Learning for All by Learning from All

NORTH POLK

COMMUNITY SCHOOL DISTRICT

Middle School Handbook

2025-2026

www.northpolk.org

NORTH POLK
COMMUNITY SCHOOL DISTRICT

District Mission:

Learning for All by Learning from All

District Vision:

At North Polk, we strive for All learners to become:

- Quality Producers
- Knowledgeable People
- Problem Solvers
- Effective Communicators
- Collaborative Workers

Our Core Values

- Resilience
- Resourcefulness
- Responsibility
- Relationships
- Respect

Contact Information

NP Middle School
315 NE 141st Ave.
Alleman, IA 50007
515.984.3400
Principal: Jon Richards
Asst. Principal: Ben Wolf

District Administration Office
13930 NE 6th St
Alleman, IA 50007
515.984.3400
Superintendent: Michael Kline

Dear Students and Parents,

On behalf of the faculty and staff, we want to welcome you to North Polk Middle School. We believe in our mission statement and dedicate ourselves to creating an environment that is safe, secure, and nurturing for the students at this critical time in their development. We encourage parents and students to become actively involved in the school. A wide variety of activities, clubs, and athletic teams are available to join and participate in. This is a great time to explore and grow. Students will discover new friends, new skills, and new interests. Please refer to the student handbook to assist you during the school year whenever questions arise regarding policies, procedures, code of conduct, and activities. If you have any concerns, please do not hesitate to contact us. Go Comets!

Sincerely,
Mr. Jon Richards
North Polk Middle School Principal

Mr. Ben Wolf
North Polk Middle School Assistant Principal

Handbook Purpose

This handbook has been developed for both students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of the expectations for all students. Each student is accountable for the handbook's content. The policies in this document are subject to change due to the continuous review and revision of Board policies. The handbook, which is an extension of board policy, is designed to accomplish the following goals:

- To document school district policies and rules
- To serve as an informational guide for students and their families about the district and the school building
- To clarify the district and this building's processes and procedures in an up-to date and easy to understand format

This handbook does **not** contain all of the rules or procedures under which North Polk Middle School is operated. For a complete list of the NPCSD Board Policies, please go to www.northpolk.org.

Nondiscrimination Policy

Students, parents, employees, and others doing business with or performing services for the North Polk Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity or disability in admission to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity or disability in admission to, or treatment in its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations of implementing Title VI, Title IX, The American Disabilities Act (ADA), § 504 or Iowa Code § 280.3 please contact Civil Rights Coordinator, Mrs Amelia Clark, 13930 NE 6th St., Alleman, IA 50007 or 515-984-3400 x2007

Quick Overview of the NPMS Handbook

This is a brief overview regarding the most frequently asked questions and topics covered in the handbook. For complete details, see the handbook in its entirety by clicking on the middle school link at www.northpolk.org

ABSENCES

- If your child will be absent from school for any reason, please notify the middle school office via email or phone call before 7:50am on the day of the absence.
    - Phone: 515-984-3400 ext. 2200
    - Email: jill.frey@northpolk.org

ACADEMIC ELIGIBILITY

Athletics and activities at NPMS are a privilege for students and they must meet the academic requirements to be eligible to participate. Eligibility will be calculated in the office every two weeks to determine if academic expectations are not met (a composite "1.4" or lower on standards-based reporting).

These guidelines are for extracurricular activities:

- Students who are not meeting academic expectations (a composite "1.4" or lower on standards based reporting) are put on the warning list. Students are still eligible to participate while on the warning list.
- If a student is still not meeting academic expectations in the same class after being on the warning list for two weeks, they are deemed academically ineligible. A student deemed ineligible may practice, but may not travel with the team or perform.
    - *Note: band and chorus for grades 7 and 8 are considered co-curricular courses with a portion of their course grade based on concert participation. Not meeting standards in a course other than chorus or band will not prevent the student from participating in NPMS concerts.*
- When a student raises their composite mark to a "1.5" or higher for that particular class, they are eligible to participate if they are not on an ineligible list for other classes.
- Students who receive a 1.4 or below in a class at the end of a trimester will not be allowed to participate in their two consecutive sponsored activities.
- Parents will be notified by the NPMS office via email if their child is on either the warning or ineligible list.
- Eligibility resets after each trimester.

ACTIVITY SHUTTLES

- Activity shuttles are available after all extra-curricular activity practices. Activity shuttles are ONLY available for those students who are participating in after school activities and are NOT to be used by students who are staying after school to serve detention or make up class times with a teacher.
- All shuttle information is located on the middle school website under the students tab.

ATTENDANCE

- Iowa law requires regular attendance.
- Parents and guardians are responsible to get their students to school.
- Students must be in school by 11:45am to practice or play in competitions held after school. If a student misses school due to a medical appointment, a note must be provided from the medical office. Once the note has been received, then the student will be eligible to practice or play. See policy on page 8.

ATTIRE & PERSONAL APPEARANCE

Examples of attire and appearance that would meet the dress code:

- Headbands
- Shirts with the bottom seam at or near the pantline

Examples of attire and appearance that would NOT meet the dress code:

- Baseball caps, stocking hats, and hoods (exceptions for religious garments)
- Attire displaying alcohol, tobacco or drug advertisements or paraphernalia
- Attire with images, logos or phrases conveying crude, defamatory, profane, racist, violent, vulgar, or sexually suggestive messages
- Shirts that expose excessive midsection, open back, or chest
- Shorts that are exceedingly short
- Costumes, face or body paint, and masks
- Excessive writing or drawing on oneself or others
- Other dress requirements can be found on page 11

Note on Footwear:

- Shoes with hard soles are required; bedroom slippers or soft-soled footwear are not permitted.
- Students must wear appropriate athletic footwear for all activity classes.

