



South East Junior High

Student Handbook

2019 – 2020

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HALL LOCKERS

Teachers will not hand out textbooks until lockers are available.

All students will get their new locker combination on their class schedule. Some locker locations may have changed for 8th graders.

Reminder: Lockers, desks, and other areas belonging to the school and used for storage by students may be searched without additional notice or suspicion.

SCHOOL LUNCHES

South East uses an electronic debit system in the cafeteria. Instead of buying lunch tickets, students deposit money into a lunch account and use a 5-digit PIN to pay for their selections in the lunch line. Students keep the same PIN each year.

As of going to print, the price of a regular school lunch is \$2.95, a Little Hawk Lunch is \$3.40, and the prices of a la carte items such as pizza and chips vary by item. To see a full list of a la carte items and their prices, visit <https://www.iowacityschools.org/Page/17601>.

Breakfast items are sold a la carte. Breakfast is served from 8:30 to 8:45 AM daily. Students who are eating breakfast must eat in the cafeteria and still be to their 1st period class on time.

To apply for Free or Reduced Lunch, go to the [online application](#). Also see informational sheet with registration materials.

PADLOCKS

NOTE: SE cannot be responsible for lost or stolen property. Bicycles brought to school are to be locked in the bike rack at all times. Students should give the guidance office or homeroom teacher a copy of the padlock combination or key in case the original is lost.

STUDENT ATTIRE

Following are expectations for student attire at SEJH. We will review expectations during homeroom at the beginning of the year.

Students are expected to dress appropriately for school and may not wear or display attire that is deemed disruptive of the school environment or unreasonably infringes on others' rights to health, safety, welfare, or property. Attire that may be acceptable outside of school might not be considered appropriate in schools, and such clothing should not be worn to school or school activities, including parties, sports, clubs, or extracurricular activities.

If clothing is deemed inappropriate and in violation of the dress code, the individual will be required to correct the situation with appropriate clothing immediately. If the individual does not have appropriate clothing with them, they may borrow items from the Health Office. If an individual refuses to change clothes, they may be sent home.

Examples of clothing that is considered inappropriate for school:

- Attire that promotes or displays the use of alcohol, drugs, or tobacco
- Attire that includes profane or offensive language or images
- Attire that includes sexually inappropriate or racially biased material
- Visible underwear

Shoes are to be worn at all times during the school day.

If there is a medical or religious reason to make an exception to these rules, the parents must request an exception from the administration. Final decision for all attire lies with administration.

GRADING

Midterm progress reports are no longer handed out, but midterm and trimester grades can be found in PowerSchool. If you would like a paper copy, please call (319) 688-1070.

SCHOOL ATTENDANCE TASK FORCE

The Iowa City Community School District, the Johnson County Attorney's Office, and the Sixth Judicial District Juvenile Court Office are working together to support school attendance in the District.

The joint project, named the School Attendance Task Force, focuses on mediation as a means to find the reason for the student's absence and improve their attendance *before* formal referral to the County Attorney's Office becomes necessary.

At the request of school personnel, a mediation team will be sent out to meet with the student and their family to prepare an agreement to address the student's school attendance as required by law. These three-member teams will provide ongoing support and supervision of the agreement.

At South East, students with frequent or unexplained absences will be contacted by Assistant Principal Emily Dvorak. We ask that you please cooperate if a member of the School Attendance Task Force contacts you so that we can work together to provide support for students and families in our community.

MEDICATION AT SCHOOL

ALL MEDICATIONS must be kept in the Health Office.

The following procedures safeguard your students against over-medication and ensure SEJH compliance with the School Board policy for administering medication at school.

Nonprescription Medication

If you want the Health Associate to give your student aspirin or other nonprescription medication, a [Request to Administer Nonprescription Medication](#) form **must** be signed by you and on file in the Health Office. A parent or guardian must provide the medication in its original container and clearly marked with the student's name.

Prescription Medication

For medication prescribed by a doctor, a parent or guardian must sign a [Request to Administer Prescription Medication](#) form and provide no more than one month's supply of medication in its original container. The prescription label serves as the doctor's permission to administer medication.

These forms are available on the District website at <http://bit.ly/2pA4iVz>. If you have any questions about these policies, the Health Associate is available to assist you at (319) 688-1070.

SPECIAL CELEBRATIONS

Are you planning to celebrate your child's special day by sending flowers, balloons, or pizza to school? Please be aware that flowers and balloons are restricted to the office area after delivery, as they present significant distractions in the classrooms and lockers are too small to hold them. Transporting balloons home via the school bus also presents a visual hazard for the driver. We recommend that balloons, flowers, and pizza await your student at home so that they may celebrate their special day with you.

MORNING ANNOUNCEMENTS

Each day begins at 8:50 AM with announcements regarding the daily lunch menu and information about school programs. Students are also reminded of the date and the day of the two-day schedule cycle, designated as "A" or "B" classes.

