remain on the host's school grounds before and after the games away from home.
- Students must see that nothing is damaged, either on the bus or around the host school.
- Students must at all times conduct themselves in a sportsmanlike manner.
- The coaches of each sport will recommend specific regulations for their program. A statement of these regulations will be approved by the Athletic Director and the Principal prior to the start of the season.

CODE OF ELIGIBILITY

Participation in school activities (all activities other than scheduled classes) is a privilege available to the student body. Special ability, interest, and effort are primary factors in determining who will represent the Martensdale-St. Marys School, but Martensdale-St. Marys must also be represented by students who are good school citizens and satisfactory scholars willing to abide by prescribed rules and standards. This privilege carries with it great responsibilities to the school, faculty, and student body. To this end, the regulations on initial infractions are designed to keep the student involved and yet provide sanctions which will encourage participants to demonstrate a positive attitude toward the school, its students and staff, and the community.

In order that the standards and ideals of the Martensdale-St. Marys School will be upheld and uniformly enforced, the Board of Education has established the following minimum rules of conduct (both in and out of school and during the summer months) which students (and parents of students) involved should clearly understand. Each coach or director of an activity may enforce additional rules but will not alter the ones stated below.

DEFINITIONS

Participating student: Student enrolled in the Martensdale-St. Marys (grade 7-12) school.

School activities: Refers to all activities, other than regularly scheduled classes, that are provided by the school. This also includes any student involvement in public performances, competitions, practices, student assistants, or attendance as a representative of a specific organization or the school in general. The term shall be all inclusive with reference to student government, publications, music, drama, speech, clubs and other school organizations, athletic activities, cheerleading, etc.

Ineligibility: The period of ineligibility for participation will be measured on a percentage basis or calendar months. The percentage of ineligibility credit will be accumulated only after the student has completed the activity in good standing.

Guilty of a violation: means self-admission, observation by a faculty member, or adjudicated (as found guilty in a court of law) to have committed the violation.

- A student admits to being involved in an act that is illegal, or
- When a student is found guilty by the court system for being involved in an act that is illegal, or
- When a student is determined guilty by the principal or athletic director, based on the information that has been presented.

SERIOUS BREACH OF DISCIPLINE DEFINED

The commission of a crime under any governmental law or ordinance with the exception of simple traffic violations or other civil disobedience where a simple fine is administered as punishment. The Principal and Athletic Director have the sole discretion in determining a serious breach of discipline.

The use and/or possession of tobacco products, alcohol or any controlled substance defined by law.

More than three out of school suspensions of three or more days per year.

Any student who is charged by an authorized law enforcement agent or admits to a serious breach of discipline will be declared ineligible from participation in school activities. The ineligibility will commence immediately as declared by the Principal or Athletic Director.

SANCTIONS FOR VIOLATIONS

1st Offense - Ineligibility in 25% of the activities in progress or the next activity in which the student is involved. The student must practice and attend activities but can not dress. Ineligible students may also be a spectator. The number of contests will be based upon a percentage of the season and total number of contests that particular year. Game suspension will count only in Varsity or Junior Varsity contests, not both. Suspension from a Varsity and Junior Varsity game only counts as one game, contest or event. The number of games will be prorated in increments of one half of a game. All penalties will be carried over to the next activity if they are not fulfilled in the present activity.

If the violation is related to the use and/or possession of mood altering drugs or chemicals, the student will also be referred to the Building Assistance Team and must agree to follow their recommendations for assistance.

2nd Offense - The same rules as the first offense with the exception of being ineligible for 50% of activities.

3rd or Subsequent Offenses - No participation in any event for one year. The student may be a spectator only.

Senior high and junior high students are treated equally regarding eligibility. Junior high infractions do not carryover to the high school year, but if a junior high student has a penalty to complete, he/she will complete it in high school.

A student without a violation for one year may eliminate previous violations from their record.

The Principal and Athletic Director have the sole authority to administer the policy as best fits the particular situation, as each situation will vary somewhat. All decisions may be appealed to the Superintendent and Board of Education in that order.

MISCONDUCT/GRADES

State Mandated Eligibility Policy

Language of new rule (New language is in *italics 7-1-08*)

36.15(2) Scholarship rules.

a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

b. All contestants must be under 20 years of age.

c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework *taken from a postsecondary institution and* for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

(2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

g. A student is academically eligible upon entering the ninth grade.