School administration reserves the right to determine what is proper and not proper for attire at school and/or school activities. Clothing that creates a substantial disruption to school/school activities, may be prohibited.

BEVERAGES

Students may carry water in a water bottle throughout the school day, including in hallways and classrooms. Energy drinks, caffeinated beverages, and coffee are not allowed at school. This applies before school, during lunch, and during passing periods in hallways and locker areas.

COMMUNICATIONS

- Phone calls or email are the preferred means of communicating changes in a student's normal daily routine.

MISCELLANEOUS

- Parent addresses and phone numbers will not be given out at school.
- Changes to contact information can be made in the Infinite Campus Parent Portal.
- If you forget your Infinite Campus login/password or need to be set up with an Infinite Campus Parent Portal account, please email sarah.aspengren@northpolk.org for all of these inquiries.

OFFICE DETENTIONS

- An office detention is a detention that is assigned or approved by the building administration. Office detentions can be served either before or after school. Arrangements will need to be made with building administrators. Students will be allowed the following amount of time to complete their office detention, unless arrangements have been made in advance with a building administrator:

Amount Assigned	Days to Complete
30 Minutes	2 Days
45 Minutes	3 Days

- Students must report to detention on time.
- Failing to serve detention in the allotted time may result in an additional detention or a suspension.
- Students will be expected to read or work on assignments while serving detention.
- All students are responsible for arranging their own transportation to and from school.

SCHOOL HOURS

- Monday - Friday (8:20 AM - 3:20 PM)
- Supervision is available from 8:05 AM – 3:35 PM (unless with a teacher or a coach)
- **Students should not arrive before 8:05 AM and should be picked up by 3:35 PM.**
- Students should go directly to their designated area when arriving at school.

VISITORS

- ALL parent and adult visitors MUST sign in and out of the MS office upon arrival and departure.
- Building administrators must approve all school visits.
- Students may have visitors eat lunch with them at their assigned lunchtime, but visitors will not be allowed to attend classes with the students.
- Duration of visits will be at the building administrators's discretion.
- Parents are not to escort or pick up their student(s) from their classroom without office approval.

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ACADEMICS & ATTENDANCE

Flex Time

All 6th, 7th, and 8th grade students will have Flex Time Monday – Friday the last period of the school day. Each Flex Time will be grade specific and teachers will work with students in the following areas:

- Academic interventions
- Academic support
- Social / emotional learning
- Team building activities

MIDDLE SCHOOL STAFF

Principal
Jon Richards

Assistant Principal
Ben Wolf

Middle School Activities Director
Ryan Eberly

Administrative Assistant
Jill Frey

Activities Administrative Assistant
Becky Clark

School Nurse
Angie McGough

Counselors
Kelly Delagardelle
Anne Sloan

Literacy Teachers
Blaze Bouzek
Brooke Evans
Tyler Larson
Jenn Rigby
Sarah Seligman
Heather Sheahan
Cora Twedt

Math Teachers
Teresa Collins
Erika Heuermann
Lauren Lorentzen
Shay Tiarks

Science Teachers
Ann Bonewitz
Allison Moore
Carly Skillern
Hannah Taylor

Social Studies Teachers
Dylan Hupke
Brandon Natress
Jon Saddler
Jamie Spittler

Resource Teachers
Michelle Bakken
Michelle Hurt
Andrew Schlatter
Tami Sullivan

Literacy Interventionist
Julie Goering

Extended Learning
Colin Shawgo

Band/Chorus
Ben Carlson
Kylie Garringer
Jaeden Scheller

Instructional Coach
Emily Young

Physical Education
Anthony Oros
Ryan Eberly
Lee Bird

Career and Tech Teachers
Nikki Kallal – Family Consumer Science
Virginia Rose – Art
Justin Young –Technology
Henry Haupert – Industrial Technology
Jamie Waddingham – Agriculture

Media Center Associate
Heather Cantrell

Para Educators
Molly Baschke
Evan Bakken
Janet Bliss
Krista Collins
Paige Dittmer
Tara Downs
Jessica Geyer
Angie Kolesari
Nasija Muratovic Civgin
Anna Sindt
Adisa Smajlovic

Student Courses *(Board Policy 603)*

(Required, Elective, and Exploratory Courses)

6th Grade	7th Grade	8th Grade
Literacy	Literacy	Literacy
Math	Math	Math
Science	Science	Science
Global Studies	Social Studies	U.S. History
Art	Art	Art
FCS	FCS	FCS
PE	PE	PE/Health
Body Systems	Athletic Performance	Ag. Explore
Instrumental Skills	Book Club	Broadcasting
Iowa History	Bucket Drumming	College & Careers
Life Skills	Forensic Science	Creative Writing
Media Relations	Intro to Journalism	Debate
Music Appreciation	Instrumental Skills	Financial Literacy
Show Choir	Leadership	History of …
Skills for Success	Life Skills	Industrial Technology
Stem	Minecraft Education	Leadership (Trimester 3)
Technology	Strategy & Logic	Weights
World Cultures	Technology	Yearbook
Band	Band	Band
Chorus	Chorus	Chorus

Grading Scale

All teachers will use the following uniform grading scale for all graded work**:**

MARK	LEVEL OF PERFORMANCE
4.0	Exceeds expectations
3.5	Partial success of 4.0 content
3	Meeting expectations (proficient at grade level standard)
2.5	Partial success of 3.0 content
2	Progressing towards expectations
1.5	Partial success of 2.0 content
1	Beginning
.5	Minimal evidence

Attendance Policy

(Board Policy 501.03)

According to the Iowa Code, it is the responsibility of the parents/guardians to ensure that their student attends school. Regular attendance and punctuality are vital for academic success. **Students must attend all classes and study halls unless their absence is authorized**. **The school day starts at 8:20 AM and ends at 3:20 PM.**

Absences

Sometimes it is necessary for a student to be absent from school. Parents/guardians are requested to call or email the school administrative assistant by 7:45am on the day of an absence and explain the reason that his/her child will not be in attendance. If a student knows in advance that he/she will be absent, he/she should bring a note from the parents/guardians to the office and attempt to make up any work prior to the absence.

