SOUTHEAST MIDDLE SCHOOL

https://southeast.iowacityschools.org/
2501 Bradford Drive
Iowa City, IA 52240

ADMINISTRATION

Michelle Cook - Principal
Sean Baylor - Assistant Principal
Allison DeVries - Assistant Principal
Emily Dvorak - Assistant Principal/AD

COUNSELORS

Hanna Collins - 6th grade
Brian Ingram - 7th grade
Kelsi Salter - 8th grade

STUDENT FAMILY ADVOCATES

Gabriela Magalhaes
Nicole Spear

CONTACT NUMBERS

Main Office (319) 688-1070
Attendance Office (319) 688-1071
Counseling Office (319) 688-1073
Main Office Fax (319) 688-1079

Iowa City Community School District Mission Statement

The mission of the Iowa City Community School District is to ensure all students become responsible, independent learners capable of making informed decisions in a democratic society as well as in the dynamic global community.

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SOUTHEAST MIDDLE SCHOOL

SOUTHEAST MIDDLE SCHOOL STUDENT HANDBOOK

This handbook has been designed as a useful guide for all Southeast Middle School students and their guardians. Students and their guardians are expected to know the provisions of this handbook, which includes descriptions of the various policies and procedures under which our school operates. Adherence to these rules and expectations is essential for our school to function smoothly and efficiently for the benefit of all.

School district policies, rules, and regulations are in effect 12 months a year. They exist on school grounds, on buses, while attending or participating in school activities, and while off school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school, or involves other students or staff. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities.

The ultimate purpose of education is to help each student become an effective citizen within our global community. Developing and accepting the responsibilities and obligations of good citizenship will help us all to live more productive lives. In addition to your academic work, it is our hope that you participate in at least one of the activities/clubs/organizations available during your time at Southeast. This will not only enhance your school experience but will also aid your personal growth. Remember that your success at Southeast will be directly proportional to your efforts.

***All Iowa City Community School District Board and Administrative Regulations are available on the district website, or upon request.**

NON-DISCRIMINATION STATEMENT

- It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the Student Success Office at StudentSuccess@iowacityschools.org for programming, or the Human Resources Office at HR@iowacityschools.org for employment (2255 N. Dubuque Rd, Iowa City, IA 52245, 319-688-1000). If you are unsure how to proceed or would like assistance in discussing your options, you may also contact the Ombuds at ombuds@iowacityschools.org or 319-688-1312.

SOUTHEAST MIDDLE SCHOOL FACULTY 2025-2026

To Email Staff: lastname.firstname@iowacityschools.org
Example: cook.michelle@iowacityschools.org

ADMINISTRATION
Sean Baylor
Michelle Cook
Allison DeVries
Dr. Emily Dvorak

ART
Dr. Rachael Arnone
Emily Magnuson

COUNSELORS
Hanna Collins
Brian Ingram
Kelsi Salter

ELL
Michelle Tesdall
Heather Hansen
Melissa Manjoine
Maria Martin
Nancy McNee
Dana Phelps

EIS
Peyton Nimmers
Paul Roesler

EXPLORATORIES
Will Tornberg

FCS
Greta Westfall

LANGUAGE ARTS
Heidi Anderson
Katy Doran
Elizabeth Eslami
Melissa Galloway
Claire Goodfellow
Dan Menzel
Annette Michaels
Amanda Mosley
Shonna Negus
Courtney Nelson
Sara Palante
Rachael Pisarik
KC Riddle
Stefanie Riepe
Jill Ten Eyck

LIBRARY
Chelsea Sims
Mia Breitbart

INDUSTRIAL TECH/ APPLIED TECH

Bryce Stansberry

MATH
Heidi Anderson
Kate Degner
Carrie Gordon
Mickey Hansche
Amber Kreiter
Abigail Lucas
Wendi MacVey
Vicki Mueller
Charlie Muir
Jeremy Negus
Katie Rygh

MUSIC
Dr. Beth Brown
Pier Debes
Austin Jacobs
Maddie Madsen
Jonah Prall
Dana Ransom
Brooke Yoder

HEALTH/PHYSICAL EDUCATION
Calie Sobaski
Kevin Koffron
Brian Robinson
Emily Finger
Michael Madsen
Tim Wheeler

SCHOOL FACILITATOR
Jay Hickman
Anterio Nimmers

SCHOOL FAMILY ADVOCATES (SFA)
Gabriela Magalhaes
Nicole Spear

SCIENCE
Dr. Bennett Brown
Heather Frees
Alexis Gurley
Jessica Johnson
Dr. Mark Miller
Devin Ramey
Jesse Searls
Andrew Smith
Scott Stimmel
Tim Wheeler

SOCIAL STUDIES
Joe Bailey
Morgan DePrenger
Clarissa Doscher
Jennifer Hageman
Michelle Kopecky
Owen Smith
Abby Whittaker
Andy Shea

SPECIAL EDUCATION
Kaela Burkle
Anthony Dean
Grace Fahey
Kiersten Finnegan
JJ Hennager
Mary Madsen
Andrew Mehegan
Michelle Norman
Jenny Partridge
Kevin Trettin
John Wilmer

STUDENT SUPPORTS
Josh Chambers
Karen Olivo
Al Stroh
Reagan Van Dyk

WORLD LANGUAGES
Lynn Ahlers
Katy Fuchtman
Justin Liddle

SOUTHEAST MIDDLE SCHOOL

SEMS S.O.A.R. EXPECTATIONS

TAKE CARE OF YOURSELF, TAKE CARE OF EACH OTHER, TAKE CARE OF SOUTHEAST

Teachers will communicate their specific classroom expectations to students at the start of the school year/trimester. Students will be expected to exhibit appropriate classroom behaviors as outlined by each teacher. All students are expected to follow the SOAR Expectations.

Common Areas	SELF-DISCIPLINE	OWNERSHIP	ACHIEVEMENT	RESPECT
School Wide	School-appropriate language and volume. Keep hands and body to self and property.	Help keep our school clean. Support our school community.	Be ready and willing to learn. Aim for your goals	Treat others in a way that shows you care about their well being Take pride in our school.
Hallways/ Stairways	School-appropriate language and volume. Keep hands and body to self and property.	Take responsibility for your actions. Have a pass.	Manage your time efficiently. Keep traffic moving.	Listen to and follow staff directions. Walk and Talk
Lockers	Keep locker neat and orderly.	Use only your own locker.	Know your locker combination.	Close your locker quietly.
Lunch	Stay seated and use school-appropriate language and volume. Keep hands, body, and property to self.	Help keep our lunchroom clean. Keep property secure.	Bring your ID. Make your lunch selection in advance.	Listen to and follow staff directions. Treat others as you wish to be treated.
Before and after school outside	School-appropriate language and volume. Keep hands, body, and property to self.	Take responsibility for your actions. Follow our school building hours.	Report to your designated area If you need help, make arrangements with a staff member if you want to meet before 8:30.	Listen to and follow staff directions. Keep our school clean.
Breakfast in Cafeteria before school	School-appropriate language and volume. Keep hands, body, and property to self.	Take responsibility for your actions.	Clean up your surrounding area and materials	Listen to and follow staff directions.

SOUTHEAST MIDDLE SCHOOL

Classroom	Be in the classroom when the bell rings. Keep hands, body, and property to self.	Have materials ready Take responsibility for your actions.	Give your best effort. Be an active learner.	Value and celebrate everyone. Take care of school property and materials.
Bathroom	Use the bathroom for the appropriate purpose. Keep hands, body, and property to self.	Help keep our school clean.	Use during passing time or with a pass. Go to the nearest bathroom for you.	Honor privacy of others.
Bus	Keep hands, body, and property to self. School-appropriate language and volume.	Take responsibility for your actions. Stay seated and face the front.	Board bus on time.	Listen to and follow staff directions.
Office Areas	School-appropriate language and volume. Keep hands, body, and property to self.	Take responsibility for your actions. Have a pass.	Follow check-in/check-out procedures.	Listen to and follow staff directions.
Library	Use school-appropriate language and volume. Be aware of surroundings.	Help keep our school clean. Return your materials on time.	Have your pass and planner. Work on a school-related purpose.	Listen to and follow staff directions. Treat library materials with care.
Events	Be seated in assigned area. Keep hands, body, and property to self.	Help keep our school clean. Take responsibility for your actions	Be an active listener. Give your best effort.	Listen to and follow staff directions. Use positive feedback/sportsmanship.

