

IKM-Manning High School Student Handbook 2008-2009

FOREWORD

The primary purpose of this handbook is to acquaint students with procedures at IKM-Manning High School and to serve as a guide to successful and enjoyable educational experiences. All problems or situations that arise are not covered in this publication. When this occurs, staff members will make decisions based on sound and reasonable educational practice. It is the responsibility of students to acquaint themselves with this handbook and to inform their parents of these policies.

Our school welcomes you as you begin each school year and we hope that you will always be conscious of its traditions and requirements. The experience you gain from this school will be whatever you make it. Let us always have the courage and leadership to do those things which will make it outstanding.

IKM-MANNING FIGHT SONG

We the Wolves have come to fight united we will win.
Green and black our colors true we'll battle to the end.
GO WOLVES GO!
Catch the Spirit, stand up and cheer. Wolves are ready, this is our year.
We the Wolves will fight with might and bring us a victory.
Brought together.
Strong and ready.
It's victory for us tonight.
We the Wolves have come to fight united we will win.
Green and black our colors true we'll battle to the end.
GO WOLVES GO!
Catch the Spirit, stand up and cheer. Wolves are ready, this is our year.
We the Wolves will fight with might and bring us a victory.

Manning Secondary School Student Handbook

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Educational Philosophy

The Board of Education believes the function of the educational process is to provide each student with opportunities for obtaining the knowledge, experiences, and skills which will best prepare him/her to assume a position in a global society and will help him/her to make the greatest positive contribution to society and to himself/herself.

The Board believes that each student should be treated as an individual with his/her particular capabilities, aptitudes and personalities. The student should be an active participant in the learning process.

The Board believes that it is the responsibility of the school to provide maximum learning opportunities for all students regardless of their sex, race, religion, economic status or handicapping condition.

The Board believes that the school should provide an orderly environment with high expectations for student achievement and an emphasis on academic learning.

The Board believes that the IKM-Manning High School should provide excellent administrative, instructional, and support staffs, as well as providing physical facilities which meet the needs of a community of lifelong learners.

Educational Goals

The IKM-Manning High School is looked upon as an ever changing social community where young people live. Here they are provided opportunities to determine and to work toward goals that are purposeful and significant to them. They are given experiences which are designed to develop their talents and characteristics which are essential to a wholesome life.

The learner will:

1. Achieve a mastery of the fundamental learning skills and establish standards of educational excellence.
2. Understand and believe in himself, accept personal responsibility for his education and personal development, and build a system of moral standards and values which contribute to a democratic society.
3. Understand and respect ethnic and cultural differences and work effectively with other individuals and groups.
4. Understand and appreciate this country's democratic heritage and acquire the skills, knowledge, understanding, values, and attitudes necessary to participate in democratic self-government.
5. Develop understanding of the global nature of society and the interdependence of the world's people.
6. Develop a commitment to lifelong learning.
7. Develop and maintain sound physical and mental health.
8. Perceive, judge, and value cultural expressions of humankind and develop skills for personal expression and communication through the arts.
9. Understand and use technology and its related developments.
10. Develop the ability to use personal and public resources wisely.
11. Develop worthy leisure-time interests and activities.
12. Develop positive attitudes toward skills for work and an appreciation of the social value and dignity of work.

Directory Information

The principal of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of

the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student and other similar information. To prevent the public release of such information, a parent must file a written objection with the high school principal.

Students and parents may file with the Department of Education, complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Education Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C. Street S.W., Washington, D.C. 20020.

Student Record Information

The Manning Community School District maintains record on each student in order to facilitate the instruction and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. The records of each student are located in the school in which they are attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for maintenance of student records for each school built is listed below:

Manning Elementary School----- Sharon Whitson, Principal
IKM-Manning High School-----Brian Wall, Principal

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials, teachers and AEA personnel with legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating federal education programs.
- D. Officials connected with a student's educational financial aid application.
- E. Organizations which process and evaluate standardized tests.

- F. Accrediting organizations for accrediting purposes.
- G. Parents of dependent children, regardless of the child's age.
- H. Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material removed periodically. Inappropriate material is removed whenever a student moves from the elementary level to middle school level to high school level, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation. The parents of handicapped students, or handicapped students over age 18, will be informed when personally identifiable information in the records is no longer needed to provide educational services, and before the information is destroyed. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from either of the aforementioned persons responsible for maintaining student records.

Harassment and Bullying 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 by 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.

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:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment 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 by a school employee 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 superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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.

Dangerous Weapons Policy

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students who bring them on the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Students bringing a firearm to school shall be expelled from school for not less than twelve months. Students possessing other types of dangerous weapons will be disciplined which may include expulsion. All dangerous weapons will be turned over to law enforcement officials.

Search and Seizure

Board policy allows school officials, without a search warrant, to search a student, student lockers, desks, work areas or student automobiles whenever there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or the rules of the school.

Locker Inspections and Searches

1. Inspections: Although school lockers are temporarily assigned to individual students, they remain the property of the School District at all times. The School District has a reasonable and valid interest in insuring that the lockers are properly maintained. For this reason, periodic inspections of lockers is permissible to check for cleanliness and vandalism. Periodic inspections of all or a random selection of lockers may be conducted by school officials at any time. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

2. Searches: The student's locker and its contents may be searched when a school official has reasonable and articulable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.

Automobile Searches

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

The complete Search and Seizure Policy can be found in Manning School Board Policy Code No. 502.5-R.

Multicultural and Nonsexist Education

Children enrolled in IKM-Manning High School shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, gender, marital status, national origin, ability or disability. Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the school district.

The educational program fosters knowledge of and respect for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes.

Any questions regarding compliance with equal educational opportunity should be directed to the multicultural nonsexist director of the district which is the secondary school principal. The secondary principal's phone number is 655-3781 and the address is 209 Tenth Street, Manning, Iowa 51455.

Any person wanting to file a grievance may secure a form from the secondary school principal or submit the grievance in writing to the principal. Reporting in this manner is called Level I of the grievance procedure. The secondary school principal will make a disposition of the grievance and that is called Level II. If this action is not satisfactory to the grieved party, Level III will be enacted. Level III is a disposition by the superintendent or his/her designee. Level IV would be enacted if the grieved party is not satisfied with the Level III decision. This disposition is conducted by the Manning School Board.

Gifts to Employees

The Board understands the desire of students, parents, or others to give gifts to show appreciation of a school district employee. Rather than giving gifts, the board encourages, as more welcome and more appropriate, the writing of letters to express gratitude and appreciation.

Student Exercise of Free Expression

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

Student Transfers In

IKM-Manning High School has the discretion to determine whether it will accept any credits from students who have not been attending an accredited public or nonpublic school. The principal can accept all, part, or none of the credits. IKM-Manning High School's eligibility rules will apply to all students transferring to the IKM-Manning High School.

Student Responsibilities

Students at IKM-Manning High School are expected to fulfill the following responsibilities:

A. PARTICIPATION: Students have the responsibility of participating in the serious business of learning. Students must report to school and to all scheduled classes regularly, on time, with all necessary materials, remain in classes until excused, report to their assigned lunch on time, follow instructions, complete assignments to the best of their ability, and request help when needed.

B. BEHAVIOR: Students have the responsibility of avoiding any behavior that negatively affects their learning or the learning of others. Students must cooperate in maintaining orderliness in the school and in the classroom. Disruptive or loud behavior will not be tolerated. Students are responsible for the care of textbooks and equipment that have been issued to them and for the materials and equipment they use.