A parent/guardian **MUST** call each day the student is ill. If notification is not received, the office will attempt to contact the parents/guardians. If contact cannot be made to confirm the absence, it will be considered truant. All absences must be reported within one day of the absence to be considered excused. Students who miss three or more consecutive days due to illness will be required to provide a doctor's note for those absences. A student must be in school by 11:45am in order to participate or play in competitions held after school. If a student misses class for a medical appointment, and a note from the medical office is provided, the student will be excused and eligible to practice or play that day. Other exceptions to this policy can be made with the approval of a building administrator before the absence occurs.

Senate File 2435 requires school districts to follow new protocols for chronic absenteeism, as outlined in Section 14 of Section 299.1 of Iowa Code.

1. When a student misses 10% of the days / hours in the semester, the following will occur, in accordance with the law:
    a. The school notifies the parents.
    b. The school notifies the Polk County attorney.
2. When a student missing 15% of the days / hours in the semester, the following actions are required:
    a. Parent meeting where an absenteeism prevention plan is created.
    b. School engages in regular communication with the parent following the meeting.
    c. Note: if the participants subsequently violate the terms of the absenteeism prevention plan, the county attorney may initiate truancy proceedings under section 299.6 of Iowa Code.
3. When a student misses 20% in the semester, the following actions occur:
    a. The Polk County attorney is informed, who will then determine the course of action regarding the enforcement of compulsory education laws.
    b. The student is classified as truant

Students who demonstrate a pattern of chronic absenteeism across multiple semesters may be assigned to alternative educational programming through the end of each trimester. This determination will be made by building administrators as part of the student's individualized educational plan.

Homework

(Board Policy series 600)

Students who do not complete homework that has been assigned may be required to stay after school. After school arrangements must be made with the teacher **ahead** of time. All students are responsible for arranging their own transportation from school.

Inclement Weather or School Closing

(Board Policy 711.08)

As soon as a decision has been made regarding canceling or delaying school, it will be posted on the North Polk website, www.northpolk.org, the NP messaging system, and local television networks.

Make-Up Work

Students who will miss school due to a planned absence are encouraged to contact their teachers prior to their absence to discuss homework arrangements. Work that has been assigned ahead of time and is completed after returning to school could be considered late. If a student is gone for one to two days due to illness, they can make up their work upon their return. For each day of school absence a student will get two days to make-up their work. This only applies to assignments and projects, which have been assigned during a student's absence. Assignments and projects, which have been previously assigned, will be due upon student return.

Study Hall

(Board Policy 503)

- Bring all needed materials with you.
- Be respectful of self and others.
- Work silently – completing a classroom assignment, studying or reading a book.
- Follow adult direction

Tardies To School

A tardy is defined as arrival to school after the published start time. **Any student arriving to school after the school day has started, MUST report to the office immediately upon his/her arrival.**

Students who are tardy to school will be addressed as follows:

- 5th tardy to school will result in student and parent contact. Subsequent tardies to school may result in a range of consequences as determined by building administrators.

Tardies to Classroom

Once students have exceeded 5 tardies, a range of consequences may occur as determined by the building administrators.

Truancy

(Board Policy 501.10)

Truancy from school or class is the same as skipping. It is any unacceptable absence from school. Students who are truant to school or class will be handled on a case-by-case basis with a range of consequences that could include, but are not limited to detentions, suspensions, and expulsions.

Student Life

Abuse of Student by a School Employee

(Board Policy 402.3)

- Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay, but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.
- The school district will respond promptly to allegations of abuse by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.
- Mrs. Amelia Clark is the Level One Investigator for the district. An alternate investigator is Mr. Michael Kline.
- Mr. Jim McDonald is the Level Two investigator for the district.

Academic Integrity

Academic dishonesty "cheating" is prohibited, and includes but is not limited to:

- Looking at or copying another student's schoolwork
- Allowing another student to look at or copy your work
- Copying from sources without proper citation
- Using AI generated work
- Use of electronic devices during testing
- Lying to school staff
- Violating copyright laws

Consequences for academic dishonesty may include, but are not limited to the loss of partial or complete credit and/or school consequences as determined by the building administrators.

Arriving Late/ Leaving Early

(Board Policy 503)

If a student arrives to school after 8:20am, or leaves before 3:20pm, they are required to stop in the office and sign in or out. All students need to have parent/guardian permission to arrive late or leave early. Parental/guardian permission may be granted by communication via email, phone call, or a note brought to the middle school office.

Attire and Personal Appearance

(Board Policy 502.1)

Students are to maintain a high degree of personal grooming and wear clothing conducive to an educational atmosphere. The students' appearance should focus on safety and be reasonably non-distracting to the learning environment. While the primary responsibility for appearance rests with the students and parents, the district staff reserves the right to determine what does and does not meet the dress code during the academic day.

Examples of attire/appearance that would meet the dress code:

- Headbands
- Shirts with the bottom seam at or near the pantline

Examples of attire/appearance that would NOT meet the dress code:

- Baseball caps, stocking hats, and hoods (exceptions for religious garments)
- Attire displaying alcohol, tobacco or drug advertisements, or paraphernalia
- Attire with images, logos or phrases conveying crude, defamatory, profane, racist, violent, vulgar, or sexually suggestive messages
- Shirts that expose excessive midsection, open back, or chest
- Shorts that are exceedingly short
- Costumes, face or body paint, and masks
- Excessive writing or drawing on oneself or others
- Sunglasses (unless medically necessary)

**Exceptions may be approved by Middle School Administration in advance and in writing for special dress up days.*

Note on Footwear:

- Shoes with hard soles are required; bedroom slippers or soft-soled footwear are not permitted.
- Students must wear appropriate athletic footwear for all activity classes.