2026-27 Iowa City Community School District Calendar

First/Last Day | End of Trimester | No School | Early Release

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

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21	22	23	24	25	26	27
28	29	30	31			

APRIL

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

IOWA CITY COMMUNITY SCHOOL DISTRICT
All In for All Kids

Bell Schedule

Elementary	7:55 AM - 2:55 PM
Middle School	8:50 AM - 4:00 PM
High School	8:50 AM - 4:00 PM

Thursday Dismissal Schedule

Elementary	1 hour early
Middle School	1 hour early
High School	1 hour early

DATE	EVENTS
AUG TBD	Elementary Registration
AUG TBD	Elementary Meet the Teacher Night
AUG 24	1st Day of classes for students
AUG TBD	1st Day of Preschool Classes
SEP 7	No School/District Closed (Holiday)
SEP 21	No School/District Closed (Cultural Representation Day)
OCT 19	No School
NOV 3	No School
NOV 9	No School/District Closed (Cultural Representation Day)
NOV 17	End of 1st Trimester
NOV 18	No School
NOV 25-27	No School/District Closed (Holiday)
DEC 18	2 Hour Early Release
DEC 21-JAN 1	No School/District Closed (Winter Break)
JAN 4	Classes Resume
JAN 18	No School/District Closed (Holiday)
FEB 5	No School/District Closed (Cultural Representation Day)
MAR 2	End of 2nd Trimester
MAR 3	No School
MAR 10	No School/District Closed (Cultural Representation Day)
MAR 12	2 Hour Early Release
MAR 15-19	No School (District Closed 18 & 19)
MAR 26	No School/District Closed (Cultural Representation Day)
APR 23	No School
MAY 28	Last Day for Seniors
TBD	Online Program Graduation
MAY 28	Tate High Graduation
MAY 29	Liberty High Graduation
MAY 29	West High Graduation
MAY 30	City High Graduation
MAY 31	No School/District Closed (Holiday)
JUN 4	End of 3rd Tri/Last day of classes for students: 2 hour early release

SOUTHEAST MIDDLE SCHOOL

SOUTHEAST DAILY BELL SCHEDULE

	M-T-W-F	Thursday
Hall/Locker	8:30 - 8:50	8:30 - 8:50
Homeroom/LHT	8:50 - 9:18	None
1st Period	9:22 - 10:04	8:50 - 9:32
2nd Period	10:08 - 10:50	9:36 - 10:14
3rd Period (1)	10:54 - 11:36	10:18 - 10:56
3rd Period (2)	11:28 - 12:10	10:52 - 11:30
4th Period (1)	11:40 - 12:22	11:00 - 11:38
4th Period (2)	12:14 - 12:56	11:34 - 12:12
5th Period	1:00 - 1:42	12:16 - 12:54
6th Period	1:46 - 2:28	12:58 - 1:36
7th Period	2:32 - 3:14	1:40 - 2:18
8th Period	3:18 - 4:00	2:22 - 3:00

LUNCH SCHEDULES

1st Lunch	10:54 - 11:24	10:18 - 10:48
2nd Lunch	11:40 - 12:10	11:00 - 11:30
3rd Lunch	12:26 - 12:56	11:42 - 12:12

SOUTHEAST MIDDLE SCHOOL

GENERAL INFORMATION

SCHOOL HOURS
Classes begin each day promptly at 8:50 am. The school day ends at 4:00 pm on Monday, Tuesday, Wednesday, and Friday. On Thursday and other designated early release days, school ends at 3:00 pm. Students will be allowed into the building at 8:30 am and students should leave the building by 4:10 pm unless they are meeting with a teacher or are in a supervised after-school activity. On Thursdays, students must be out of the building by 3:10 pm.

ENTRANCE DOORS
Doors to Southeast will remain locked during school hours. All students and visitors should enter through the main entrance of the school.

MORNING ANNOUNCEMENTS
At 8:50 morning announcements will be read at the start of 1st Period with information about the school day and upcoming events, students will also be reminded of which day of the cycle (A or B) the school is on for that day.

VISITORS/STRANGERS ON CAMPUS
All visitors to Southeast are required to sign in with the secretary in the Main Office upon arrival in the building. Visitors should wear a visitor ID tag while in the building. Students are not allowed to bring visitors to school or visit other district schools without prior permission.

VIDEO SURVEILLANCE
The Board authorizes the use of video cameras located where there is no legitimate expectation of privacy in public areas. Video recordings may become a part of a student's educational record and may be used as evidence in internal disciplinary proceedings or by law enforcement agencies.

INFINITE CAMPUS
Infinite Campus is a web-based system that gives parents and students access to grades, assignments, and attendance in real-time so they are able to track student progress. Infinite Campus can be accessed through the Southeast home page. Login and password information can be picked up in the main office. Students and parents should check their Infinite Campus accounts regularly to monitor their progress.

ATHLETIC PASSES
Activities at Southeast are free, however, activities at the high school level often require a fee to attend. Athletic passes allow a student to attend designated athletic events at considerable savings. These may be purchased online by visiting City High's Bound Website located here: Athletic Passes

PSTO - PARENT STUDENT TEACHER ORGANIZATION
The PSTO facilitates communication among parents, the school, and the community. It also helps fund various building and classroom needs not funded by the school district. Any member of the Southeast community is invited to attend PSTO meetings. Meetings are on the second Monday of each month at 7 p.m.

FEE WAIVER POLICY
Families who meet the income guidelines for free and reduced lunch, the Family Investment Program (FIP), Supplemental Social 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. Forms are available in the Main Office. Students whose families are experiencing temporary financial difficulty may be eligible for a temporary waiver of student fees. This waiver must be completed annually.

CHROMEBOOKS

All students at Southeast are issued a Chromebook for academic use. While at school and in-class students should not be using their Chromebooks to play games, for video and/or voice chat or to watch any streaming services including but not limited to YouTube. Any misuse of a Chromebook will be dealt with first by the classroom teacher and then by a member of the admin team.

- Students must follow teacher expectations for Chromebook use in class.
- Chromebooks should be brought to school each day, charged and ready to use.
- 6th Grade Students will leave their Chromebooks at school at the end of the day

If a student forgets their Chromebook, they should contact home and see if it can be brought to school.
Our tech staff will repair Chromebooks free of charge, usually within two to three days. Families will be notified of repairs.

TEACHER QUALIFICATIONS

Parents/Guardians in the Iowa City Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught; the current licensing status of your child's teacher; and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 319-688-1000 or by sending a letter of request to the following address: Iowa City Community School District, Office of Superintendent, 1725 North Dodge St., Iowa City, IA 52245. The Iowa City Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified. If you would like to receive information regarding your child's teacher, please contact your school's principal. In addition, parents have the right to Information on their student's performance level on state assessment and knowledge of their child being placed in a Limited English Proficiency program.

LOST AND FOUND

Articles that are found around the building should be turned in at the main office. Students should check to see if lost articles are in the main office or located in any of the following lost areas, the lost and found bench outside the main office across from the Counseling office, in either of the gyms, and in the multipurpose/lunch room.

DISASTER AND FIRE DRILLS

Instructions are posted in each room. When an alarm is sounded, move quietly, according to posted directions**.** False alarms endanger the safety of students and staff. Perpetrators will be suspended and prosecuted.

STUDENT HALL LOCKERS

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 ensuring lockers are properly maintained. For this reason, lockers are subject to unannounced inspections and students have no legitimate expectation of privacy in the locker. Contraband discovered during searches shall be confiscated and may be turned over to law enforcement officials.

STUDENT PE LOCKERS AND LOCKER ROOM

Students will only be assigned a gym locker if they participate in athletics. Students using lockers in the PE locker rooms are expected to lock them. Students should not keep textbooks and other items needed throughout the school day in PE lockers. Students are not to be in the PE locker rooms except when they are dressing for PE class or preparing for other Southeast activities.

EDUCATIONAL SUPPORT SERVICES FOR STUDENTS

Support services at our school are available to assist teachers when student concerns arise. These services include building staff and the Grant Wood Area Education Agency (GWAEA) support staff such as a psychologist, social worker, consultant, and speech/language pathologist. Teachers may use input from individuals on an informal basis or request assistance in defining a concern, identifying strategies to address the concern, carrying out the strategies, or monitoring the student's progress. When an intervention plan is being considered, guardians will be invited to become active participants in the process. Accommodation plans under the 504 Rehabilitation Act may be considered and initiated to support students who may be experiencing difficulty with schoolwork. Information about 504 plans can be received through the school counselors and/or administration.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 protects people with a mental or physical disability from discrimination based on that disability. If your student is substantially impaired by their disability, the Iowa City Community School District will work with you to provide reasonable accommodations as determined by an assessment team. If you have questions regarding 504 eligibility and reasonable accommodations for your student, please contact your building administration, school counselor, or equity director for additional information. A Guardians Guide to Section 504 brochure is also available on the district website.