C. RESPECT FOR STAFF: Students have the responsibility of showing respect for the knowledge and authority of the school staff. Any administrator, teacher, paraeducator, secretary, custodian, or bus driver has the authority to correct students when necessary. Students should not defy authority but positively respond to the staff member's instructions. Students must also use only acceptable and courteous language.

D. RESPECT FOR OTHER STUDENTS: Students have the responsibility of recognizing the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, bullying, harassment, belittling or engaging in deliberate attempts to embarrass or harm another person.

Child Abuse Reporting

If a school district employee or other member of the IKM-Manning School community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent or the school principal. The superintendent's phone number is 655-3771, the high school principal's phone number is 655-3781, and the elementary principal's phone number is 655-3761. Reporting in this manner is called level-one reporting.

Graduation Requirements

IKM and Manning students enrolled in high school prior to the start of the whole grade sharing agreement (Classes of 2009, 2010, 2011) are subject to the graduation requirements of their respective districts.

The Manning district graduation requirements (2009-2011) are as follows:

1. Forty-seven (47) credits are required for graduation. Every student must carry at least 6 academic classes each semester (band and vocal will count toward the 6).

2. All students are required to enroll in physical education.
3. All students must pass the required courses established by the Department of Public Instruction and the Manning Community Board of Education.
4. All students must have served all detentions and suspensions assigned and have paid all fees and fines.
5. To receive an attendance certificate, a student must be in attendance at least 80 days each semester of their four years in high school.

Required number of credits and courses in each field.

1. English- 8 credits English I, English II, English III required.
 2. Science- 6 credits
Physical or General Science, Modern Biology or Biology required.
 3. Mathematics- 6 credits
 4. Social Studies- 7 credits World Geography, American History II, World History, Am. Government required.
 5. Physical Education- 2 credits, 1/4 credit per semester
 6. Computer Applications-1 credit
- All of the subject courses are one credit per semester with the exception of physical education which is 1/4 credit per semester.

The IKM district graduation requirements (2009-2011) are as follows:

1. Fifty (50) credits are required for graduation. Every student must carry at least 6 academic classes each semester (band and vocal will count toward the 6).
2. All students are required to enroll in physical education.

Required number of credits and courses in each field.

1. English- 9 credits English I, English II, English III, Speech required.
 2. Science- 6 credits General Science and Biology required.
 3. Mathematics- 6 credits
 4. Social Studies- 8 credits World Geography, American History II, World History, Am. Government, and Economics required.
 5. Physical Education- 2 credits, 1/4 credit per semester
 6. Health (1 credit), Careers I (1 credit), and Careers II (1 credit) required.
- All of the subject courses are one credit per semester with the exception of physical education which is 1/4 credit per semester.

Beginning with the IKM-Manning Class of 2012 the graduation requirements for all students will be as follows:

1. Forty-eight (48) credits are required for graduation. Every student must carry at least 6 academic classes each semester (band and vocal will count toward the 6).
2. All students are required to enroll in physical education.

3. All students must pass the required courses established by the Department of Public Instruction and the Manning and IKM Boards of Education.
4. All students must have served all detentions and suspensions assigned and have paid all fees and fines.
5. To receive an attendance certificate, a student must be in attendance at least 80 days each semester of their four years in high school.

Required number of credits and courses in each field.

1. English- 8 credits English I, English II, English III, Speech required.
2. Science- 6 credits
Physical or General Science, Modern Biology or Biology required.
3. Mathematics- 6 credits
4. Social Studies- 6 credits World Geography I, American History II, World History, Am. Government required.
5. Physical Education- 2 credits, 1/4 credit per semester
6. Careers I (1 credit), Careers II (1 credit) required and a 1 credit Computer Literacy requirement.

All of the subject courses are one credit per semester with the exception of physical education which is 1/4 credit per semester.

A Career Diploma is available to students who complete 40 credits consisting of all core requirements and 3 sequential units (6 credits) of an approved vocational program. See the Guidance Counselor for details.

Mid-Year Graduation

A student may graduate at mid-year if he/she has met the requirements for graduation and has received approval from their respective school board. Students seeking board approval should submit a letter to the board prior to the November board meeting.

Post Secondary Enrollment Option

The Post Secondary Enrollment Act(Chapter 261C, Iowa Code) was enacted to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling eleventh and twelfth grade students and ninth and tenth grade talented and gifted students to enroll part time in nonsectarian courses in eligible post secondary institutions of higher learning in Iowa.

Students in grades eleven and twelve may enroll in a post secondary educational institution for academic or vocational-technical credits with the School Board's approval on a case-by-case basis. The Board will follow the guidelines established by the Department of Education in administering Policy 261.C2 of the Iowa Code. The complete Post Secondary Education Policy can be found in Manning School Board Policy Code No. 602.16.

Eligible Post secondary Courses

The Post secondary Enrollment Options act is intended to implement the policy of the state to promote rigorous academic pursuits. Therefore, post secondary courses eligible for students to enroll in under this Act shall be limited to the following:

- A. Nonsectarian courses
- B. Courses that are not comparable to courses offered by the school district.
- C. Credit-bearing courses that lead to an educational degree.
- D. Courses in the discipline areas of mathematics, science, social sciences, humanities, vocational technical education and also the courses in career option programs offered by area schools established under the authorization provided in chapter 280.A, Iowa Code.

Payment for Courses

The costs that the IKM or Manning School Districts will pay will be limited to the lesser of the actual and customary costs of tuition, textbooks, materials, and fees directly related to the course taken by the eligible student or \$250.00.

Correspondence Courses

Correspondence courses can be substituted for similar courses offered by IKM-Manning High School. The correspondence course must meet or exceed the course being substituted for and be approved by the principal. The maximum number of credits allowed to be earned by correspondence courses is four, and of those four credits, the maximum number of credits to be earned to replace a required course is two.

Dual Credit Courses

There are several courses in which eligible students may earn both high school and college credit. These dual credit courses are taught in association with area community colleges. See the guidance counselors for details about course availability and student eligibility.

Grading

Grades are an evaluation of what you have learned. They become a part of a student's permanent record. Institutions of higher learning, potential employers, and various military services are all interested in your high school records.

Grading Scale

All classes that assign grades by percentages will use the following grade cutoffs:

	A 94%	A- 92%	
B+ 90%	B 84%	B- 82%	
C+ 80%	C 74%	C- 72%	
D+ 70%	D 64%	D- 62%	<62% F

Quarter grades will each count as 40% of the semester grade with the semester exam counting 20%. Compute semester percentage using the following procedure:

$(.40) \times (\text{1st quarter percentage}) + (.40) \times (\text{2nd quarter percentage}) + (.2) \times (\text{sem test percentage})$. Compare this sum to the grading scale to determine letter grade for the semester.

Unsatisfactory Progress Reports and Midterm Grades

Notices are mailed to parents at mid-quarter when the quality of student's work is at the failing point or when the work is considerably below the level of expectation. All students will be given a mid-quarter report card.

Incompletes

If a student fails to complete assigned work for a class an incomplete grade will be assigned for the quarter. A teacher may give the student up to three weeks after the close of the quarter to complete the work. Failure to make-up the work in the required time will cause the grade for the quarter to become an "F" (Quarter percentage = 50% or earned percentage, whichever is lower).

The same procedure will be followed each quarter. Following the 4th quarter the student must begin to work at school immediately after they are dismissed from school for the year to make up the work. Failure to comply indicates that they are not going to make up the work and an "F" will be recorded for the quarter.