School administration reserves the right to determine what is proper and not proper for attire at school and/or school activities. Clothing that creates a substantial disruption to school/school activities, may be prohibited.

When in the discernment of staff, a student's appearance does not meet the dress code:

- Subjective conversations will be made with at least two staff members present where a plan will be developed for proper attire and appearance and the student may be asked to change
- The initial conversation when students are not meeting the dress code for the first time will be supportive in nature and solution oriented
- Subsequent conversations may result in school consequences and communication to families

Beverages

Students may carry water in a water bottle throughout the school day, including in hallways and classrooms. Energy drinks, caffeinated beverages, and coffee are not allowed at school. This applies before school, during lunch, and during passing periods in hallways and locker areas.

Bullying and Harassment

(Board Policies 502,503)

Treating others with respect is a top priority at NPMS. All school employees are responsible for promoting, understanding, and acceptance of others within the school setting. It is a violation of the policy for students to harass other students or staff through conduct of a sexual nature, or conduct designed to reduce the dignity of that individual with respect to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socio-economic status, familial status, or any other form of harassment. Students who feel that they have suffered harassment shall report the incidence to a teacher, counselor, or building administrator. NPMS is required to document and report all bullying/harassment cases whether found or unfound.

According to Iowa Code section 280.28, the definition of bullying/harassment is "any electronic, written, verbal, physical act, or conduct toward a student which is based on any actual or perceived trait or characteristic of the student which creates an objectively hostile school environment 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
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities or privileges provided by the school

1st Offense: Bullying

- A range of consequences beginning with a detention and ending with three days out of school suspension
- Counseling suggested
- Law enforcement may be notified

Additional Offenses:

- A range of consequences including, but not limited to detentions, suspensions, and expulsion
- Counseling suggested
- Law enforcement may be notified

Career Plan

(Board Policy 504)

The State of Iowa requires all 8th grade students to have a 4-year "Career Plan" in place. The school counselor will work with each 8th grade student and their parents to develop their MAP – My Academic Plan. This plan will be updated on a yearly basis.

Cell Phone, Smart Watches, or Other Electronic Devices

(Board Policy 503)

Cell phones must be kept in student lockers during school hours (8:20am – 3:20pm). Earbuds should not be worn by students around the school, except when being used as part of class instruction.

In alignment with guidance from Iowa House File 782, personal electronic devices such as smart watches and cell phones are prohibited from being worn/carried during the school day. A smartwatch is defined as a device capable of electronically communicating, storing, and/or displaying information and data, with features such as notifications, calls, messages, and app access. Such personal electronic devices must be kept in student lockers during school hours (8:20am-3:20pm). Earbuds should not be worn by students around the school, except when being used as part of class instruction.

The use of electronic devices and cell phones are strictly forbidden in restroom and locker room areas. If a student is in violation of this policy, disciplinary action decided upon by the building administration will be enforced. Any exceptions to the above must have prior approval from building administration.

Responsibility of electronic devices:

- Students are solely responsible for the care and custody of all electronic devices that they chose to possess
- NPMS shall not assume responsibility for damage, loss, or theft of any electronic device
- NPMS shall not assume responsibility for damage, loss, or theft of any electronic device that is confiscated according to the established disciplinary actions

If students have an emergency that arises within the school day, the student phone in the middle school office is to be used. Parents needing to get in touch with their children in an emergency should call the middle school office.

Students who are in violation of the electronic devices policy will be penalized with the following consequences and WILL be expected to turn in their electronic device to the middle school office for each offense:

- 1st Offense
  - Electronic device confiscated and kept in the office until the end of the instructional day – 3:20pm for three days.
- 2nd Offense:
  - Electronic device confiscated and kept in the office until the end of the instructional day – 3:20pm for one week.
- 3rd/Additional Offenses:
  - Electronic device confiscated and kept in the office until the end of the instructional day – 3:20pm. The time frame will be determined by building administration and will be communicated to the families.

Complaint Procedure

(Board Policy 502.4)

It is the goal of the Board of Education to resolve student complaints at the lowest organizational level. Typically, this means that the initial discussions are with the student and the teacher, coach, or sponsor. If the matter is not resolved, the student will be directed to Mr. Jon Richards at jon.richards@northpolk.org. If Mr. Richards cannot resolve the matter, the student may contact the superintendent, Mr. Michael Kline. The student may request to have the matter placed on the agenda of the Board of Education's regularly scheduled agenda if the superintendent is not able to resolve the matter.

Day 1 / Day 2

(Board Policy 601.2)

At NPMS an alternate day schedule will be used for multiple classes. It is the responsibility of the student to know which day it is and to be prepared for those classes.