SPECIAL EDUCATION

The Iowa City Community School District recognizes that some students have different educational needs than other students. The district shall provide a free appropriate educational program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed or age twenty-one, in accordance with Iowa Code 282.1. The district shall provide an appropriate education for a student in need of special education. Children requiring special education shall attend general education classes, participate in extracurricular activities, and receive services in a general education setting to the maximum extent possible. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP).

COUNSELING SERVICES

Guardians may contact Southeast Middle School counselors by calling 319-688-1073. Our school counselors are available for each student in the school. The counselors are available to assist students with their middle school course planning, high school planning, difficulties in classes, personal problems, and any other topics of importance to the student.

SUICIDE PREVENTION

The National Suicide Prevention Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in a suicidal crisis. If you need help, please dial 9-8-8. You will be routed to the closest possible crisis center in your area. With more than 130 crisis centers across the country, the mission is to provide immediate assistance to anyone seeking mental health services. Call for yourself, or someone you care about. Your call is free and confidential.
Some of the reasons to call 9-8-8 are listed below.

- Call to speak with someone who cares
- Call if you feel you might be in danger of hurting yourself
- Call to find referrals to mental health services in your area

YOUTH SUPPORT NUMBERS

National Suicide Prevention Lifeline..... 9-8-8
AIDS Information..... 1-800-342-2437
Child Abuse Hotline..... 1-800-422-4453
Family Violence Center..... 1-800-942-0333
Youth Crisis Line..... 1-800-448-4663
Iowa Domestic Abuse..... 1-800-942-0333
Homework Hotline..... 1-800-728-6450

NESTT

NESTT stands for Navigating Emotions and Stress Through Training. The NESTT is a safe space for students who are experiencing emotional dysregulation, to learn or utilize skills to be able to continue with their day. It is a place for an emotional reset with a goal of 15 minutes or less, then back to class. It is also a place to gain and utilize strategies to help students deal with whatever may be bothering them. Students have access to a variety of mindfulness or processing tools and techniques, with staff support. The NESTT is staffed by Nicole Spear, Gabriela Magalhaes, Brian Ingram, Hanna Collins, Kelsi Salter, Paul Roesler, and Peyton Nimmers.

HEALTH OFFICE

If a student becomes ill while at school they should report to the Health Office. Students must receive permission and a pass

from their classroom teacher. The Health Office personnel will attempt to contact a guardian or an emergency contact if it is necessary for the student to be sent home. They will not send a student home if no guardian has been contacted. In the case of a serious illness or injury, the school shall attempt to notify the guardians according to the information in Infinite Campus. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency personnel if necessary and attempt to notify the guardians of where the student has been transported for treatment.

State law does not permit the Health Office personnel to issue medication. Guardians, however, may bring medications to the Health Office that they and/or a health professional have approved. All medications should be distributed through the Health Office and the following guidelines should be followed:

- A guardian will supply the medication.
- A guardian permission form should be completed and kept on file in the Health Office.
- The student will be required to take the medication in the Health Office.
- The student may carry their medication and self-treat ONLY with a doctor's order and guardian consent.
- Without guardian and physician permission, it is against school policy for any student to be carrying around medication.

Health Concerns- If your student has a health concern (diabetes, seizures, severe asthma, allergies, etc.) that would or could potentially require some type of care during the school day, please provide the medical documentation, the kind of care needed or health plan, medication or supplies, equipment needed, etc. as well as all contact numbers and email addresses to the Health Office. The District School Nurse assigned to Southeast will contact you.

HEARING SCREENING

Grant wood area education agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEPs will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, do not have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow-up testing may occur periodically if previous hearing test results were not within normal limits. Guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Guardians with concerns about their child's hearing should contact the school nurse.

LUNCH

Students have the option of bringing lunch to school if eaten in the cafeteria or selecting lunch items from the lunch room. Students must have an ID to purchase lunch. Guardians can add credit to their students' accounts through MySchoolBucks. The cashier does accept cash and checks however, change will not be given during lunch as it slows the line down (the balance will be applied to the account).

The following are guidelines and expectations specific to the lunchroom:

- When coming to the cafeteria students should go directly to the tables of their choosing.
- Once all the students in the lunch shift have been properly seated a cafeteria supervisor will dismiss tables when the tables are orderly.
- Appropriate behavior is expected of all students, Food throwing will not be tolerated.
- A relaxed atmosphere will be maintained however students are expected to remain seated unless they have permission or are purchasing additional lunch items or returning their trays.
- Excessive noise or disruptive behavior is not permitted in the cafeteria.
- Students are not to enter and leave the cafeteria without permission or a pass.
- Students are expected to comply with directions from cafeteria supervisors.
- Please give your ID each time you arrive at the cashier stations. The food service staff are instructed to ask for ID each day per food service policy. Please be kind and respectful of this request.
- All food/drink should be consumed in the cafeteria. The health policy states that food/drink cannot be consumed in the serving area. The health policy also does not allow opened containers/packages into the serving area.
- Please enter and exit through the appropriate doors.
- All students are expected to be orderly, well mannered, and to clear their eating areas when finished. Beverage and disposable items are to be deposited in the appropriate containers. Plastic lunch trays are to be returned to the kitchen window.

- Violation of any of these rules may result in the student losing cafeteria privileges.

BREAKFAST
Breakfast will be available from 8:30 to 8:45 a.m. in the lunchroom.

FOOD DELIVERIES
The use of Door Dash or a similar delivery service is not permitted by the students.

HOMELESS CHILDREN AND YOUTH
Individuals who lack a fixed, regular, or adequate nighttime residence are eligible for access to certain resources. If this describes your situation or you have questions contact the Student Family Advocates (SFA's) at Southeast.

STUDENT RECORDS - Board Policy 506.1
Guardians of students under the age of eighteen may review a student's educational record, obtain copies of materials in the record for a reasonable fee, write a response to the material in the record, challenge the contents of the record, and have the records explained. A student's guardian who is interested in reviewing his/her child's educational record is requested to schedule a time to review the record through the building principal. It is the interpretation of the United States Department of Education of the Buckley Privacy Act that all guardians, not just custodial guardians, have the right to see records unless a binding legal document such as a court order or divorce decree says otherwise. The Iowa City Community School District uses contractors, consultants, volunteers, and agencies as school officials to provide certain institutional functions and services. The District's release of educational records to said individuals and entities are, however, subject to the requirements governing the use and re-disclosure of personally identifiable information within those educational records.

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

1. School officials and teachers with legitimate educational interests.
2. Officials of other schools in which the student plans to enroll.
3. Representatives of state and local government when auditing and evaluating federal education programs.
4. When connected with a student's education financial aid applications.
5. Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations that process and evaluate standardized testing.
7. Accrediting organizations for accreditation purposes.
8. In connection with an emergency.

Students' records are reviewed and inappropriate material is removed periodically. These reviews take place when a student moves from elementary to middle school and from middle school to high school and when a student transfers out of the district. Records not of permanent importance will be destroyed within five years of graduation or discontinued attendance.

WEATHER AND EMERGENCIES COMMUNICATION
In the event of any emergency such as storms, bad roads, power or heating failure, water system failure, or other emergency, guardians are reminded to maintain current contact information in Infinite Campus. In an emergency, guardians will be contacted via email, phone, and/or text. Information will also be posted on the school/District website.

- When school is canceled, delayed, or dismissed early, guardians will be notified via email, phone, and text notifications made through our communications systems.
- School cancellation, delay, and early dismissal information will also be broadcast on local radio and TV stations.
- If school is in session and an emergency occurs, students will be transported as soon as possible following the incident.
- In the event of an emergency, guardians are requested not to call the school, but monitor the website, email, and text messages for further information.

SCHOOL VOLUNTEERS

Volunteers make valuable contributions to the learning process by providing assistance to the students and staff members of the Iowa City Community School District. The following guidelines were created to ensure the safety of students, volunteers, and staff. All volunteers:

- Will adhere to volunteer guidelines outlined by the school district and building(s) in which they serve.
- Will identify themselves to the building administrator/designee before beginning each volunteer assignment. They will report to the office or designated place prior to beginning volunteer service. There, the volunteer will receive volunteer identification and will sign in and out.
- Work directly with students or assist staff on a regular basis; supervise/chaperone students; or act as a primary authority figure must complete volunteer and disclosure statements.

All volunteers must have a criminal records check and Dependent Adult and Child Abuse check completed and on file with the district before volunteering in the district. You can access the online form on the district website.