Honor Roll

The honor roll will be published at the end of each grading period. In order to be listed on the honor roll a student must have a 3.0 grade average or better in academic subjects. The Gold Honor Roll will consist of students with a G.P.A. of 3.5 or better for the grading period. The Silver Honor Roll will consist of students with a G.P.A. of 3.0 or better but less than 3.5. If the student has an incomplete recorded on their report card, their name will not be included in the published honor roll.

Reporting Periods

There are two reporting periods of nine weeks in each semester. There are two semesters and the school year consists of 180 days.

Work Release

Students whose schedules permit may apply for "Work Release" one or two consecutive periods any time in the day during their junior and senior years. Applications are in the counselor's office and should be returned there. The principal's approval is needed before work release begins. Students may not work for parents. Any academic or conduct problems may result in loss of the work release. Employers are called at various

times to evaluate the student's work and to validate attendance. Students may not go to work if they are not in school the full day. Appointments are the exception.

GENERAL SCHOOL INFORMATION AND REGULATIONS

Registration

Students will select the courses in which they plan to enroll next year in the spring. The necessary forms are available in the guidance office. The schedule will be completed in the summer and each student will be given their schedule during orientation, a few days before school begins.

Changes in Student Program

Schedule changes will be made at the beginning of each semester but no changes will be made after the third day of each semester. Students enrolled in year-long courses may not drop the course for the second semester without the permission of the instructor. Dropping the course without the teacher's permission will result in the student receiving an "F" for the second semester.

Attendance Policy

I. General Attendance Policy

A. PHILOSOPHY

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student. The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

B. ABSENCES

1. Parents/guardians are expected to notify the school prior to 9:00 a.m. regarding a student's absence on the day of the absence. All absences must be reported by a parent/guardian within one day of the absence to be considered excused. Students who anticipate absence, especially when the absence must have the principal's prior approval, shall give timely notice to the school office in advance of the anticipated absence. When time permits, such notification shall be in writing and signed by the student and the parent or guardian of the student. Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days or times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent/guardian. Failure to do so may result in the absence being considered unexcused or truancy. The school will make the determination of whether an absence is excused or unexcused.

2. Acceptable reasons for a student's absence from school/class include but are not limited to

- a. religious observances;
- b. personal illness, hospitalization or doctor's care (limit of 10 per year for illness verified only by parent/guardian);
- c. medical or dental appointments which cannot be made other than during school time;
- d. death in the family or family emergency;
- e. court appearance or other legal situation beyond the control of the family;
- f. work at home for parent/guardian (critical time, prior notice required, limit of 5 per year);
- g. family event with parent/guardian (prior notice required, limit of 5 per year);
- h. college visitation (Juniors and Seniors only, 2 per year);
- i. other reasons which can be justified from an educational standpoint (prior notice required).

3. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.

4. Suspensions from class [*either in-school suspensions or out-of-school suspension*] will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.

3. School work missed due to any absence must be completed to the satisfaction of each teacher whose class or classes were missed. **Making up the work is the responsibility of the student.**

- a. When students can anticipate absences, every effort should be made to see that the schoolwork is made up in advance of the absence. The principal may determine that the completion of schoolwork in advance be prerequisite to allowing the absence being excused.
- b. When an absence was not anticipated the student should check with the teachers about any make-up work that might be due. Any assignments due, tests, or quizzes that fall during a single day's absence are to be made up by the close of the day the student returns. Students who miss two or more days consecutively will be given one day for each day absent to make up their work. For example, if a student were absent three days the work must be made up by the conclusion of the third school day following the student's return to school. Absences of more than five days must be made up as arranged with each teacher. Students shall receive full credit for schoolwork made up due to excused absences. School work made up for an unexcused absence or truancy may be considered "late" and receive less than full credit.

C. TARDINESS

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time. If a student arrives more than 20 minutes after the beginning of a period they will be considered absent for that period.
2. Students being tardy first period must serve a 1/2 hour detention with the instructor whose class the student was tardy for. Students may be tardy for classes 4 times per semester without other consequence. The consequence for an accumulation of 5 tardies in a semester and all tardies thereafter that semester will be an hour of detention for each tardy. The hour will be served during a scheduled session of Saturday School. Failure to serve Saturday detentions the Saturday assigned may result in a Misconduct Report, and the student will have to serve the detention the next scheduled Saturday School.
3. Students tardy to school should report to the office and sign in first to get a tardy pass to class.

D. UNEXCUSED ABSENCE

1. Student absences from school or class without reasonable excuse shall be considered unexcused. Reasonable excuses are the acceptable reasons provided in Section B.2 of these rules. All other absences from school may be considered unexcused absences. Any absence without communication from parent/guardian may be considered unexcused.

2. School work missed because of an unexcused absence may be considered "late" and receive no credit.

E. TRUANCY (Skipping School)

1. A student is truant when the student is absent from school or an assigned class or classes without school and/or parent/guardian permission.

2. School work missed because of a truancy may be considered "late" and receive no credit.

3. A detention equal to or greater than the amount of school time missed is the consequence for being truant. Truancies may also be reported to the appropriate law enforcement agency.

4. Truancy may result in the issuance of a Misconduct Report.

5. A truancy counts as an unexcused absence.

F. ATTENDANCE AND EXTRA CURRICULAR ACTIVITIES

A student must be in attendance for the entire day to practice or participate in a school sponsored activity. Exceptions may be made by the principal for appointments that are difficult to schedule.

II. Excessive Absenteeism

Excessive absenteeism is any unexcused absence of 6 or more days or individual class meetings per semester.

A. When a student has 3 unexcused absences from school or a class during a given semester, the student's parent/guardian will be contacted via telephone, email, or mail regarding the student's attendance. The classroom teacher will notify the principal who will initiate the notification process.

B. When a student has 6 or more unexcused absences from school or a class during a semester, the classroom teacher will inform the principal of the student's status. The principal will notify the student and parent/guardian of the excessive absences and initiate the appropriate response.

III. Response to Excessive Absenteeism

A. Excessive unexcused absences will result in the following:

1. If a student has 6 unexcused absences in a semester from any given class, the student will be placed on "No Credit Status" for that class.

2. The student will be allowed to audit the class on a no-credit status for the remainder of the semester or placed in an alternate setting.

3. The student will be referred to the Building Assistance Team (BAT) and the parent/guardian and student will be provided an

opportunity to attend a BAT meeting to discuss the causes of the excessive absenteeism and how to improve attendance.

4. At the end of the semester the student may appeal for credit reinstatement.

IV. Appeals

A. First level of appeal

1. When notified that the student has been placed on No Credit Status for a grading period the student and parent/guardian may file a written appeal for credit reinstatement with the principal within 5 school days of the end of that grading period. Sanctions imposed under this policy will be final unless a written appeal is submitted to the principal.

2. Written appeals will be referred to the faculty attendance committee.

3. The informal appeals hearing will be scheduled within 10 school days after the appeal is filed. The faculty attendance committee will consider the following in reaching a decision:

- a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
- b. attendance history of the student;
- c. extenuating circumstances particular to the student;
- d. educational alternatives to loss of credit; or
- e. the total educational program for the individual student.

4. The decision of the faculty attendance committee will be reached within one day of the hearing. The parent/guardian will be notified of the decision in writing.

B. Second Level of Appeal

Students and parents/guardians seeking a review of the faculty attendance committee's decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the superintendent within five days after the committee's decision. The superintendent will determine an agreeable time, place and date for the review and notify the student and parent/guardian. At the conclusion of the review, the superintendent will affirm, reverse or modify the faculty attendance committee's decision.