Educational Records and Rights

(Board Policy 506.1)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect.
- The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- Parents or eligible students who wish to ask the school to amend a record should write to the building administration, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
- Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202

Educational Rights of Children and Youth Experiencing Homelessness

(Board Policy 501.16)

- If your family lives in any of the following situations, then your children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act:
  - In a shelter, motel, vehicle, or campground
  - On the street
  - In an abandoned building, trailer, or other inadequate accommodations
  - Doubled up with friends or relatives because you cannot find or afford housing
- Your children have the right to go to school, no matter where they live or how long they have lived there
- Continue in the school they last attended before becoming homeless or the school they last attended, if that is the parent or guardian's choice and is feasible
- Receive transportation to the school they last attended before their family became homeless or the school they last attended, if a parent or guardian requests such transportation
- Attend a school and participate in school programs with children who are not homeless
- Enroll in school without giving a permanent address
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment
- Receive the same special programs and services, if needed, as provided to all other children served in these programs
- Receive transportation to school and to school programs comparable to that provided to children who are not homeless
- For further information, please contact one of the following:
  - Local School District Liaison:
    Mrs. Amelia Clark 515-984-3400
  - State Coordinator: Carolyn Paulaitis
    515-281-6131
    Carolyn.paulaitis@iowa.gov

Equal Educational Opportunity

(Board Policy 603.4)

- The North Polk Community School District does not discriminate in its education programs or educational activities on the basis of race, national origin, gender, disability, color, sexual orientation, gender identity, socioeconomic status, religion, or creed. Students are educated in programs, which foster knowledge of, respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women to society.
- Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Mrs. Amelia Clark 515 984-3400. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.
- The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The building administrator and counselor are responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact building administration.

Grade Reports/Infinite Campus

(Board Policies 505, 506)

Infinite Campus is the data management system for NPMS. Each student's schedule, attendance record, discipline record, and grade report is generated from this program. Access to Infinite Campus is located on the school website. A formal grade report will be available to view and print through Infinite Campus at the completion of each trimester. If a parent has a question about a grade, it is best practice to email the teacher.

Health Education/Human Growth & Development

(Board Policy 603.5)

- Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.
- The areas stated above are included in health education and the instruction is adapted at each grade level to aid understanding by the students.
- Parents who object to health education instruction in human growth and development may file a written request form that the student may be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

Lockers/Textbooks

(Board Policy 502)

All student lockers are the property of NPMS, and under any certain circumstances, may be inspected by school employees. Students are to only use the lockers that they have been assigned. The office must approve reassignment of lockers. Locker combinations should not be shared with anyone else. There will be no decorating lockers for any event other than school sponsored activities. At the end of the year, students will be financially responsible for any damage that may have occurred to their assigned locker. For security reasons, students are required to keep lockers closed and locked at all times when not in use. 7th and 8th grade students are required to provide their own padlock for their PE/activity locker.

Students are expected to take care of the textbooks that are checked out to them. Damage or loss of these textbooks can result in fees for repair of replacements. Fees will be assessed at the end of the academic school year and collected in the office or on Infinite Campus. Any unpaid fines will be billed to the student account for the next academic year.

Lunch/Breakfast Expectations

(Board Policy 710.01)

Students will be given their own identification number to purchase food at breakfast and lunch. This number is the same as their student ID number and should not be shared with anyone else.

Students are expected to keep money in their account to maintain a "positive" balance. Parents will be notified if their child has a negative account balance. If a student has a "negative" balance, they will not be allowed to purchase a la carte or extra items and only be given a basic lunch until money has been added to their account. Students may bring lunch money to the office or parents may add money to their student's account by using the Infinite Campus link found on the school website. For all food service questions, contact Anita Turczynski, NPMS Director of Food Service, at 515-984-3400 ext. 2015

Students are to remain in the cafeteria during the entire 25-minute lunch break unless they have permission from a teacher to leave early. It is the responsibility of the student to clean up their area when they are done and not leave a mess for the kitchen staff or custodians. Students who fail to meet the cafeteria expectations may be subject to disciplinary actions and removed from the cafeteria for a specified amount of time. Disciplinary consequences will be assessed on a case-by-case basis.

Multicultural / Gender Fair Education

(Board Policy 603.4)

- Students will have an equal opportunity for a quality education without discrimination, regardless of their race, creed, religion, socioeconomic status, color, gender, national origin, sexual orientation, gender identity, or disability.
- The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Office Detentions

- An office detention is a detention that is assigned or approved by the building administration. Office detentions can be served either before or after school. Arrangements will need to be made with the building administrator. Students will be allowed the following amount of time to complete their office detention, unless arrangements have been made in advance with a building administrator:

Amount Assigned	Days to Complete
30 Minutes	2 Days
45 Minutes	3 Days

- Students must report to detention on time
- Failing to serve detention in the allotted time may result in an additional detention or a suspension
- Students will be expected to read or work on assignments while serving detention
- All students are responsible for arranging their own transportation to and from school

Physical Restraint of Students

(Board Policy 503.5)

- State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.
- State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.
- 281—103.7(256B.280) Additional minimum mandatory procedures. If a public school, accredited nonpublic school, or area education agency seeks to use physical restraint or physical confinement and detention, or both, it shall do so in compliance with the minimum requirements of this chapter.

The board of a public school, accredited nonpublic school, or area education agency may adopt policies and procedures regarding the use of physical restraint or physical confinement and detention, or both, that exceed the minimum requirements contained in this chapter.

Additional minimum mandatory procedures are as follows:

1. Physical restraint and physical confinement and detention shall not be used as discipline for minor infractions and may be used only after other disciplinary techniques have been attempted, if reasonable under the circumstances
2. All school employees, before using physical restraint or physical confinement and detention, shall receive adequate and periodic training, which shall be documented and which shall include training on these rules and the employer's policies and procedures; positive behavior interventions and supports; disciplinary alternatives to seclusion and restraint; crisis prevention, crisis intervention, and crisis de-escalation techniques; student and staff debriefing; and the safe and effective use of physical restraint and physical confinement and detention
3. Parents and students are notified at least annually of the provisions of this chapter and of any additional policies and procedures of the public school, accredited nonpublic school, or area education agency on physical restraint and physical confinement and detention
4. Any physical restraint shall be reasonable and necessary in duration, in light of the provisions of this chapter
5. If a student is subjected to physical restraint or physical confinement and detention, the public school accredited nonpublic school, or area education agency shall maintain documentation for each such occurrence, which shall contain at least the following information:
    - The names of the student and the employees involved in the restraint, confinement, or detention, as well as the administrator who authorizes any additional periods of confinement or detention pursuant to numbered paragraph "5" of rule 103.6(256B,280)
    - The date, time, and duration of the occurrence
    - The actions of the student before, during, and after the occurrence
    - The actions of the employees involved in the occurrence before, during, and after the occurrence, including student and staff debriefing
    - The alternatives to physical restraint or physical confinement and detention attempted before the occurrence
    - A description of any injuries (whether to the student or others) and any property damage
    - A description of future approaches to the student's behavior
6. The public school, accredited nonpublic school, or area education agency shall attempt to notify a child's parent or guardian on the same day the child is subjected to physical restraint or physical confinement and detention
7. The student's parent or guardian must be provided a written copy of the documentation required by numbered paragraph "5" of this rule, which shall be postmarked within three school days of the occurrence. The student's parent or guardian may elect, in writing, to receive the communication required by this numbered paragraph via electronic mail or facsimile transmission.