FACILITIES USE

All events whether for the school or the community, must be scheduled through the Main Office. For functions outside the jurisdiction of the ICCSD, users of the facility will be required to reimburse Southeast for expenses incurred. The full facility use policy can be found on the district website.

ADDRESS CHANGES

Students are to notify the Counseling Services Office (319-688-1073) immediately to report any changes in address or telephone number. Because many school-related materials and contacts are made with families during the course of the year, it is extremely important that a change of address be reported.

PASSES

Any student in the hall after the tardy bell is expected to have a pass issued by the teacher whose class the student is excused. Failure to have a hall pass after classes have begun is not allowed and the student will be directed back to the class they should be in at the time. At Southeast, we use an electronic pass system that allows staff to see which students should be in the halls during instructional time. Abuse of the pass system could result in the student being placed on a pass restriction. Students should leave all electronic devices in their classroom while on a pass during instructional time.

STUDY HALL

Students are required to attend their assigned Study Hall and should use their Study Hall time productively.
Expectations include but are not limited to the following:

- Students must be seated in their assigned seats when the tardy bell rings or they will be tardy
- Students are to remain in their assigned seats unless given permission to move by the supervisor
- Food and Drink are not allowed in study hall
- Students may not leave the study hall unless they have a pass (no passes will be given to go to other classes).
- Students leaving study hall must proceed directly to the location designated on the pass and return directly to the study hall when they are done at that location. Students may not go to any other part of the building before returning to study hall
- Improper use of electronic devices will not be tolerated, cell phones are not allowed in Study Hall

Consequences for Failing to Meet Expectations may result in the following:

- Students may be assigned to a different seat
- Students who continue to refuse to meet expectations will be referred to the main office
- Based on the behavior the administration may assign further consequences such as detentions or permanent removal from the study hall
- Parents will be contacted if a student fails to meet behavioral expectations.

SPECIAL CELEBRATIONS

If there are plans to celebrate a student's special day be aware that flowers and balloons will be restricted to being held in the main office after delivery to avoid classroom disruptions and distractions. Please do not send food to school to be shared due to the number of students with food allergies.

ACADEMICS

ACADEMIC HONOR CODE

Southeast students are expected to demonstrate and uphold academic integrity, striving for honest and ethical behavior as it relates to their scholastic work. Students may not receive or give unauthorized assistance in the preparation of any work required for submission for course credit. Students are expected to give credit to sources consulted in research through proper documentation and citation. Most initial academic honor code violations are considered minor behavior infractions; therefore, the classroom teacher will determine appropriate corrective actions and/or consequences. The following are specific violations of the academic honor code:

- Cheating
    - Unauthorized use of materials (notes, calculators, phones, etc.) during an assessment.
    - Copying the work of others and/or allowing others to view your answers or copy your work during an assessment or on any individual classroom assignment.
    - Allowing other parties to assist in the completion of your test, quiz, homework, projects, papers, or assignments when not permitted.
    - Helping or attempting to help another individual commit an act of academic dishonesty.
    - Students may use generative AI tools to support learning only when allowed by their teacher and in alignment with the Academic Code of Conduct. Misuse of AI, including cheating or plagiarism, will result in academic consequences. The *Student Guidelines for Generative AI* are available on the district website.
- Plagiarism
    - Presenting the work of others without proper acknowledgment.
    - Claiming the words and ideas of another as one's own.
    - Failure to properly cite and specifically credit the sources of both text and web materials in papers, projects, or other assignments.
- Forgery
    - Altering a score, grade, or schedule change on an academic record.
    - Forging the signature of a teacher, administrator, counselor, other staff member, or guardian without proper authorization.
- Obtaining an Unfair Advantage
    - Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by an instructor.
    - Retaining, possessing, using, or circulating previously given examination materials, when those materials are to be returned to the instructor.
    - Intentionally obstructing or interfering with another student's academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over students' academic work.

COURSE CHANGES AND SCHEDULING

Students are encouraged to approach the course registration process in a serious and thorough manner to prevent any errors in their schedules. A schedule change request will not be approved unless circumstances exist that would merit such a change (e.g. a failure in one trimester of a sequential course or unbalanced class numbers). Schedule changes for the purpose of shortening the regular school day, for employment unrelated to school programs, or for unnecessary change of teacher requests will not be sufficient reasons for a change request.

- Course Changes Before the Trimester Begins
    - Students should complete and return the Schedule Change Request Form with a guardian's signature.
    - Requests may be granted if space is available and class balance can be maintained.
    - All schedule changes need to be made prior to the start of the trimester.

PHYSICAL EDUCATION REQUIREMENTS AND REGULATIONS - SCHOOL BOARD POLICY 603.6

Students are required to participate in physical education courses unless they are excused by the principal. Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs. Students who will not participate in physical education must have a written request or statement from their parents.

MEDICAL PE WAIVER

The Iowa City Community School District utilizes a physical education limitation form. It was developed by physical educators, health services personnel, and several Iowa City physicians. The primary purpose of the form is to clearly communicate the activity needs of a student who is under the care of a physician. In this manner, appropriate activities may be provided in physical education classes. Medical personnel (physicians, etc.) in private practice, as well as hospital settings, should have the form at their disposal. In the event of a physical limitation, please have your physician fill out the form and return it to the Health Office. Iowa law requires that all students participate in physical education unless they have been excused for health or religious reasons. If a physician feels a student should not participate, parents should ask the physician to submit a letter to the Health Office. The PE. Teachers will be notified and the letter will remain on file until such time as the student is able to resume activity.

PE DRESS REQUIREMENTS

Students are not required to dress out for PE. Please dress comfortably, no crocs or slide style footwear allowed. Each student will be assigned a gym locker only if they participate in athletics

WITHDRAWAL FROM SCHOOL

The Counseling Office will issue a check-out form. Books, Chromebooks, and other supplies that belong to the District must be returned to the Library. All fees must be paid at this time in the Main Office. If the student is transferring to another school, the new school will notify Southeast and the proper records will be forwarded.

GRADING AND MAKE-UP WORK

Southeast teachers follow the best practices outlined by the district. Though there may be individual variations between classes, the general guidelines include

- **Late Work**
  Any assignment that is essential to demonstrating proficiency of a standard should be accepted within the current grading term (trimester) without penalty. (Teachers may establish a deadline for late work a maximum of 7 days prior to the end of the term).
- **Redos and Retakes**
  All students will be allowed opportunities to reassess summative tests/projects within the grading term following additional practice and/or instruction. (With the exception of end-of-term exams)
- **Grading Homework & Formative Assessments**
  Homework and formative assessments should be seen as practice or to inform teacher instruction, therefore homework and formative assessments should account for no more than 15% of a student's overall term (trimester) grade.
- **Extra Credit**
  Extra credit opportunities will not be provided to students.
- **Grading Behavior/Compliance**
  Student behavior, compliance, and participation, not related to demonstrating proficiency of a standard, should not be reflected in the student's grades. (Some classes, including Physical Education and Learning Support, may differ from this guideline)

- **Make-up Work**
  - *For absences due to illness*: Students should complete make-up work in the same number of days as the absence plus one additional day. If able, it is recommended to email your teachers and check Canvas for missed information and material. In cases of prolonged illness or unique circumstances, special arrangements may be made with the teacher(s) or counselor
  - *For absences related to school-sponsored activities*: Students must notify and make arrangements with their

teacher(s). They are expected to participate in scheduled class activities immediately upon their return.
    - *For absences due to suspension:* The best way to contact your teachers during a suspension is through email. It is also recommended to check your teacher's Canvas page for up-to-date information. Students are expected to arrange all expectations with all of their teachers.

LITTLE HAWK TIME

Little Hawk Time (LHT) will occur three days per week during homeroom. During this time students may request in advance to see a teacher for extra help, or a teacher may request to see a student. If a student is requested by a teacher they must report to that teacher's room during LHT. Little Hawk Time expectations include:

- No restroom or locker passes
- No use of electronic devices
- Students must be at their assigned location on time and may not request to go see a different teacher unless they have been pre-approved or have a pass
- Students are expected to bring materials to work on if they are staying in homeroom during LHT

ATTENDANCE

Being at school is a student's responsibility and they are expected to be in all classes, making daily attendance a top priority.

In order for the Southeast staff to do the best possible job of educating our students, students must be in regular attendance. A successful educational program requires the cooperation of the parents, the student, and the school staff. It is very difficult to educate a student who is not regularly present.