C. Appeal to Board of Directors

Students and parents/guardians may appeal the superintendent's decision by filing a written request for review by the board within five days with the board secretary. It is within the discretion of the

board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.

Field Trip Policy

1. Students must complete and hand in the Field Trip Permission Form before they leave. Failure to do so will cause the student to be unexcused. Field Trip forms are not needed during the weekend or holidays.
2. There will be one radio allowed on the bus and it will remain on the bus on arrival. Radios with head sets are permissible.
3. Students may not leave the activity site without permission.
4. Students on the down list for failing one or more classes or having been placed on No Credit Status for one or more classes for attendance reasons will not be allowed to go on the trip.

Skip Day

Should students be involved in a skip day, they will be regarded as truant. The truancy policy will be enforced. Senior students will also be required to complete all semester tests.

Student Planners

At the beginning of the school year, each student will be issued a Student Planner. This planner is to be carried by the student to all classes and to study hall. Students are expected to use the planner only for its intended purposes; as an assignment notebook and hall pass. Students should not write or put stickers on the cover of the planner, tear pages out of the planner, etc. If a student loses their planner or damages/defaces their planner, they may be required to purchase a new one.

Student Passes

After school is in session, no student is to leave a classroom or study hall without a pass signed by a teacher. If a large number of students are to pass through the corridor a teacher must accompany them to their destination. In most instances, passes will be written in the Student Planner issued to each student at the beginning of the year. If a student does not have their planner they may not be allowed to leave a classroom or study hall. Except in the case of an emergency, students are NOT to go directly to the nurse. A student should report to class and request a pass to the nurse from their teacher.

Conference with a Teacher

A student wishing to confer with a teacher will request from that teacher a pass signed by the teacher. This pass should not be given if the teacher has a class or will be unable to confer with the student at the appointed

time or if the student has a scheduled class. Study hall teachers will not allow students to go to teachers who have not signed a pass for the student in advance. Before departing from the teacher with whom the student has conferred, the student will present the pass for the teacher's signature and notation of the time of departure. The pass will then be presented to the teacher from where the student left to go on the pass.

No School Announcements

Whenever school cannot be held due to bad weather or other reasons, this announcement will be made over radio stations 1380 AM KCIM--Carroll, 106.7 FM KIKD-Carroll, 93.7 FM KKRL-Carroll, 107.1 FM KDSN--Denison, and 105.3 FM KNOD-Harlan as well as KCCI Channel 8 television. Don't call school personnel concerning school cancellations.

Telephone, Cell Phone Use

In case of illness or emergency a student may request permission to use the office phone. Except in emergency, pupils will not be called to the telephone during class periods. Pupils should provide their parents/guardians with a copy of their class schedule so that parents/guardians know when to make calls to the school. Cellular phones, pagers, etc. should be turned off during school hours and are not to be taken in to classrooms, study hall, bathrooms, locker rooms, or cafeteria. Cell phones in prohibited areas will be confiscated.

1st offense: Cell phone held until end of school day.

2nd offense: Cell phone held until end of next school day.

3rd or greater offense: Detention assigned. Cell phone held until end of next school day and/or until detention served. Misconduct Report may be given.

Fire Drill (Emergency Exit)

Posted in each room is an exit procedure to follow . Follow these procedures and the instructions of your teacher when the fire alarm sounds. Students that have checked out of class or study hall should immediately exit the building and report directly to the teacher that was in charge of that class or study hall. If students are in lunch, exit the building and report to your lunch room supervisor on the southwest side of the parking lot.

Tornado Drill

Posted in each room is a procedure to follow to take shelter. Follow these procedures and the instructions of your teacher when the signal sounds. The signal is a continuous ringing of the bells and a voice announcement over the intercom, if possible. If electricity is not available, a voice announcement in the hall will be the signal.

Transportation

Motor Vehicles

All students who drive to school are to park their vehicles on the west and south side of the school against the posts and on the west side against the sidewalk or football field fence, perpendicular to the fence or curb (not along curved corner). There will be some student parking available on the north side of the building as well. Faculty and visitors parking is next to the sidewalk on the south side. Improperly parked vehicles may be towed. Students are not to drive or ride motor vehicles during the day without written permission from their parents and permission from the principal. The parking lot is "off - limits" to students during the school day. Students may not occupy or return to vehicles without permission from the principal. Students who drive mopeds should park in the south parking lot next to the white posts.

Motor Vehicles/Extracurricular Activities

Students may not drive to or from extracurricular activities in which they are participating. If a student misses the bus they still may participate in the activity if they ride to the activity with a parent/guardian or a responsible adult.

School Buses

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary. The driver shall have the authority to maintain order on the school vehicle; it shall be the responsibility of the driver to report misconduct to the building administrator. The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations. The building principal shall have the authority to suspend transportation privileges of the students or apply other appropriate discipline.

Permission must be obtained from the principal to ride another bus or to be the guest of another student on a bus the guest is not scheduled to ride. Have one of your parents telephone the principal's office or send a note to the principal or superintendent. If permission is granted, a pass slip will be issued to the student. Bus drivers have been instructed not to allow any unauthorized students on a bus without a pass signed by the principal.

Shop & Lab Safety

In accordance with the state law, everything possible will be done to insure the safety of our students. Approved eye protective devices will be

required in all shop and science lab classes. Hair nets, belts, etc. will be required when considered necessary to insure safety. Failure to comply with the safety regulations will cause the students to be indefinitely suspended from class participation and receive a failing grade for the course.

Financing Organizations

Each school sponsored group needs to carry on its work and activities. Money raising projects and dues charged to members are the main sources. All money raising projects must be submitted for school board approval at the October meeting. The treasurer should keep a running account of income and expenditures.

Church Night

School authorities, mindful of the fact that a well rounded education is based on experiences that take place not only in school but in church and home also, have set aside Wednesday night of each week for church activities. There shall be no scheduling after 6:00 p.m.

Dailey Announcements

Daily announcements will be emailed to teachers by the principal's office each day. These announcements are important to the students and each student is held responsible for knowing what is announced. Announcements will be read in Seminar by the teacher in charge.

Lunch Periods

Secondary students will eat during sections "A", or "C" of 5th period; these are 25 minutes in length. All students must report to and stay in the lunchroom during their designated lunch period. All students must eat in the lunchroom but may bring a lunch from home. Lunches other than school lunches or individual cold lunches will be permitted with prior approval of the lunchroom supervisor.

Lunch A 11:35-12:00 Lunch C 12:22-12:47

Discipline Policy

The school is responsible for the conduct of its students both in school and at activities where the IKM-Manning High School is represented. Individual behavior during the school day affects the learning of all students. Students should learn and demonstrate good behavior at school activities so that everyone involved will have a positive experience. Also behavior at these functions is one of the main methods people form opinions about the IKM-Manning High School. With this in mind the following guidelines have been established:

Misconduct Reports

A Misconduct Report can be issued to a student when it is determined by the principal or by the principal and a teacher that a student's behavior is unacceptable. Any Misconduct Report may be accompanied by a detention or suspension. At the issuance of each Misconduct Report the parent/guardian will be notified by letter stating the nature of the misconduct. Parents/guardians are encouraged to confer with school personnel concerning the misconduct.