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule.]

i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

Subject to the provision above regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contest and for 30 calendar days from the first competition date for that sport as established by the governing association. A student who withdraws from a class during the semester will receive a failing grade in that class as a result of his/her withdrawal will be subject to the

above ineligibility. A student who withdraws from a class prior to the guideline established for withdrawal from a class will not be subject to penalty under this policy.

Music and Speech/Debate

Students participating in Music or Speech/Debate activities are subject to the Department of Education/Iowa High School Speech Association and Iowa High School Music Association guidelines at the conclusion of each semester. A student who receives a failing grade at the end of the semester will be ineligible to participate in extra curricular activities which would not affect their classroom grades in the following semester. The period of ineligibility will be 30 calendar days from the beginning of the next semester. The penalty may or may not be served, depending on the competitions scheduled and activities involved.

Other key changes to chapter 36 rules

281—36.1(280), **definition of “compete” added to definitions:**

“Compete” means participating in an interscholastic contest or competition, and includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game warm-up exercises with team members. “Compete” does not include any managerial, recordkeeping, or other non-competitor functions performed by a student on behalf of a member or associate member school.

281—36.15(1) **amended to add the following sentence:**

A member or associate member school shall not allow any student, including any transfer student, to compete until such time as the school has reasonably reliable proof that the student is eligible to complete for the member or associate member school under these rules.

Frequently Asked Questions

What is passing?

There is no statewide definition of passing; this is a locally controlled decision. In the absence of a local rule to address this, passing means any grade that is other than “F.”

If a school has an option whereby students may take a course “pass or no pass,” a grade of “no pass” is a failing grade.

How about Incompletes? Withdrawals?

Again, this is left to local control. But, LOCAL CONTROL means taking affirmative action to clarify for students just what an “I” or “W” means. In the absence of a local rule to address this, an “I” or “W” will be considered failure.

May an Incomplete be changed to a passing grade?

Depends on local policy; if a school has a policy that an “I” is failure, the “I” may not be changed to a passing grade for purposes of avoiding ineligibility.

What is a grading period?

A “grading period” is the period of time at the end of which a student receives a final grade and course credit is awarded for passing grades. Each school determines its own grading periods. ***A grading period at Martensdale-St. Marys Community Schools is defined as a semester grade.***

Each student shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester.

Students who receive incomplete grades at the end of a semester and have documented reasons (i.e. serious health issues) for the incomplete will have two weeks following the semester to complete the work. This must be determined in advance of the end of the semester and determined by the administration. If the grade is posted as an “F”, the

student will start their period of ineligibility the next school day. A student who has an incomplete grade without documented reasons (lack of work completion) will be ineligible until the final grade is determined.

A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, toward the goals and objectives on the student's individualized education program. This determination will include student effort, work completion, and whether the student is seeking needed extra help.

What is a final grade?

A final grade is that grade that goes on the student's transcript. If a school offers block scheduling, a final grade might occur at the end of nine weeks if the grade is recorded on the student's transcript. A final grade is NOT the grade on the progress report that goes to students and their families.

What is credit coursework or a credit subject?

If the student's transcript includes a letter grade (other than "F," "I," or "W") for the subject or course, this is credit coursework. The most typical example of *non-credit coursework* is Driver Education. It is a local decision (to be made about the course as a whole and not to be made on an individual student basis) whether a certain subject or course is one for which credit is awarded.

Why is a definition of "compete" now included in the rules?

There have been instances where member and associate member schools inadvertently played ineligible students, forcing the executive board to determine an appropriate penalty to impose against the school. For instance, in one case, a transfer student (ineligible for 90 consecutive school days from varsity competition) played J.V. football and practiced with the varsity as a member of the scout team. No problem so far. Unfortunately, he was allowed to dress in full pads and uniform and to be on the sidelines with the rest of the varsity team on game nights. During one game, his team had enough of a lead that the coach yelled "scout team goes in." You guessed it; the ineligible player ran in with the rest of the scout team and played a couple of downs before the error was caught. Adding a definition of "compete" and including dressing in full uniform and taking part in pre-game warm-ups is meant to assist member and associate member schools to know what is and is not acceptable.

Martensdale-St. Marys Academic Activity Eligibility

Students who are disciplined in the Principal's office, or cause continued trouble to teachers are subject to suspension from an activity for a period of time that the Principal deems appropriate to the offense or misconduct.

Grades will be monitored every 3 weeks. If a student has an F at the 3 week period, they will be ineligible for seven days once grades have been posted by the principal's office. If a grade has not improved in seven days from the posted grade, the student will be ineligible for another seven days, continuing on a seven day cycle until grades are posted again. Receiving an F at the quarter will result in the student being ineligible for 14 days. The ineligible period will begin on the first academic day of the new quarter and continue for fourteen calendar days. Exception: Sports that continue during the summer when school is out of session: (example, Baseball and softball) ineligibility will begin on the day the grade is posted and continue for 14 days.