By Iowa law, a child who is under sixteen years old by September 15 must attend school. Parents, legal guardian(s), or custodians of a child are responsible for the child to attend school during the school year. It is the district's hope that parents/guardians will support and encourage good attendance. We encourage parents/guardians to help by scheduling appointments, vacations, outings, etc. outside the school day whenever possible and to consider the impact of participating in multiple activities that may require numerous school absences due to competition or major travel.

The administration at Southeast believes the best learning opportunity for a student is classroom interaction with teachers and other students. Only through consistent attendance and class participation do students achieve the full benefits of the educational program. When a student misses school, regardless of the reason, valuable experiences have been missed.

Good attendance:

- helps students of all ages learn the value of attendance and punctuality.
- helps students in the maturation process as they learn responsibility for their actions.
- helps students learn to be good citizens by participating in the school community.
- helps students develop positive social skills.
- affects the student's behavior, attitude, learning, and overall school success.

Consequences for poor attendance may include but are not limited to

- Warning
- Lunch detention or after-school detention
- Loss of special privileges
- In-School suspension
- Attendance meeting with school officials to write up an attendance plan
- Habitual Truancy Referral (to County Attorney's Office)

ABSENCE POLICIES AND PROCEDURES

When a student is absent because of an unforeseen event such as illness, parents should call the Attendance Office at 319-688-1071. Voicemail is available 24/7. The school must be notified of the reason for absence no more than 48 hours from the beginning of the absence.

Iowa City School District Attendance Guidelines

Notification of Absences: The attendance office should be notified of a student's absence prior to the start of the school day by creating an Absence Request in the Infinite Campus Parent Portal, or by calling the school attendance office. When a student is expected to be in school but is not there, the school will call guardians out of concern for your student's safety.

Absence: A student is considered absent if they are not physically on school grounds, or are not participating in a required school-directed activity under the direction, supervision, or instructional guidance of educational staff at an approved off-grounds location (ie. a class field trip).

It is understood that students will be absent for a variety of reasons, including illness, family activities, vacations, dentist/medical appointments, funerals, etc. Parents should notify schools of the reason for the absence prior to the start of the school day. The school must be notified of the reason for absence no more than 48 hours from the beginning of the absence, and any required documentation must be provided within 5 school days in order to have the absence excused.

The following absence types will not count towards student absenteeism and will be coded as excused in Infinite Campus:

1. Absences related to illness or medical appointment
    a. After a student reaches the equivalent of eight (8) days of excused absences, parents will be required to provide documentation for medical absences to be excused.
    b. Families are encouraged to provide documentation for ongoing health concerns to the school so that we can proactively work with your family to best serve your student
2. Absences related to a family medical emergency
3. Absences while attending religious services or receiving religious instruction
    a. Religious services may include but are not limited to holiday services, weddings, funerals or other celebrations of life, and other rite of passage religious services.
    b. For religious instruction:
        - A parent must submit a notification informing the school that the child will be attending religious instruction during the day, indicating the days and times that the student will be absent.
        - The student cannot be absent for more than 5 hours a week for religious instruction.
        - The organization providing religious instruction must maintain attendance records and provide to the school upon request
        - The student must make up any school work not completed while attending religious instruction.
4. Absences excused for sufficient reason by any court of record or judge
5. Absences related to an Individualized Education Program (IEP) that affects attendance
6. Absences related to a Section 504 plan under the Federal Rehabilitation Act that affects attendance
7. Absences related to the student's military service, or the student's military entrance processing

8. Absences related to reasonable travel time for attendance at a wedding or funeral as determined by the building administrator based on the travel distance.
9. Absences for college visits for high school students, as these are considered part of our educational program.

Any absence that does not fall into one of the above categories, will appear as unexcused in Infinite Campus and per State law, will count toward student absenteeism as explained below.

Process for addressing absenteeism:

- Schools will send notifications to guardians when a student has reached the 5%, 10%, and 15% absenteeism threshold for the grading period (See chart below).
    - Notifications are sent when a student has accumulated the number of absences that will result in the percentage of unexcused absenteeism at the end of the grading period. For example, if a student has missed 6 unexcused days of school in a term, the student will be at 10% absenteeism at the end of the grading period, so the 10% notification is sent after the 6th day is missed.
- State law requires notifying a guardian when a student has reached 10% unexcused absenteeism in a grading period. In addition the school is required by law to notify the county attorney.
- When a student reaches 15% unexcused absenteeism in a grading period, a School Engagement meeting is required by Iowa law if the school has determined that the student's absences are negatively impacting academic progress. An Absenteeism Prevention Plan will be created at the School Engagement meeting. The goal of this plan is to work together to resolve absenteeism, address attendance barriers, and assist the student in attending school.
- If the student and/or the student's guardian fails to attend a School Engagement Meeting, fails to enter into an Absenteeism Prevention Plan, or does not meet the terms of the Absenteeism Prevention Plan, Iowa law provides that the county attorney may initiate a legal proceeding if the school determines that the student's absences are negatively affecting academic progress.

	Grading Period	5% Absenteeism	10% Absenteeism	15% Absenteeism
All Students	Trimester (60 days)	3 Days	6 Days	9 Days

* Please see the Iowa City School District Website for additional clarification

Skipped Classes During the School Day (Counted as Unexcused Absences)

- For every unexcused absence, an automated call home will be made using Infinite Campus.

- **1st unexcused absence to a class**: conversation with a student about the unexcused absence to class. Administration will also set up a conference with the student and the teacher whose class was missed.
- **2nd unexcused absence to a class**: Administration may assign a consequence for the unexcused absence.

A few consequences for these infraction are listed below:

- Detentions (lunch and/or after school detention)
- Loss of privileges/participation in school activities or sports
- Cell phone restriction
- Escort
- Parent meeting
- In School Suspension

CLASSROOM TARDIES

A student is required to be inside of the classroom by the time the final bell has rung. A warning tone will sound during passing time indicating that there is 1 minute left to get to class. Students are expected to be on time to every class, including lunch.

1-2 tardies: Warning

3rd tardy: 1:1 conversation with student to discuss/problem solve

4th tardy: Teacher will call home and communicate that a 5th tardy will result in a lunch detention where the student will fill out a tardy action plan.

5th tardy: Teacher will fill out Attendance referral. Administration will assign the student detention (during lunch or after school) to complete a tardy action plan. The tardy action plan will be sent home and parents will be contacted. Student attendance will be monitored by administration after this point.

If tardies continue, administration may put students on the following restrictions:

- Pass restriction
- Cell phone restriction
- Escort
- Delayed passing
- Parent conference

EARLY RELEASE

Any student may be granted early release for 8th period. Students choosing this option need to have on file, a release form in the main office. If students choose this option, they may not be on campus during this time. Any abuse of this opportunity will lead to revocation and the student will be assigned to a structured study hall. If you are in an after-school activity you will be assigned a study hall during the duration of that activity.

BEHAVIORAL GUIDELINES

The Iowa City Community School District is committed to providing the best possible educational environment and developing student self-discipline. A student's behavior should not disrupt the educational process nor constitute a threat to the health or safety of others. The district will protect students' rights in a manner that won't result in an impact on students by virtue of race, sex, sexual orientation, disability, or national origin. School rules apply to students on school grounds; on the way to and from school; away from school in connection with school-related activities; and in other community settings in which student behavior may impact the successful implementation of school programs or affect the safety and welfare of students.

DEFINITIONS

Student Prevention Access Connection and Engagement (SPACE)

- Our SPACE rooms are a place where students can de-escalate, they will work with the EIS to problem-solve and learn strategies to prevent further problem behaviors. It is designed to keep students connected to school when they are receiving disciplinary action.
- If students are directed by staff to go to the SPACE, they should await an escort and follow staff directions. Failure to do so may result in additional school consequences.

Detention

- Detention is a supervised period assigned to a student for minor rule violations. It gives them time to reflect on their behavior and serves as a consequence for making better choices in the future.
- Student privileges such as attendance at parties or participation in extracurricular activities can be revoked for not serving detentions.

In-School Suspension (ISS)

- Students placed on ISS will be assigned a specific location to serve the suspension.
- Students will not be allowed to practice or compete in co-curricular or extracurricular events on the day of the ISS.
- Students will be asked to check in their cell phones but will have access to their Chromebooks to access school work.
- Parents/guardians will be notified of the suspension. Students are responsible for making up work missed during the suspension period.

Out-Of-School Suspension (OSS)

- Students serving an OSS are required to stay out of school and off school grounds during the school day, this includes all practices and district-sponsored events.
- Parents are notified of the suspension.
- A student re-entry meeting is generally required for re-admittance.
- On the last day of the suspension the student will return to school and serve the remainder of the suspension in ISS working with the EIS in SPACE or a designated location.
- The student is responsible for making up work missed during the suspension period or as negotiated with each teacher.