If a student accumulates three Misconduct Reports during the school year he/she may be suspended from school for three days. A student who has been suspended for the first three day period may be suspended a second time upon receiving a fourth Misconduct Report. A student who receives a fifth Misconduct Report will be suspended from school and referred to the Board of Education for an expulsion hearing.

Conduct in School

Students are expected to follow the rules and regulations which are necessary to carry on an orderly classroom and a safe school environment. The following areas are mentioned as they are the most serious of offenses and will lead to immediate disciplinary action; the minimum action being the issuance of a Misconduct Report. The very serious offenses could result in an in-school or out-of school suspension. They include but are not limited to:

1. Destruction or defacing or theft of personal or school property.
2. Disruptive influence (insubordination, disrupting class/school, fighting, etc.).
3. Improper language or disrespect to the dignity of other students or school personnel.
4. Bullying/Harassment. The consequence for bullying/harassment is as follows: first offense-- a Misconduct Report and a three day suspension. Any second offense which occurs any time while enrolled in grades 9-12 will be a Misconduct Report and referral to the Board for expulsion.
5. Improper use of school equipment or facilities.
6. The use or possession of tobacco, alcohol or drugs by students on the school premises, during any school sponsored activity, on the bus, or during a school trip (the minimum action for violation of item (6) is suspension from school).

Dress Code

Articles of clothing not in good taste or appropriate for promoting a healthy environment include but are not limited to:

1. Clothing having vulgar or suggestive language, pictures, and/or gestures.
2. Clothing that advertises or symbolizes alcohol, tobacco, or any other illegal substance.
3. Clothing that exposes a student's midsection.

4. Clothing that does not cover undergarments.
 5. Shirts that do not have two straps and cover one's back (i.e. halter tops, etc.)
 6. Shorts/skirts that do not extend below the fingertips when the student's arms are held normally at their sides.
 7. Clothing that is otherwise too revealing.
- *Students having inappropriate clothing will be required to change. Repeat offenders will be disciplined.
- Students are not to wear **coats**, hats, caps, lids, hoods, etc. or sunglasses in the school building during school hours unless there is a special class activity or special school activity planned.

Displays of Affection

A hug for a job well done is certainly appropriate as is a hug for consoling someone. However kissing, prolonged and/or habitual embracing is not school appropriate behavior nor is it conducive to learning.

Class Suspensions

Any student who is removed from a class or study hall for disciplinary reasons may be kept out of that class or study hall for three days and will be ineligible for extracurricular participation and may not attend school activities during this suspension (see also Good Conduct Policy). They will report to the principal at the time they are removed from class. The student removed from a class or study hall may receive a Misconduct Report and is responsible for making arrangements with the teacher for school work to be completed during the class suspension. Parents/guardians will be notified by letter concerning the nature of the misconduct and stating that a second suspension from the class in the same semester may result in the student being removed from the class for the remainder of the semester. The student will receive a semester grade of "F." Parents/guardians are encouraged to confer with school personnel concerning the misconduct.

School Suspensions

A school suspension is a period of time that a student is removed from all classes. The suspension will be for a period of time not to exceed three days, and it will be either "in school" or "out of school" depending on the suspending official's evaluation of the case. Students serving "in school" suspensions are to arrive at 8:00 a.m. and they will be dismissed at 4:00 p.m. Students serving school suspensions are ineligible for extracurricular participation and may not attend school activities during the suspension (see also Good Conduct Policy) and are responsible for making arrangements with their teachers for school work to be completed during the suspension.

Due Process For School Suspensions

- 1) Prior to suspension, a hearing shall be held with the student at which time the student is given oral or written notice of what he/she is accused of doing.
- 2) The student shall be given an opportunity during the hearing to present his/her side of the incident.
- 3) Parent/guardians will be notified of the considered suspension.
- 4) The considered suspension will be delayed for 36 hours if requested. The parent/guardian will be afforded an opportunity to a hearing with the teacher, student and/or administrator concerning the suspension.
- 5) A student may be immediately removed from school when the student's presence poses a continuing danger to persons or property or an on going threat of disrupting the academic process. In case of immediate removal from school, the necessary notice and hearing shall be followed as soon as practical.
- 6) A written account of the incident will be sent to the parent/guardian.

Expulsions

When a student is to be considered for expulsion, parents/guardians and the student will be notified of such consideration and will be given opportunity for a fair hearing before the Board of Education. The following procedures will be followed:

- 1) The hearing will be a closed hearing to be held within the time period of three to ten days following the decision for expulsion. Parents/guardians will be notified in writing as to the time and place of the hearing.
- 2) The student may remain silent.
- 3) There will be a record of the hearing.
- 4) The principal shall have the duty to present all statements, notices and records.
- 5) Parents or legal guardians and their counsel may be present at the hearing and will be afforded the opportunity to be heard.
- 6) Witnesses may testify for the student.
- 7) Witnesses may testify for the school.
- 8) Witnesses may be confronted and cross-examined.
- 9) A decision in the case will be reached by majority vote by the Board of Education.
- 10) If the student is expelled for a year, the expulsion must be reviewed before the second semester begins. (Expulsions three weeks before the second semester need not be reviewed).

Conduct at Extra-Curricular Activities

1. Practice good sportsmanship and be courteous to those performing. Improper behavior of any kind may cause a student to have an assigned seat, or it may cause removal from the activity. A Misconduct Report may also be issued.

2. If a student leaves a game, play, concert, etc. without permission, he/she may be given permission to reenter, but he/she must pay the admission price. Students that leave an activity should not remain on school property. If a student leaves a school dance without permission he/she may not reenter.
3. Students should not sit in the aisles of the bleachers at basketball or volleyball games.

Detention

Detention is a time when a student is assigned to stay before school or after school, or assigned to attend school on a non-teaching day for unacceptable student behavior. Students should fully understand that any teacher or school employee in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher or other school employee might assign a detention to a student who is not in any of his/her classes. The staff member assigning the detention will determine the date, time, and location the student will serve the detention. Typically, detentions are to be served the same day, the next school day, or on the next scheduled Saturday School immediately following notice of the infraction. It is the responsibility of the student serving detention to arrange for his/her own transportation. All detentions assigned must be served before a student will be allowed to graduate or enroll in the next class the following school year.

Saturday School

All school rules in the Student Handbook apply to students while attending Saturday School. In addition, the following guidelines apply. Saturday school for tardiness and other reasons begins promptly at 8:00 a.m. and lasts until 10:00 a.m. You will serve the time in the room of the supervising teacher. Students are responsible for their own transportation to and from the high school building. Students should report to the assigned room by 8:00 (whether you are serving one hour or two) with all needed materials. This would include schoolwork and/or reading book, pens, pencils, notebooks, textbooks, etc. Schoolwork should have priority over free reading. Students will not be allowed to use the phone. Students may not leave their seats without permission. Students may not talk to other students. Students may not bring food, beverages, headphones, etc. Students will receive one restroom/drink break during the two hours. Failure to follow these rules or the instructions of the supervising teacher will result in the student being removed from Saturday School. If a student is removed from Saturday School or fails to serve Saturday School on the Saturday assigned they may receive a Misconduct Report and will be required to attend the next scheduled Saturday School.

Damage to School Property

The building, furniture and equipment of the school represent the expenditure of considerable tax money. It is everyone's responsibility to use these items in a proper manner. Any damage, loss or theft of said property should be reported to the principal. Any student who damages any school property through a careless or mischievous act will be expected to pay repair or replacement costs.