Posters

- Students wishing to display posters within the school building must have the posters approved by a building administrator prior to being displayed.
- Posters should be restricted to providing factual information and may be limited in size, quantity, and location of posting. Posters that have not been approved will be removed.
- Students may only use painter's tape to attach posters to lockers.

School Permits

Middle school students are not allowed to drive themselves to school using a school permit. Once the school year ends, students may use their school permit for North Polk activities. For obtaining a school permit, please contact the North Polk High School Office.

Student Searches

(Board Policy 502.8)

- In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.
- A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search.
- A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations, or the law affecting school order.

Student Publications

(Board Policy 504.3)

- Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor or building administrator. Official school district publications including the middle school yearbook. Expressions made by students, including student expressions in the school district publications, is not an expression of official school district policy.
- The school district, the board, and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the superintendent.
- A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish, or distribute in an official school district publication material which is:
- Obscene
- Libelous
- Slanderous or encourages students to:
    - commit unlawful acts;
    - violate school district policies, rules or regulations;
    - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
    - disrupt or interfere with the education program;
    - interrupt the maintenance of a disciplined atmosphere or
    - infringe on the rights of others.
- Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Student Behavior

(Board Policy 502.07)

These policies are in effect both at school, on the bus, and at school sponsored events. This is not an all-inclusive list.

The goal of behavior expectations and discipline policies at North Polk Middle School is to provide an environment that enables all students to pursue their education without unnecessary disruption by others. When student actions / behavior during the school day violates the expectations at NPMS, disrupts the learning environment, or jeopardizes the safety and welfare of others, disciplinary action may be taken. Violation of school expectations / policies may result in disciplinary action, which could include prohibition from participating in school-sponsored extracurricular activities. Students should conduct themselves in an appropriate way, with respect and courtesy given to fellow students, building staff members, visitors and guests. It is important to maintain building policies and procedures to support a safe, positive, and orderly learning environment for all students.

Illegal Items (Tobacco/Nicotine, Alcohol, Drugs, and Weapons)

Possession or use of alcohol, vaping devices, controlled substances, or drug paraphernalia on school property, or at a school-sponsored activity is prohibited.

1st Offense:

- Up to 3 day out of school suspension
- Law enforcement notified
- Counseling suggested

Additional Offenses:

- Up to 10 day out of school suspension
- Law enforcement notified
- Recommendation of long term suspension or expulsion to Board of Directors

Possession or use of tobacco/nicotine on school property or at a school-sponsored activity is prohibited.
1st Offense:
- Up to 3 day out of school suspension
- Law enforcement notified
- Counseling suggested

Additional Offenses:
- Up to 10 day out of school suspension
- Law enforcement notified
- Counseling suggested

Selling, providing, or intending to deliver alcohol or any controlled substances while on school property or at a school-sponsored activity is prohibited.
1st Offense:
- Up to 3 day out of school suspension
- Law enforcement notified
- Counseling suggested

Additional Offenses:
- Up to 10 day out of school suspension
- Law enforcement notified
- Recommendation of long term suspension or expulsion to Board of Directors

Possession or use of energy or caffeine-infused mouth pouches is strictly prohibited. Any violations will result in confiscation of the item and a range of school consequences will be determined by building administrators.
Weapons are not allowed on school grounds or at school sponsored activities. The NPMS has been a designated weapon free school zone in accordance with Polk County Ordinance Chapter 32. A weapon is defined as any object, which would be a dangerous weapon as defined in Iowa Code 702.7

Any knife with a blade in excess of three (3) inches, any lock blade knife, razor knife, box cutter, brass/artificial knuckles, stun or taser gun, blackjack or sap, firearm ammunition, black powder, fireworks, BB gun or pellet gun, replica firearm, paintball gun, bow or hunting arrow, blowgun, slingshot, hatchet, ax, chain, crowbar, hammer, any club or bludgeon or any other instrument used or intended for probable use as a dangerous weapon.

1st Offense:
- Object confiscated by school officials or law enforcement
- Law enforcement notified
- Up to 5-10 days out of school suspension
- Possible recommendation of long term suspension or expulsion to Board of Directors

Theft

Theft is not permitted at NPMS. Participating in this act could lead to possible criminal charges. Disciplinary consequences will be reviewed on a case-by-case occurrence, taking into account the value of item(s) taken.
1st Offense:
- A range of consequences beginning with detention time and ending with 3 days out of school suspension
- Law enforcement may be notified

Additional Offenses:
- A range of consequences including Saturday School, in school suspension, out of school suspension, long-term suspension**,** and expulsion.
- Possible recommendation of long term suspension or expulsion to Board of Directors
- Law enforcement may be notified

Vandalism

Vandalism is altering the appearance of something. Examples include marking on walls, desks and lockers, drawing on photographs and damaging another student's or school property. Disciplinary consequences will be reviewed on a case-by-case occurrence taking into account the value of item(s) damaged.
1st Offense:
- A range of consequences beginning with detention time and ending with one day out of school suspension.
- Law enforcement may be notified
- Restitution or replacement paid for by student and/or by parents.