Due Process

To ensure that students receive fair treatment, student suspensions or recommendations for expulsion must be made in accordance with the following: The administrator shall conduct an investigation into the charges against the student and provide the student with the following:

1. Oral or written notice of the allegations.
2. The basis in fact for the charges.
3. The opportunity to respond to those charges.
4. An explanation of the evidence against the student if they deny the allegations.
5. Information about the right to appeal. Appeals must be submitted in writing.

CONFLICT RESOLUTION - RESTORATIVE JUSTICE

Restorative justice is an evidence-based practice effectively used to reduce suspensions, expulsions, and disciplinary referrals. Restorative justice focuses on righting a wrong committed and repairing harm done. The goal is to place value on relationships and focus on repairing relationships that have been injured. The victim and the wrongdoer have the opportunity to share with one another how they were harmed, as victims, or how they will work to resolve the harm caused, as wrongdoers.

INAPPROPRIATE SCHOOL BEHAVIORS

The following is a list of inappropriate behaviors. It is not intended to be exhaustive but it is a representation of inappropriate actions.

- Intimidating acts or language including initiation/hazing. Students may not report to school dressed for any type of initiation.
- Insubordination. Not following reasonable staff requests
- Fighting. Any student who has physical contact in a confrontational manner with a student or school employee will receive a suspension from school, including the possibility of expulsion.
- Distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco,

psycho-active and/or other controlled substances, paraphernalia or equipment associated with these substances and/or “look-alike” substances that appear to be any of the above substances or immediate association with any of the above.
- Abusive or degrading acts of language including terms directed at ethnicity, religion, gender, sexual orientation, age, or disability. Southeast is an institution with a diverse ethnic and racial makeup. It is our policy that all groups be treated in a supportive and equitable manner.
- Theft.
- Destruction of property and/or vandalism.
- Repeated acts of belligerence, disruptive behavior, or violation of any school rules. Generally, when a student is repeatedly referred out of a classroom for disciplinary reasons, the student will be withheld from attending the class until a conference is held with the student’s parent(s).
- Promotion of gang or gang-related activity. This may include but is not limited to displaying/ wearing gang apparel and/or graffiti, participating in gang recruitment, and possessing items that promote gang activity.
- Sexual harassment of individuals or groups.
- Possession or control of an offensive or dangerous weapon/object (e.g., firearms, knives, explosives).
- False fire alarms, bomb threats, or other similar illegal acts.
- Arson or any other inappropriate use of fire.
- Use of a car, motorcycle, moped, bicycle, or other vehicle in an inappropriate or irresponsible manner.
- Truancy, unauthorized absence, leaving school at an unauthorized time or failure to check in/out upon entering or leaving school, or unexcused tardiness.
- Throwing objects (e.g., snow, pencils, rocks, food, etc.).
- Visit to another school during normal school hours.
- Misbehavior on a bus.
- Excessive public display of affection at school or school activities.

TECHNOLOGY USE EXPECTATIONS

Includes district-owned technology and student-owned technology (cell phone, smartphone, tablets, etc.) at school, at school-related functions, and during transport on school vehicles. This includes students and visitors.

- Users shall be courteous and respectful of others.
- Profanity, vulgarity, obscenity, language that is harassing, any form of bullying, derogatory, or otherwise inappropriate for the school environment is not permitted. Language that promotes illegal activity or dangerous acts, is lewd or plainly offensive, creates a material disruption to the school environment or contains knowingly false, recklessly false, or defamatory information is not permitted.
- Users shall not display, send, retrieve, or download any items that are sexually explicit or contain hate-based or discriminatory material. Users shall notify a staff member in the event inappropriate material is inadvertently accessed. Users must not redistribute the contents described or will be subject to disciplinary action.
- At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.
- Devices cannot be used to cheat on school-assigned tasks.
- Users have no right or expectation of privacy with respect to their use of school technology. School administration and IT personnel retain the right to access and monitor the activities and files of all users, at any time for any reason on school-owned devices.
- Students may use cell phones, smartphones, or other handheld or wearable devices with staff permission only in accordance with each building's policy.
- Cell phones with cameras and other portable technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times.

Disciplinary Sanctions:

- The use of school technology is a privilege and may be revoked at any time by the school administration for violation of this policy or for engaging in any inappropriate use of school technology.
- Violation of building policies regarding cell phones, smartphones, or other handheld or wearable devices will be subject to the discipline policies of Southeast Middle School and the district.

ICCSD SECONDARY SCHOOL PERSONAL DEVICE POLICY

For the purposes of this policy “instructional time” is defined as the time between the tardy bell that starts each class period and the dismissal bell that ends the class period. Student cell phones shall not be seen, heard, or in use during instructional time.

Cell phones must be detached from the student's body during instructional time by being placed in a backpack, purse, hanging pouch in the classroom, or the student's assigned locker. Ringers must be silenced. Students are not allowed to have headphones/earbuds on or in their ears during instructional time. Headphones and earbuds must be detached from the student's body by being placed in a backpack, purse, hanging pouch in the classroom, or the student's assigned locker.
Students will be allowed to wear smartwatches during the school day. If the smartwatch distracts the classroom environment, teachers will follow the sequence of consequences below. Students can wear smartwatches but smartwatches shall not be used for communication purposes during instructional time.
At the middle schools, students may use cell phones during passing time between class periods and during the student's assigned lunch. Students' cell phones shall not be seen, heard, or in use during study hall.
At the high schools, students may use cell phones during passing time between class periods, during the student's assigned lunch, open hour(s), and during study hall. Students on an open hour shall not use cell phones in the hallway during the instructional time of class periods until they reach the designated area within the school. Hallways are not designated areas for cell phones during instructional time.

Implementation Procedures
Upon entering the classroom all phones, earbuds, and headphones must be detached from the student's body by being secured in a backpack, purse, hanging pouch in the classroom, or the student's assigned locker. Ringers must be silenced. Phones, earbuds, and headphones must remain detached from the body until the student leaves the classroom at the end of the class period. Teachers will begin each class period by saying "Your devices should be secured". This statement is the only warning given to students.
If a cell phone, earbuds, or headphone is seen, heard, or in use during instructional time the teacher shall contact the office via their school's help email (e.g. _____Help@iowacityschools.org). The office will send the Engagement and Intervention Strategist (EIS), Supervisory Para, Facilitator, or an Administrator to confiscate the phone, earbuds, and/or headphones.

The confiscated device(s) will be held in the main office until the end of the student school day. If a student refuses to give up their phone, earbuds, and/or headphones, the student is removed from the classroom and taken to the main office. If the student continues to refuse, the administrator shall call the parent/guardian. Additional school consequences may apply.
Consequences For Policy Infractions:

● 1st Offense: Loss of phone, earbuds, and/or headphones for day; Student signs documentation sheet to receive their device(s) at end of their school day and acknowledge their violation of the policy
● 2nd Offense: Loss of phone, earbuds, and/or headphones for day; Student signs documentation sheet to receive their device(s) at end of their school day and acknowledge their violation of the policy and that an additional infraction will result in parent/guardian(s) being contacted
● 3rd Offense: Loss of phone, earbuds, and/or headphones for day; Parent/Guardian contacted by administration; Student signs documentation sheet to receive their device(s) at end of their school day and to acknowledge a parent/guardian meeting will be held if another infraction occurs
● 4th Offense: Loss of phone, earbuds, and/or headphones until parent/guardian meeting. Administration contacts parents/guardians; Student signs documentation sheet to acknowledge the policy infraction
● 5th Offense: Technology Plan Implemented. Administration contacts parents/guardians; Technology plan created during the parent/guardian meeting. Documentation will be completed through a policy documentation log that's accessible by building staff. Documentation will not be done through office disciplinary referrals in Infinite Campus.

Any student who videotapes a fight/disruption, or actively encourages inappropriate behaviors will be subject to disciplinary consequences.

Exemptions to the policy will only be granted if one of the following criteria is met:
(A) Required for the implementation of a student's individualized education program or 504 Plan,
(B) Authorized by an administrator for educational purposes, or
(C) Pre-approved on an individual student basis by an administrator due to documented health concerns.
Related Board Policy Language
As written in ICCSD Board Policy: The use of non-district owned recording devices on school property and at school events will be regulated. Students, parents and community members will not be permitted to take recordings of other students or employees during school hours unless the recording is authorized in advance by building administration. Students and employees found to

violate this policy will be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on
employee activity otherwise protected by law. (Board Policy 804.6 and 804.6R1)
The school is not responsible for lost, damaged or stolen cell phones.