Food and Beverages

The eating of food and candy is not permitted in the classroom or hallways with exception of course related activities. Teachers may allow gum as long as the gum and wrappers are disposed of properly. Beverages, other than water, are not to be stored in lockers and should not be consumed during the school day. Water in clear bottles may be allowed in classrooms with teacher permission. Milk or juice for lunch stored within a cold lunch container is also allowed.

Study Hall

- 1) All students will take their assigned seats as soon as they enter the study hall.
- 2) The expectation is that study hall is to be used for academic, not recreational purposes. Students should bring their planner and enough schoolwork and/or a free reading book to keep them busy the entire period.
- 3) The first 20 minutes of study hall should be spent in quiet study or reading. No one may speak or check out during this time. Students with a pass from a teacher may leave earlier if the pass indicates a time.
- 4) Students must ask to go to the restroom and they must take the restroom pass with them. One person will be allowed to go at a time to each restroom.
- 5) Students may check out to see the principal, nurse, or guidance counselor. A pass should be signed and returned to the study hall teacher. If the person they sign out to see is not available, they should return immediately to study hall.
- 6) No more than 12 students can be checked out to the library. A student must have a pass from a teacher in order to sign out to the library.
- 7) Students need a pass from the teacher they are going to see before they may leave the study hall.
- 8) Students will not talk during study hall unless the teacher gives them permission to do so.
- 9) Only magazines that have been properly checked out of the library may be brought to study hall. Magazines not from the school library generally will not be allowed in study hall unless they are necessary for a school assignment.
- 10) The study hall supervisors may add rules they deem necessary, provided they comply with the general school policy.
- 11) The following student actions are not acceptable:

- a) Climbing on seats
- b) Banging seats
- c) Leaving newspapers on floor
- d) Listening to music or watching videos on personal devices
- e) Marking on seats
- f) Throwing things
- g) Lying on the stage

Library

The library will be open from 8:00-4:00. The librarian is in charge of the library and responsible for the conduct there. Student librarians may be on duty each period of the day. The library is reserved for study and research. Any problems concerning the use of the library or library books should be cleared through the librarian. The librarian will develop and administer library policy. Use and behavior guidelines are posted in the library. Abuse of the library or failure to abide by the rules may result in suspension of privileges.

Visitors

Generally speaking, students will not be allowed to bring visitors to class or school. If special circumstances warrant it, students may be allowed to bring visitors to class or school if permission is granted IN ADVANCE by the principal. A permit will be issued which must be shown to the teachers in charge. Visitors will not be allowed on semester test days.

Injuries & Illness

Any injury or illness that occurs at school or in a school sponsored activity should be reported to a teacher, coach, or the principal immediately regardless of whether or not you have school insurance. A school nurse will be on duty during the year.

Lost and Found Department

The principal's office will operate a lost and found department.

Daily Time Schedule

Students are not to be in the high school hallways before 8:00 a.m. A warning bell rings 5 minutes before 1st period begins. All students should be in their assigned room and quiet when the final bell rings. The lunch period is 25 minutes during fifth period.

First Period	8:30 - 9:14	
Second Period	9:17 - 10:01	
Third Period	10:04 - 10:48	
Fourth Period	10:51 - 11:35	
Fifth Period	A lunch 11:35 - 12:00	5AB 11:38 - 12:22
	5BC 12:03 - 12:47	C lunch 12:22 - 12:47
Sixth Period	12:50 - 1:34	
Seventh Period	1:37 - 2:21	
Eighth Period	2:24 - 3:08	
Seminar	3:11 - 3:30	Shuttle riders dismissed at 3:20

Guidance Services

It is felt by the administration and faculty of this school that each student is important in his/her own right--this being a basic philosophy, we wish to further your opportunity of success. A testing program aids each student to evaluate his or her progress. Testing and interviews are given in the light of helping plan a course of life. You may like additional assistance. It is important for you to know your abilities, capacities, interests, and aptitudes to enable you to intelligently work out a plan of life that will give you economic security, happiness and contentment. Please feel free to visit with your teacher, counselor, principal or superintendent at any time; we are here to help you make plans for your future.

Junior-Senior College Visitation (2 per year)

1. The counselor will call the admission office to set up appointment.
2. A pink visitation sheet is signed by the counselor and by the parent-guardian. The pink sheet should be returned to the office the day BEFORE your appointment.
3. The counselor will call the parents to inform them they must accompany their son/daughter for it to be an excused absence.
4. Students may use 1/2 day of the 2 days per year to visit employer in his or her interest area. The counselor calls for the appointment and calls after the appointment to check attendance.
5. Failure to comply with the conditions stated above may result in any school time missed to be considered an unexcused absence.

Extra Curricular and Social Activities

In addition to the academic program, the school provides opportunities for participation in student activities and organizations. These activities assist in developing talents, qualities of leadership, character, initiative and responsibility. These activities should provide worthy use of leisure time and can develop into lifelong hobbies. Although participation in student activities is voluntary, each student is encouraged to participate in at least one extra curricular activity during the school year. Once a student has enrolled in an activity he/she is expected to attend all practices and meetings for the duration of that activity.

Activities

Volleyball, Football, Cross Country, Basketball, Track, Softball, Baseball, Golf, Cheerleading, Band, Choir, Speech, Drama, FFA, Student Council, National Honor Society, Yearbook

Social Program

From time to time various social events are sponsored by the organizations of the school. The date, time, and place must be scheduled with the organization's sponsor and the high school principal. The event

will be listed on the school calendar to avoid conflicts. The purpose and plans for the event, chaperones, and financial details will be discussed with the sponsor and principal at the time the event is placed on the calendar.

IKM-Manning High School Dance Regulations

I. SCHEDULING -- All dances must be approved by the principal and through the office. Approval must be requested at least two (2) months in advance of the requested time.

II. TIME

A. Dances will last for no more than three hours.

B. Admission doors will open fifteen minutes before the scheduled starting time of the dance and will remain open until thirty minutes after the scheduled starting time of the dance. No admission will be allowed after that time.

III. ADMISSION

A. All IKM-Manning High School students may attend school sponsored dances provided they pay the admission price and comply with any conditions established for said dance.

B. IKM-Manning High School students may be allowed to bring a guest who is not a member of the IKM-Manning High School student body, to school dances by registering his/her name and the guest's name in the office at least one day before the dance. Junior high students may not attend high school dances.

C. IKM-Manning High School alumni and their guests may be admitted to the homecoming dance only.

D. Only IKM-Manning High School juniors and seniors and their registered guests may attend the Prom dance.

E. Anyone who leaves the dance will not be readmitted.

F. Admission may be denied anyone based upon the sponsor's or principal's judgment based on due cause.

IV. CONDUCT

A. Everyone in attendance is expected to abide by all state laws, local ordinances and IKM-Manning High School rules and any special rules established for a particular dance.

B. IKM-Manning High School students are responsible for the conduct of their guests.

C. No loitering on school premises during the time of the dance.

V. SUPERVISION

A. Minimum of two office approved sponsors will sponsor dances.

VI. MUSIC

A. Approved and hired through the principal's office.

B. Sponsors will pay with a school authorized check.

Class Organization Elections

Classes and organizations elect their own officers and student council representatives.