Additional Offenses:
- A range of consequences including, in school suspension, out of school suspension, long-term suspension**,** and expulsion.
- Law enforcement may be notified
- Restitution or replacement paid for by student and/or by parents.

Fighting/Threats

Disputes between members of the NPMS community should be resolved through proper channels. Pushing, shoving, wrestling, etc. may be considered as fighting or threatening behavior. Students involved in a fight should be prepared to receive consequences from the school and/or law enforcement.

1st Offense:

- A range of consequences beginning with detention time and ending with 5 days out of school suspension.
- Law enforcement may be notified
- Counseling suggested

Additional Offenses:

- A range of consequences including, in school suspension, out of school suspension, long-term suspension**,** and expulsion.
- Possible recommendation of long term suspension or expulsion to Board of Directors
- Law enforcement may be notified

Inappropriate Language or Actions

Students are expected to use appropriate language, follow school expectations, and be respectful to students, staff, and administration.

1st Offense:

- A range of consequences beginning with warning, detention, or in/out of school suspension.

Additional Offenses:

- A range of consequences beginning with detention time and ending with 3 days out of school suspension.

Removal from Class

Students are to respond promptly to the directions of staff members and to act respectfully toward staff members at all times. Refusal to do so is considered a serious breach of student expectations.

1st Offense:

- Student will remain out of instructional class for the remainder of the period.
- A range of consequences may be assigned and could consist of any of the following:
    - Warning
    - Parent notification
    - Detention
    - Loss of extracurricular practices and/or games
    - Suspension

Additional Offenses:

- Student will remain out of instructional class for the remainder of the period.
- A range of consequences may be assigned and could consist of any of the following:
    - Warning
    - Parent Notification
    - Detention
    - Loss of extracurricular practices and/or games
    - Suspension
    - Expulsion
- Possible alternative curriculum options

Shuttle Buses

(Board Policy 711.03)

At NPMS, Activity Shuttles are provided for all students to use for after-school and extra-curricular activities. This service is a privilege and can be taken away if student behaviors do not meet or comply with bus driver and transportation director rules and guidelines. Schedules for the shuttles may be found on the NPMS school website under the "Students" tab.

Transportation

The NPMS transportation is a provided service for students to utilize for school and extracurricular activities. This service is a privilege and can be taken away if student behaviors do not meet or comply with bus driver and transportation director rules and guidelines. Failure to meet these expectations could result in bus referral tickets, which lead to disciplinary consequences and possible loss of bus privilege.

- 1st Ticket—A range of consequences from warning to a suspension(s) from riding the bus depending on the severity of the incident which would be decided by a building administrator
- Additional tickets - A range of consequences from detention to extended suspension

For all transportation inquiries contact the Director of Transportation, Marcy Hanigan, at 515-984-3400 ext. 2013.

Waiver of Student Fees

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

Health, Well Being and Safety

(Board Policy 507)

The NPMS places a strong emphasis on safety at school. The district serves many purposes, not the least of which is keeping students free from harm. The district stresses the importance of everyone in the school to conduct themselves carefully and with concern for their own safety and the safety of others. Students are encouraged to notify teachers or the administration of risks of injury or harm to themselves or others.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves nor does it create a substantial risk of illness or transmission to other students or employees. **Students must be kept home if they have a temperature of 100 degrees Fahrenheit or above, are vomiting, or experiencing diarrhea. In order to return to school, a student needs to be fever free and vomit/diarrhea free for 24 hours without medication to resolve their symptoms. Please keep them home until they are feeling well enough to make it through a full day of school.**

Dental Screenings

Iowa law requires a dental screening to be completed on every student entering 9th grade. The screening needs to be completed by a dentist or a dental hygienist and recorded on the Iowa Department of Public Health Certificate of Dental Screening, which can be found on www.northpolk.org under the enrolling students tab.

Emergency Drills

Periodically the school may hold emergency fire, tornado, lock down, and active threat drills. At the beginning and periodically throughout the school year, teachers notify students of the procedures to follow for drills. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Illness or Injury at School

A student who becomes ill or injured at school must notify a teacher or another staff member and then visit the school nurse as soon as possible. **Students should not contact parents on their own.** In the case of serious illness or injury, the school shall attempt to notify the parents/guardians according to the information on Infinite Campus. If the student is too ill or injured to remain in school, the student will be released to the student's parents or with parental permission, to another person directed by the parents. **Failure to follow these guidelines may result in a range of behavior consequences**.

Immunizations

Iowa Immunization Law requires parents to vaccinate children as a condition to enrollment in any school in Iowa. Parents/guardians must submit an Iowa Department of Public Health Certificate of Immunization to the school nurse. It is the parent's responsibility to see that this certificate of immunizations is completed and signed.

Medications

Students may need to take prescription or non-prescription medication during school hours. **Students are not permitted to carry medication at school.** Students needing to take any medication during school hours must complete the NPMS Medication Form. Both the form and the medicine must be given to the school nurse. Instructions on administering the student's medication must also be specified on the medicine form for the school nurse.

Nurse

The primary mission of the school nurse is to remove health barriers to learning. If a student becomes ill or injured during the day, the teacher will excuse the student from class to go immediately to the nurse's office. **If it is necessary for a student to go home, the parents/guardians will be contacted and arrangements will be made for the student to go home.** No student will be sent home until arrangements have been made. We will honor a parent note for one day of no PE participation; however, if there is a need for consecutive days of PE to be missed due to illness/injury a doctor's note is required. If a student is NOT able to fully participate in PE for the day, he/she will NOT be allowed to participate in any after school activities.