FOOD AND DRINK OUTSIDE THE CAFETERIA

Building health and sanitation are essential. Consumption of food or non-water drinks is not acceptable in the hallways. Food should be consumed in the cafeteria. Water bottles are acceptable but should follow teacher guidelines while in class. Open food and beverage containers may not be stored in lockers. Teacher-supervised consumption of food and beverages at specific events is an exception to this guideline. Students may eat lunch in the cafeteria or in a teacher's room with the teacher present.

LEAVING CAMPUS DURING SCHOOL HOURS

Students may not leave the building during the school day without parental or administrative permission.

- **1st offense –** after school detention
- **2nd offense -** one full day of in-school suspension
- **3rd offense -** out-of-school suspension with a parent conference required for reinstatement back into school.

PROFANITY

Use of profanity will not be tolerated at Southeast. Repeated or extreme usage may result in school discipline. If directed toward a staff member (implied or direct), suspension may occur.

VANDALISM

We expect that all students will continue to use the building and its equipment as it was intended and discourage abuse and misuse of school property. Abuse of any property will be prosecuted according to the law and may result in a suspension. This includes times when students represent Southeast outside the school. The student will be held responsible for the dollar amount of damages incurred. Parents/guardians will be notified. Disciplinary action will follow the **ICCSD Disciplinary and Response Protocol**

THEFT

Theft is not tolerated at Southeast. Students who steal will be subject to school consequences and may face legal prosecution. It is expected that students respect the property of other students, faculty, staff, and the school district. Restitution will be required. If a student has something stolen they should come to the Main Office and fill out a theft report. Disciplinary action will follow the **ICCSD Disciplinary and Response Protocol**

UNAUTHORIZED VISITS TO ANOTHER SCHOOL

Students may not visit another school during the school day without prior permission from that school's administration. If an unauthorized visit occurs, parents will be contacted. Consequences may include loss of open hours, no trespass warning, and/or suspension.

CONDUCT AT ASSEMBLIES

Assemblies are scheduled at regular intervals. Students are asked to be especially well-mannered during these assemblies. Students that do not meet the proper standards of conduct will not be allowed to attend future assemblies.

CONDUCT AT ACTIVITY/ATHLETIC EVENTS

All students are encouraged to attend school activities. During school activities at home or away Southeast students will handle themselves appropriately as policies and expectations are the same.

INITIATIONS, HAZING, BULLYING OR HARASSMENT - SCHOOL BOARD POLICY 104

Harassment, bullying, and abuse are violations of the Iowa City Community School District's policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The Iowa City Community School District has the authority to report students violating this rule to law enforcement officials.

You can report bullying, sexual harassment/assault, or a school safety concern in the following ways

- **Contact your school administration or a trusted adult**
- **Anonymously**
    - **TEXT: @SAYIT**
    - **TO: 833-769-0372**

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
    1. Tell a teacher, counselor, or principal; and
    2. 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 or bully did;
        - Witnesses to the harassment or bullying;
        - What the student said or did, either at the time or later;
        - How the student felt;
        - How the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- it 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.

Sexual harassment includes but is not limited to

- verbal, physical, or written harassment or abuse.
- pressure for sexual activity.
- repeated remarks to a person with sexual or demeaning implications.
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes but is not limited to

- Verbal, physical, or written harassment or abuse.
- Repeated remarks of a demeaning nature.
- Implied or explicit threats concerning one's grades, job, etc.
- Demeaning jokes, stories, or activities.

CONDUCT AT SOCIAL EVENTS

When parties or dances are held in the lunchroom or gym, it is expected that when you enter the event you stay until you are ready to go. When you leave you will not be allowed back in. Parties normally begin at 6:30 p.m. and end at 8:00 p.m. This is an activity and the attendance policy is in effect. Students with outstanding detentions or chronic attendance and behavior issues will be unable to attend the event.

STUDENT ATTIRE - SCHOOL BOARD POLICY 502.1

Students are expected to dress appropriately for school and may not wear or display attire, which is deemed disruptive of the school environment or unreasonably infringes on others' rights to health, safety, welfare, or property. The decision of what is

appropriate dress will be considered by the school board and the Iowa City School District.

STUDENT PROTECTION LEGISLATION

Iowa State law includes legislation to protect students in our schools from physical and/or sexual abuse by school district employees or volunteers. Physical abuse is a non-accidental physical injury that leaves a mark at least twenty-four hours after the incident.

While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to;

- Necessary to stop a disturbance,
- To obtain a weapon or dangerous object,
- For purposes of self-defense,
- To protect the safety of others,
- To remove a disruptive student,
- For the protection of property or to protect a student from self-infliction of harm.

ABUSE OF STUDENT BY SCHOOL EMPLOYEE

Any person who has knowledge of an incident of abuse of a student committed by a school employee may file a report with the designated investigator or any school employee. To generate an investigation, the report must include basic information showing that the victim of the alleged abuse is a student, that the alleged act or omission of the school employee meets the definition of abuse, and that the person allegedly responsible for the abuse is a school employee.

The report shall be in writing, signed, witnessed, and contain the following:

- The full name, address, and telephone number of the person filing
- The full name, age, address, and telephone number of the student.
- The name and place of employment of the school employee(s) or agents who allegedly committed the abuse.
- A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
- A list of possible witnesses by name, if known.
- Names and locations of any and all persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided if known.

FIGHTING

Fighting among students is unacceptable. We want to provide a safe and secure learning environment for all students at Southeast. Fighting will not be tolerated or excused. Students' discipline will follow the district **Comprehensive Behavior Approach**. Police may be contacted and charges filed if the following factors are present:

- Level of injury (visible, needs treatment, etc.)
- Premeditated actions (pre-planned fight, prior threats, ongoing negative relationship where intervention(s) has already occurred)
- Disruption to a public area (during class time, in hallways, in the lunchroom, etc.) and disruption to the school day
- Level of staff intervention (number of personnel to safely stop the incident: amount of verbal/physical intervention necessary to safely stop the incident)

Parents are REQUIRED to come to school with their student for reinstatement (no phone calls). The student and parent(s) will meet with a member of the administration to discuss appropriate behavior.

ABUSIVE OR INAPPROPRIATE LANGUAGE/HATE SPEECH

Loud verbal altercations, abusive or inappropriate language as well as hate speech is very disruptive to our academic environment. This behavior will not be tolerated or excused. Disciplinary action will follow the district's **Behavior Event Discpline Procedure**.

THREATS

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences laid out in the **ICCSD Disciplinary and**

Response Protocol.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

DRUGS OR ALCOHOL - BOARD POLICY 502.7, 502.7G1

Using or possessing alcoholic beverages/drugs and/or acting as if intoxicated or under the influence will not be permitted in the school building or on the school grounds or at any school-sponsored activity (home or away). This policy also covers the use or possession of synthetic drugs and other substances defined in Iowa Code chapter 124.
Discipline for any violation of the alcohol/drug policy will follow the **ICCSD Disciplinary and Response Protocol**

USE OR POSSESSION OF VAPES OR OTHER TOBACCO PRODUCTS

The use or possession of tobacco in any form, including vapes will not be permitted in the school building, the school grounds or at any school-sponsored activity. Violators may be reported to the police.
Disciplinary measures will follow the **ICCSD Disciplinary and Response Protocol**

WEAPONS - BOARD POLICY 502.6

The Iowa City Community School District has zero tolerance for an unauthorized weapon or look-a-like possession. Thus, any student who possesses, buys, sells, uses, or threatens to use a dangerous weapon as defined by Board Policy 502.1c shall be guilty of misconduct and shall be subject to discipline up to and including expulsion. Parents/guardians of students found to possess a weapon or dangerous object on school property shall be notified. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action.
A student possessing a weapon will be disciplined following the **ICCSD Disciplinary and Response Protocol**

SAFE GUN STORAGE

The Iowa City Community School District Board of Education directs the superintendent to explain the importance of secure gun storage and legal obligations to protect minors from accessing irresponsibly stored guns. Iowa Code § 724.22(7) makes it a crime to store or leave a loaded but unlocked or unsecured firearm where the person storing or leaving the gun knows or has reason to believe that a child under the age of 14 is likely to gain access to the gun without the permission of the child's parent or guardian. Please find the entire Iowa Code section here: 724.22 Persons under twenty-one--sale, loan, gift, making available--possession.

STUDENT SEARCHES - SCHOOL BOARD POLICY 502.8, 502.8R1

The Board of Directors holds all school property in trust. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in the administrative regulations to maintain order and discipline, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

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

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

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

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of

the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following;

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

Personal Searches

A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable.

- Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, two staff officials should be present, and at least one should identify as the same gender of the student. Non-binary students will have the choice of selecting the gender of the official if a non-binary member of staff is not present, when feasible.
- If a more intrusive search is required, police should be contacted.

Locker and Desk Searches

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

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

STUDENT FEES, FINES AND CHARGES - BOARD POLICY 503.3

Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. Guardians of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the guardian. Fines or charges assessed for damage or loss to school property are not fees and will not be waived. All fees, fines, and charges may be paid in the main office.

Full, partial, and temporary fee waivers are available if student guardian(s) meet the financial criteria

TEXTBOOKS

All textbooks will be checked out through the Southeast Library. Each student is responsible for the safekeeping of their textbooks. A fine will be assessed for excessive wear or damage to books, and for lost or stolen books.

PARENT, GUARDIAN, AND COMMUNITY CONCERNS

In addition to the Iowa City Community School Districts' complaint and grievance process, the Iowa Department of Education also has a process in place. For concerns about school districts or governing boards, the Iowa Department of Education has made available the following website for parent, guardian, and community concerns: https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns.

PARENT/TEACHER CONFERENCES

Teachers are available for conferences year round. Parents are encouraged to contact teachers with questions or concerns as they arise and need not wait for conference time. Conferences will be scheduled three times per year. These will be virtual/in-person. More information will be sent closer to the conference date with instructions on how to sign up for conferences.

EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITIES

Southeast clubs and activities offer something for everyone. Being a ***Little Hawk*** means you are part of something bigger than yourself. Joining a club or team gives you the chance to grow individually but it also gives you a chance to help others grow.

STUDENT ACTIVITY CONDUCT CODE

The Board of Directors of the Iowa City Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the Iowa City Community School District throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the criteria established by the board, administration, and individual activity coaches and sponsors.

ATHLETICS

To participate in athletics all athletes need the following forms *electronically* turned in prior to practice and registered on Bound:

1. Physical form signed by physician and parent/guardian
2. Permission to practice signed by student and parent/guardian - electronic signature

These forms can be accessed at: https://southeast.iowacityschools.org/extracurriculars/southeast-athletics

GAME AND PRACTICE SCHEDULES

Competition schedules are set in April during the school year prior to the actual competitions. Schedules can be accessed through the Southeast website https://www.gobound.com/ia/schools/icsoutheast. Due to weather and other scheduling complications, competition schedules are likely to change. For this reason, please consult the website often for information pertaining to changes in competition times and venues.

Practice schedules will be posted on the website. Students must pick up their possessions before going to practices or games and lock other items in their PE locker as the main entrance to the hall locker area is closed at 4:10 p.m. for security reasons. For away games, students should take all their belongings with them.

SPORTS SEASONS FOR 7th and 8th GRADE STUDENTS

SEASON #1: August to October - Football, Girls Volleyball, Boys and Girls Cross Country, Girls Soccer
SEASON #2: October to December - Boys Basketball, Girls Swimming
SEASON #3: December to January - Boys Swimming, Girls Basketball, Boys and Girls Wrestling (February-March)
SEASON #4: March to May - Boys and Girls Track, Boys Soccer
SEASON #5: May to July - 8th Grade students are eligible to play Softball or Baseball for City High School

RULES FOR ATHLETES

A student is considered an athlete the first day he/ she reports to an athletic squad. Training rules will be discussed by the athlete's coach. Training procedures are in effect throughout the calendar year.

- **School Attendance**
  - A student is expected to attend at least one-half school day based on their schedule, immediately prior to the competition or practice to be eligible to participate in a practice, competition, or performance scheduled on the same date, unless otherwise authorized by the principal or designee.
  - Participation in evening performances or competitions should not affect school attendance on the following day. When performing or competing during the school day, students are expected to return to classes immediately after the event.
  - Students placed on out-of-school suspension will not be allowed to practice or compete in contests during the suspension period.

GOOD CONDUCT RULE - Board Policy 503.4

To retain eligibility for participation in Iowa City Community School District extracurricular 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 in school and the community.

Any student who is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time. The specific violations listed below will result in the student's loss of eligibility for participation in extracurricular activities, as set out in the section marked **Penalties.**

- Possession, use, or purchase of tobacco products, regardless of age.
- Possession, use, or purchase of alcoholic beverages, including beer and wine; the odor of alcohol on a student's breath is considered evidence of use.
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs.
- Engaging in activities outside the school community that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated.

PENALTIES

Any student who 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 within the Student's Athletic /Activity Career** - suspension from ⅓ of the season's contest or performance dates with professional evaluation prior to reinstatement where applicable.
- **Second Offense** suspension from ½ of the contests or performance dates with professional evaluation prior to reinstatement where applicable.
- **Third Offense** within the Student's Athletic/Activity Career - suspension from athletic competition for twelve (12) calendar months with professional evaluation prior to reinstatement where applicable.

The period of ineligibility begins immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

- An ineligible student shall attend all practices or rehearsals but will not "suit up" or perform/participate.
- If a student fails to complete an activity in which they are serving a penalty, the full penalty will attach when the student next seeks to go out for an activity subject to the 12-month limitation.
- 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 trimester is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, then the Good Conduct penalty attaches. The second penalty attaches when the first penalty is completed.
- The Administration has the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the School District's policies and rules or community laws.

DUE PROCESS PROCEDURES

Due process procedures as stated below will be followed. After the District receives information concerning a possible activity code violation, this process will include:

1. The District will provide oral or written notice to the student of the allegation(s) against the student;
2. The District will review the evidence supporting the allegation;
3. The student will be provided an opportunity to respond to the allegation;
4. The District will then determine whether a violation of the Good Conduct Code has occurred, and notify the student of that determination;
5. The determination of whether there was a violation of the Good Conduct Code will be made by the principal, coach or activity supervisor, and the athletic director, if applicable.

APPEALS

A student or the student's parent(s) or legal guardian may appeal the decision if an activity code violation did occur by notifying the associate superintendent in writing of the desire to appeal.

The student may have his/her parents participate in the appeal process. By the conclusion of the third school day, after an appeal has been filed, the associate superintendent will issue a decision on the appeal. The student will not be allowed to participate in any contest during the appeal process but will be allowed to participate in the practice sessions.

ADDITIONAL GUIDELINES

All behavioral issues that could impact a student's eligibility for participation in an extra-curricular activity cannot be detailed in an activity code. Consequently, additional guidelines, expectations, consequences, and student support plans will be determined by the athletic director, coach, sponsor, and administration. The Student Activity Conduct Code will be shared in writing with students and parents at the beginning of the season or activity.

The Student Activity Conduct Code designates its expectations during the time a student is enrolled in the Iowa City Community School District. The school's interest and intent is to expect and support positive student behavior at all times and discourage or deter illegal, immoral, unhealthy, or highly inappropriate behavior. Serious violations of school rules or community laws that occur during the time a student is enrolled in the Iowa City Community School District will be reviewed by the administration to determine the best support plan for the student. A student's eligibility status for extra-curricular activity participation is but one consequence that may be considered by the administration when such events occur.

The Administration has the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the School District's policies and rules or community laws.

CLUBS

Student interest in clubs is formed when students identify an area of interest and a teacher sponsor is secured. In the past Southeast has offered Geek the Library, Book Club, Chess Club, Polar Bear Club, Sewing Club, Quiz Bowl, STEM, GLOW Club, Yearbook Club, HAWK Squad, Justice League, and many others. Listen to the morning announcements for information about signing up.

STUDENT COUNCIL

Student Council is a group of students that work together throughout the school year to plan and facilitate school activities and parties. Student Council meets during Little Hawk Time but may be asked to miss class on occasion for planning and/or organizing events. When this occurs members will be asked to speak with their teachers prior to class and ensure that any missed work is made up

MUSIC

Students may elect to take courses in band, chorus, or orchestra. Each music group will present several concerts during the school year. Music group participants must attend their respective concerts. Students participating in concerts may be required to "dress up" for their concert performances. Jazz Band and Show Choir are small group activities selected out of band and chorus. If a student misses a concert without the approval of the instructor they may be dropped from the group with a failing grade. Students without previous experience are required to take lessons and pass a performance test before being allowed to perform with the group.

ALL-SCHOOL PARTIES

Student Council will sponsor three all-school parties. Parties will be held from 6:30 to 8:00 PM at Southeast. A variety of activities will be offered such as dancing, basketball, volleyball, table tennis, a bounce house, karaoke as well as other activities. Students must show their Southeast ID's and enter the building from the lower parking lot, admission is $3. Students may not be allowed to attend for behavior or attendance purposes.