Class Sponsors: (Head sponsor listed first in bold print)

Freshman: **Mrs. Drees**, Mr. Casey, Mrs. Jacobsen, Mr. Wuestewald,
Mrs. Kasparbauer, Mr. Rasmussen, Ms. Book
Sophomores: **Mrs. Hemer**, Mr. Lahndorf, Mrs. Bennett, Mr. Forman, Mr.
McCarville, Mrs. V. Rasmussen, Mr. Struve
Juniors: **Mrs. Blake**, Ms. Greazel, Mrs. Lottridge-Polzien, Mr.
VanAernam, Mrs. Ranniger, Mrs. Hagedorn, Mrs. Langel
(Mrs. Vahl and Ms. Newman-Jr./Sr. Prom Sponsors)
Seniors: **Mr. Benton**, Mrs. Gross, Mrs. Stence, Mrs. B.
Rasmussen, Mrs. Thompson, Mr. Wagner, Mr.
Vanderhorst

Student Council: (Sponsors- Mrs. Hagedorn, Mrs. Soyer)

The student council is an elected body of students chosen by the students of IKM-Manning High School. Membership for 2008-2009 consists of 8 students from each class (4 from IKM district and 4 from Manning district). Exchange students are automatically members or new members that were elected to the student council of their previous school are honorary members. The purpose of the student council is to represent the ideals of good citizenship and the best interests of the student body. The council attempts to foster a spirit of cooperation among students and between students and faculty members, to encourage interest and participation in all the classroom and extracurricular activities of the school, to help stimulate loyalty and school spirit, to provide actual experience in a democratic organization that will train us for future participation in active community service, and promote the general welfare of the student body.

Yearbook: (Sponsor – Mr. Lahndorf)

The purpose of the yearbook is to give students an experience in journalism, provide a memento of the students' school days, produce public relations which are in the interest of students, parents, school, and community. The staff shall consist of editor-in-chief, assistant editor, business manager, photographer and other assistants. These staff members are responsible for selling advertisements and yearbooks, planning and organizing layouts, photography and meeting deadlines. The positions on the yearbook staff are open to any student who wishes to apply for a particular position. The advisor examines the applications and fills the positions.

Cheerleaders: (Sponsor - Mrs. Hoogestraat)

Students in high school are eligible to try out for the cheerleading squad. The cheerleaders will be selected by a method determined by the cheerleading sponsor. The purpose of the cheerleaders is to provide leadership in cheering at athletic contests. They should promote good

sportsmanship, help with crowd control, and demonstrate positive team support.

Pep Meeting Schedule

Pep meetings will be scheduled by the high school principal on the request of the cheerleading squad or pep club sponsor one week in advance.

National Honor Society: (Sponsor - Mr. Benton)

The National Honor Society is an organization for juniors and seniors that have at least a 3.00 GPA and are selected by the faculty council on leadership, service, and character. The National Honor Society induction is held during the second semester. The members of this organization shall be those students who have received a letter and comply with the ideals and aims of the club. Any member willfully disobeying the laws and standards of the constitution shall be subject to suspension from the organization.

Meetings

Generally all organization meetings will be held before or after school or during Seminar. In order for an organization to hold a meeting, the time, place, and date of the meeting must be approved by the sponsor(s) of the organization who schedules the meeting with the principal. No organization or members of an organization may hold any meeting not approved as stated above. Failure to abide by the directive will cause immediate dismissal from the organization of those involved.

Assembly Programs

Assembly programs may be provided throughout the school year. The programs evolve around student talent, paid outside talent, and speakers from the community. Students are to enter the auditorium in an orderly manner and take their seats immediately. Prompt attention should be given when the person in charge appears. Do nothing to disturb others or mar their enjoyment of the program. Applaud properly. Stamping, whistling or shouting is never good applause. It is not a compliment to the entertainer, and it reflects poorly upon the school.

Junior-Senior Banquet and Prom

The Junior-Senior Prom and Banquet is held in the spring of the school year. The members of the Junior class select the theme for the prom and plan the menu for the banquet. A parent of the Junior Class president then becomes the chairperson of the banquet and works with the class sponsors to develop the menu and plan the serving of the banquet. School sponsored decorating for the event must be scheduled by the class sponsor through the principal. Junior high students may not attend the banquet or attend the prom.

Homecoming Activities (September 26 vs. BCIG-OA)

The IKM-Manning High School Homecoming activities are under the direction of the student council.

Graduation Activities

Students who have qualified for a diploma or certificate of attendance are eligible for commencement activities. Students who have completed seven semesters of high school attendance and who have been approved for mid-year graduation by the Board of Education are also eligible for graduation activities.

Those who have completed the Board of Education's requirements for graduation will receive a diploma, and those who have not will receive an attendance certificate if they have met minimum attendance requirements. A diploma is placed on file for those students receiving attendance certificates and will be given to those students upon satisfactory completion of all requirements for graduation.

Activity Ticket

An activity ticket costs \$30.00 which allows students admission into games and music concerts at a reduced cost. All students participating in extracurricular activities are required to purchase an activity ticket. Duplicate activity tickets will cost \$1.00. The activity ticket is not valid for the school play, the musical, or state or conference activities when our school does not keep all gate receipts. The activity fee helps finance extra-curricular activities and helps with the purchase of awards granted on awards night. In addition, the ticket is also an I.D. card to allow you to be admitted to out-of-town games at student prices.

Corridor Lockers

Each student is assigned a corridor locker to store school materials and coats during the school year. **Students are not to wear coats or carry book bags, gym bags, backpacks, etc. with them to classes, study hall, or the cafeteria.** Locker keys are issued upon request and payment of the \$3.00 deposit. When the key is returned for the assigned locker at the end of the school year, \$2.00 of the deposit is returned. Students wishing to use the office key may do so, but students that have lost their key must purchase another one. Students are strongly urged to keep their lockers locked at all times and to keep the contents in a neat and orderly state. The school will not be responsible for materials that come up missing from lockers. The school does reserve the right to make periodic inspections of the contents for any reason felt necessary to provide for the safety of the student body.

Hot Lunch

Student should deposit money into their account in the Elementary Principal's Office before 8:30 A.M. on any school day. When sandwiches are the main portion of the meal, there will be an extra charge for "seconds". Milk is limited to one carton per serving. The cost of school lunches may be changed at any time by the Board of Education when it is deemed necessary.

Lunch Program charging procedure adopted October, 2005:

1. When account reaches \$0.00 a reminder is sent home with student. Extra ala carte items cannot be purchased.
 2. When account reaches negative \$5.00 a call is made to parent/guardian and a letter will be sent home if no response within two days.
 3. If account reaches negative \$10.00 student will not be able to purchase a hot meal but will be provided something to eat, i.e. peanut butter sandwich.
- *Cash will be accepted on daily meal by meal basis until charges are paid.

Towel Service

The school will provide towel service at a cost of \$4.00 per school year for all students in physical education classes. The school will provide towel service at a cost of \$8.00 for students participating in both physical education class and in athletics.

Driver Education Fee

There is a fee of \$225.00 to be paid on or before the first day of class. The fee for students not attending school at Manning is \$400. (These fees subject to change at any time if school board deems necessary.)

Band Instrument Rental Fee

There will be a \$25.00 per year rental fee for students that play the french horns/mellophones, baritones, trombones, tubas, oboes, bassoons, alto, bass and contra-alto clarinets, and tenor and baritone saxophones. There will be a \$10.00 per year fee for students that play the timpani, chimes, bells, xylophone, bass drum cymbals, concert snare drum, marching percussion drum set and auxiliary percussion (triangle, maracas, claves, etc) This fee does not include snare drum sticks.

Class Dues

Class dues of \$3.00 are assessed each student to fund each class's float for homecoming.

School Insurance

School insurance is made available through a local insurance agency. Every athlete, student manager and cheerleader is required to have some form of adequate insurance protection.