Physical Examinations

Students must have a current physical examination uploaded in Bound in order to practice and/or compete in NPMS athletic activities. Physical forms are available in the office.

Visitors/Guests

- Prior to visiting the classroom, all visitors must notify the office of their presence and sign in on the visitor's log sheet. They will be required to present a valid driver's license for RAPTOR use and be given a visitor's badge that must be worn throughout their stay in the building.
- School dances/socials are for the students attending this building only.
- A student must have advanced permission from the building administration to bring a guest for lunch.

Volunteers

Adult volunteers are always encouraged. Volunteers will be required to present a valid driver's license for RAPTOR use and be given a visitor's badge that must be worn throughout their stay in the building. The district reserves the right to restrict volunteers as a result of that check.

Athletics and Activities

Academic Eligibility

Athletics and activities at NPMS are a privilege for students and they must meet the academic requirements to be eligible to participate. Eligibility will be calculated in the office every two weeks to determine if academic expectations are not met (a composite "1.4" or lower on standards-based reporting)

These guidelines are for extracurricular activities:

- Students who are not meeting academic expectations (a composite "1.4" or lower on standards based reporting) are put on the warning list. Students are still eligible to participate while on the warning list.
- If a student is still not meeting academic expectations in the same class after being on the warning list for two weeks, they are deemed academically ineligible. A student deemed ineligible may practice, but may not travel with the team or perform.
    - *Note: band and chorus for grades 7 and 8 are considered co-curricular courses with a portion of their course grade based on concert participation. Not meeting standards in a course other than chorus or band will not prevent the student from participating in NPMS concerts.*
- When a student raises their composite mark to a "1.5" or higher for that particular class, they are eligible to participate if they are not on an ineligible list for other classes.
- Students who receive a 1.4 or below in a class at the end of a trimester will not be allowed to participate in their two consecutive sponsored activities.
- Parents will be notified by the NPMS office via email if their child is on either the warning or ineligible list.
- Eligibility resets after each trimester.

Activities

(Board Policy 504.06)

Students have multiple opportunities to participate in athletics and activities before and after school throughout the school year. Fine Arts practices for extra-curricular groups practice in the morning before school starts. Athletic teams practice after school and an activity shuttle is provided for all students after those practices. We will honor a parent note for one day of no PE participation; however, if there is a need for consecutive days of PE to be missed due to illness/injury a doctor's note is required. If a student is NOT able to fully participate in PE for the day, he/she will NOT be allowed to participate in any after school activities. Doctor's notes need to be specific when limiting activity participation. If notes do not specify the specific restrictions for the athlete, they will not be allowed to participate in ANY part of the after school practice or game.

Activity Shuttles

(Board Policy 711.03)

The activity bus is provided for all NPMS students participating in after school extra-curricular activities. The shuttle will leave after practices and transport students to Sheldahl, Elkhart, and Polk City to designated drop off locations. Activity shuttle times can be found on the school website under the students tab.

- Elkhart – Post Office
- Polk City - West Elementary
- Sheldahl – Post Office
- NPMS South Drop Off – 56th & Hillcrest

Attendance/Participation

Students are expected to be at all practices and games. An unexcused absence is missing any regularly scheduled practice or game without prior permission or notification to coaches.

Example: A student purposefully missing practice to go home after school.

Illness, funerals, family situations, and school related activities are always considered excused. The coach will require notification of an absence. Coach's discretion will apply for all absences based on each individual situation. Unexcused absences could result in a loss of playing time and could eventually lead to missing a game. Attendance at games and practices is important for the player's skill development as well as team building.

For students who participate in club sports at the same time as school sponsored sports, conflicts may sometimes occur in schedules. Students may decide that they wish to participate in both a club sport and school sport in the same activity season.

At the middle school level, we encourage participation and involvement in various activities. At the same time, students who have signed up for a school sponsored activity have made a commitment to the team. Part of that commitment involves fully attending school practices and games. If a club sport activity coincides with the school sponsored activity, we recognize that students can choose to attend the club sport and prioritize that activity. However; with that comes the understanding that the students playing time in games may be impacted, and will be up to the coach's discretion depending on the circumstances of the situation, where 1) the amount of time missed due to the club sport activity, and the 2) frequency of the occurrences, are considered as factors.

Good Conduct Policy

(Board Policy 503.04)

The North Polk School District has behavior standards for all students to be allowed to participate in school-sponsored activities. Using or possessing illegal drugs, vaping devices, alcohol or tobacco, or participating in illegal behaviors like theft or other criminal activity violates the Good Conduct Policy. Refer to the entire policy in detail in the activities handbook. If violation occurs, discipline consequences will be followed from the activities handbook.

Sportsmanship

(Board Policy 504.06)

Extra-curricular activities are a privilege and sportsmanship is an important part of being a Comet and representing our school. Sportsmanship is treating your teammates, coaches, referees, and opponents with respect. It is also learning to play within the rules and be both a respectful winner and loser while setting a great example for others to follow. Students who demonstrate poor sportsmanship may be removed from an event at the discretion of the supervising staff member(s). Multiple violations may result in a student being restricted from school events and activities.

Student Conduct

As student-athletes at NPMS, participants in middle school activities are expected to demonstrate appropriate behaviors throughout the school day. Student actions or behaviors that violate NPMS expectations, disrupt the learning environment, or compromise the safety and well-being of others may result in disciplinary action, which could include a student's inability to participate in school-sponsored extracurricular activities. We expect all students to conduct themselves appropriately, showing respect and courtesy to their peers, school staff, and opponents.

Suspensions

Any type of suspension, in or out of school, results in the loss of the student’s privilege to participate or attend school sponsored activities on the days the student is serving the suspension. This includes all, but not limited to morning and evening practices, games, contests, and performances.