Receiving an F for the semester, the student will follow below State Rule. Students will be allowed to practice during their period of ineligibility.

Students may not be disciplined for offenses reported by any other party other than school staff.

If a student quits an activity, is dismissed from a activity, or the season is over, he/she must turn in all equipment on or before the date designated by the teacher/coach. If the student fails to turn in equipment when due, he/she may be suspended from school until that equipment is turned in.

Coaches/Teachers may add any other rules that are approved by the Athletic Director or Principal.

Students who are ineligible may not participate in school sponsored activities. Examples: athletic competition, music performances, drama performances, dances, manager duties during competitions, talent show, dance show, etc. This is not an all inclusive list. If an activity is in question the principal will make the decision. Prom is excluded from the activities.

ATHLETIC AWARDS

In all sports, the coaches recommend players for awards based on several factors, including training, cooperation, sportsmanship and attitude. An athlete may win an award if he/she has played a sufficient length of time in a sporting season. Athletes are only awarded one varsity letter. If an athlete participates in more than one sport, he/she is given emblems to place on the letter.

Junior High Athletic team participants will be considered for a participation award when they have met the following requirements:

- Attend all practices, unless the student is ill, excused by the coach, or is not in attendance during the school day.
- Display acceptable conduct at practices and contests, including sportsmanship and personal behavior, in a manner, which best represents M.St.M. If a player is ejected from a game, the player forfeits all awards.
- Maintain a coachable and cooperative attitude that contributes to the well being of the team.

Any student dismissed from the team before the end of the season will forfeit all awards.

ATHLETIC LETTER

Participation Award - All Sports

- To receive a letter you must fulfill all participation requirements.
- Be at all practices unless excused by the coach, illness, or not having been in school that day.
- Show a display of proper conduct in school, practice, contests, and in the community which would best represent our team and our school.
- Display a coachable and cooperative attitude that contributes to the wellbeing of the team.
- Exhibit admirable sportsmanship as a participant and as a member of the team.

Coaches have the right to require certain criteria for receiving a varsity letter. These criteria must be handed out to all athletes at the beginning of the season.

If, in the opinion of the coaches, the student is deserving of a participation award, he/she will receive one.

CO-CURRICULAR AWARDS FOR SENIORS

American Citizenship Award

- The recipient must be a graduating senior (receiving a diploma) during graduation ceremony.
- The student must show qualities of good citizenship as reflected in day to day activities.
- The student has demonstrated a full comprehension of what good citizenship means.
- The student should be active in student and community activities and a reliable and upstanding individual.

BERNIE SAGGAU AWARD

Academic - There shall be no grade point or class placement requirement. The recipient shall be one who achieves academically at least in proportion to his/her ability.

Citizenship - The behavior of the student, both in and out of School, shall have consistently been of such high quality as to bring credit to the student, the family, and the school. This behavior shall have demonstrated a respect for rules, laws, our country, and its symbols as well as our constitution.

Extracurricular - There shall be no specific extracurricular activity requirement beyond the fact that such participation may serve to demonstrate both citizenship and contribution to the school and community. It is assumed that the recipient of the award would be the kind of person who would perform beyond that which is required of all students.

Achievements - There shall be no requirement that the recipient have held any office, excelled in any sport or activity, or received any other reward or honor as this award is unique unto itself. On the other hand, these other forms of recognition may serve as indicators of the person's qualifications and not held against the candidate.

Award - A plaque shall be provided to each member high school in the state of Iowa each year to be presented to one graduating student. Such plaque, which shall become the recipient's permanent possession, shall be publicly presented with a statement outlining the purpose as contained in the enabling resolution. In any year that no graduating senior qualifies, or it is impossible to determine one recipient, the award shall not be made and the plaque returned to the Association Office.

Selection - Each school district, through the approval of their superintendent and board of education, shall have the prerogative of developing the method of selecting the person to be recognized. The selection may be done by the administration, by committee or by some other means utilizing the criteria outlined herein.

BETTY GIBBONS SPORTSMANSHIP AWARD

- One female and one male senior athlete will be recognized.
- A player who lives up to the standards of sportsmanship established by the coach.
- A player who represents themselves, school, family and community in a positive manner.
- A player who respects opponents.
- A player who demonstrates respect for the integrity and judgment of officials.
- A player who helps younger players to learn the rules of the game.