Textbook/Supplementary Instructional Materials & Computer Software Fee

\$30.00 per school year.

State of Iowa definition of “homeless”:

- Children and youth who are sharing the house of other persons due to loss of housing, economic hardship or a similar housing; (examples: motels, hotels, camping grounds due to the lack of alternative adequate accommodations, or awaiting foster care placement.)
- Children and youths who have a primary nighttime residence that is public or private not designed or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public places, abandoned buildings, substandard housing, or similar settings.
- Migratory children who qualify as homeless.
-

Local Contacts: Kris Soyer or Gerri Ann Wagner (712-655-3781)

State Coordinator: Raymond E. Morley
Department of Education, Des Moines, IA 50319
Phone: 515-281-3966
E-mail: ray.morley@ed.state.ia.us

National Center for Homeless Education toll-free HelpLine 1-800-308-2145

Academic Eligibility

To be eligible for an activity, students participating must meet the following criteria established by the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union:

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 semester.
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.

The Iowa High School Speech Association and Iowa High School Music Association have a 30 calendar days period of ineligibility beginning with the first school day following the day grades are issued.

IKM-Manning students are also subject to the following academic eligibility provision:

Current quarter grades are checked weekly in all classes on the first student attendance day of each week. If a student is failing or has been placed on No Credit Status for attendance reasons from two or more academic classes for the quarter, they may not participate in performances, games, contests, or activities that week, beginning the day after grades are checked and running through the day of the next grade check. The student may attend practice during this time.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan.

2008-2009 IKM-Manning Community Schools Good Conduct Policy

Student Eligibility for Extracurricular Activities

The Boards of Directors of the IKM and Manning Community School Districts offer a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular or co-curricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular or co-curricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in school activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The Principal shall keep records of violations of the Good Conduct Rule. A student may be legal under the law but in violation of Board policy.

The following activities are covered by the board's policy and these rules: Athletics, instrumental and vocal music performances and contests, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g., Homecoming, Winter Dance Royalty, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, or any other activity where the student represents the school outside the classroom. Students will be under the jurisdiction of these rules starting the first school day of their 7th grade year and will remain under them during the school year and summer months until they have completed their grades 7-12 school eligibility.

Good Conduct Rule

To retain eligibility for participation in IKM-Manning extracurricular or co-curricular activities students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

A student will be found to be in violation of the District's Good Conduct Rule if the violation is observed by a staff member or a law enforcement official, the student admits the violation, or the violation is supported by substantial evidence as presented in a judicial or administrative proceeding. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. Each case will be decided on its merits by the school administration but in no case will the punishment exceed the competition/performance withholding as written in the Penalties portion of this policy.

Behavior

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- A possession, consumption, or purchase of tobacco products, regardless of the student's age;
- B possession, consumption, or purchase of alcoholic beverages, including beer and wine;
- C possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- D engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- E exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct!
- F Students suspended from school, class, or study hall for disciplinary reasons are automatically ineligible during the time of suspension. If the suspension carries through a weekend, the student will be ineligible during that weekend.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if

the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

Penalties

Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

First Offense:- The student will be ineligible from competition or performance in any extracurricular or co-curricular activity for a period of four (4) weeks.

Second Offense:- The student will be ineligible from competition or performance in any extracurricular or co-curricular activity for a period of eight (8) weeks.

Third or More Offense:- The student will be ineligible from competition or performance in any extracurricular or co-curricular activity for a period of twelve (12) calendar months.

The period of ineligibility attaches immediately upon a finding of a violation and runs without interruption until completed. (Exception: see **Violations Occurring During Ineligibility**) An ineligible student may attend all practices or rehearsals at the activity director's discretion but may not "suit up" nor perform/participate.

Any student in violation of the Good Conduct Rule who is not involved in extra curricular activities as a participant or ceases to be a participant during the period of ineligibility will fall under the **Spectator Behavior Rule**. The student will not be allowed to attend school sponsored competitions or performances held in the district for the length of time stated above.

Special Provisions

1. An ineligible student may not be elected to activities including but not limited to student council, class officers, royalty, etc. Students who are already class officers or student council members are subject to removal from those positions at the discretion of the activity director or student members.
2. A student may return to the "first offense" status by not being in violation, for 12 months, of paragraphs A through E of the **Behavior** section. A student may only invoke this provision once during their grades 7-12 school career.
3. Students who participate in the student activities program are subject to the policies of the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, the Iowa High School Music Association, the FFA State Organization, and the Iowa High School Speech Association.

4. The guidelines stated in this policy are the penalties that must be enforced by all activity directors/coaches/sponsors. Each activity director/coach/sponsor has the discretion to create their own activity rules, which may be in addition to the Good Conduct Rule, but may not be inconsistent with the Good Conduct Rule. These rules must be on file with the principal and participants must be given these rules at the onset of the activity. An activity director/coach/sponsor retains the authority to dismiss a student from their program for being disruptive, uncooperative or for being a negative influence to the success of the activity.

Violations Occurring During Ineligibility:

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a semester is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for four weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

Academic Consequences

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Determination and Appeal Process:

A student who has allegedly violated the Good Conduct Rule will be notified of the alleged violation of the Good Conduct Rule, the information which supports the allegations and will be given an opportunity to respond. Upon a review of all the evidence and circumstances, the Principal will make a decision regarding the alleged violation of the Good Conduct Rule. If the Principal determines that the student has violated the Good Conduct Rule the Principal will then determine a period of ineligibility.

Whenever a student is declared ineligible under the Good Conduct Rule, the following procedures shall apply:

1. A conference, scheduled by the Principal, will be held with the Principal and the student. The student has the option to have parents or guardians present during any eligibility procedures, providing it is done within 24 hours of the initial student/administrator discussion. At that time, the length of the period of ineligibility and a specific explanation of the reasons for

the ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student and parent(s)/guardian(s). If the student or parent(s)/guardian(s) do not wish to appeal the ineligibility decision, the Principal's decision will be in effect and considered final.

2. If the student or his/her parent(s)/guardian(s) wish to appeal the decision of the principal, they may appeal the Principal's decision to the Superintendent. The request for the appeal must be received by the Superintendent, in writing, within three (3) business days of the date on which the student was declared ineligible by the Principal. The Superintendent shall consider the circumstances and evidence of the case and shall make a decision which will be communicated in writing to the student, parent(s)/guardian(s) and Principal. The decision of the Superintendent shall be made within seven (7) business days following the date on which the appeal was received.
3. If the student or parent(s)/guardian(s) wish to appeal the Superintendent's decision, they must do so in writing to the Board of Education within three (3) business days of the receipt of the Superintendent's decision. The appeal shall be heard by the Board at the earliest feasible opportunity, but no later than seven (7) business days following the date on which the appeal was received by the Board Secretary.
4. The Board shall schedule a special meeting for the purpose of conducting a formal hearing with all individuals involved. At the hearing, both the student and his/her parent(s) and the administration will have an opportunity to meet and present evidence and information in support of their position. The appeal will be conducted in closed session unless the student or parent(s)/guardian(s) request that it be conducted in open session. However, any formal action by the Board of Directors must be taken at an open meeting. The Board shall issue a written decision after the hearing, which includes findings of fact and conclusions. If the Board of Directors reverses the decision of the administration, the student shall be immediately eligible and shall have any record of ineligibility period and violation deleted from the student's record.
5. During the appeal procedure the student will be ineligible from participating in any extracurricular or co-curricular activities.