Activity dates are published in the newsletters, athletic packets, SEJH website, and our social media pages for the convenience of students and their families, but **students must listen carefully for updates** announced over the intercom each day.

LATE FOR SCHOOL?

Please call (319) 688-1071 when your student is going to be late or absent. You can call this number 24 hours a day. If the answering machine is on when you call, clearly state your name, your student's name, the reason for the absence, and when they are expected to return to school. All students arriving late or who need to leave during the day should report to the attendance window in the main office before reporting to class.

LEAVING SCHOOL DURING THE DAY

If your child needs to leave during the school day, please send a note or call on the morning of the appointment.

In the event that your student must leave school during the day due to illness, for an appointment, or in order to travel with you, please call (319) 688-1071 to notify attendance staff. If you prefer to send a note with your student, please include a phone number where you can be reached for confirmation.

Your student will not be excused to leave campus for lunch without the escort of a legal parent or guardian. A group of students may not leave campus during the school day unless they are attending a school field trip. A school field trip requires prior approval by an administrator and a signed and dated parent release form on file.

These procedures apply at all times for the safety of your student.

SCHEDULE CHANGES

Please note that South East will no longer accept requests for specific teachers. We will not accept teacher requests as a schedule change request.

Adding a Class

- Students can add classes only during the first three days of the trimester.
- Requests must be signed by a parent and turned in to the box in the guidance office by 4:00 PM on the third day of the trimester.
- If a student wants to add band, choir, or orchestra (in the second or third trimester), the student should speak with the teacher and get their signature also.

Dropping a Class

- Eighth grade students can drop an elective class up to the tenth school day of the trimester provided the course is not required for promotion.
- Seventh grade students can drop an elective class any time during the trimester.
- Forms must be signed by a parent/guardian.
- If the student is dropping a world language, band, orchestra or choir class, the teacher must also sign the form before it is turned in to the guidance office. All materials from the class being dropped must be returned before the teacher signs the drop slip.
- Signed forms must be turned in to the box in the guidance office by 4:00 PM on the tenth school day.

Note: Administrators cannot override class limits or otherwise change the schedule to accomplish these changes. We do not make lunch or study hall schedule changes.

Please contact Principal Michelle Cook at (319) 688-1070 if you have any questions regarding scheduling.

District Equity 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 and 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 Jeremy Tabor, Director of Equity & Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, (319) 688-1000, tabor.jeremy@iowacityschools.org.

To report bullying, harassment, and other forms of discrimination, or to learn more about District policy regarding these matters, visit <https://www.iowacityschools.org/Page/18438>.

Cell Phone Policy

Students are allowed to use their cell phones before and after school, in the hallways during passing time, and during lunch.

At the beginning of each class period, teachers will ask students to “secure their phones.” This means that all phones are placed in pockets, backpacks, and so on, and are out of sight/not on the student’s desk or table.

If there is inappropriate or unauthorized use, the device may be confiscated by staff and may be held until a parent can retrieve the device.

Any student who photographs or records someone else without their permission will be subject to disciplinary consequences and may have their phone confiscated by staff. Any student who videotapes a fight/disruption or actively encourages inappropriate behaviors will be subject to disciplinary consequences up to suspension from school.

Infraction Protocol

- **First offense:** One verbal warning by teacher per student, not per day.
- **Second offense:** Staff will ask for the phone and keep until the end of the period. Staff will make sure they have a secure location to put the phone or will call the office for someone to come retrieve it.
- **Third offense:** Staff asks for phone and brings it to the office for the student to pick up at the end of the day.
- **Fourth offense:** Staff asks for phone and brings it to the office. A parent will be required to pick up the phone.

The student may be placed on cell phone restriction at any point during this process as determined by administration.

Homework Club

South East Junior High offers Homework Club from 4 to 5 PM on Mondays, Tuesdays, and Wednesdays. Students may choose to go to Homework Club, or they may be required to attend. If students have three or more missing assignments, teachers will contact home and require the student to stay that day or attend Homework Club until all missing work is turned in. Students who are in sports will attend Homework Club and then go to their sports practice. If schedules do not allow for a student to stay at Homework Club, teachers will work with parents to find another solution.

Tardy Policy

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 one minute left to get to class. Students are expected to be on time to every class, including lunch.

- **1–2 tardies:** Freebie
- **3–5 tardies:** Five-minute conference with student to discuss/problem solve and contact home (It is left to the teacher’s discretion on when to call home.)
- **6–9 tardies:** Teacher assigns lunch detention in the SAC. SAC will complete Tardy Action Plan with student. SAC will call home with student to communicate Action Plan and will mail a copy home.
- **10 or more tardies:** Teacher will fill out behavior referral form.

Possible Actions

- Contract
- Pass restriction
- Cell phone restriction
- Escort
- Delayed passing
- Lunch restrictions

CHROMEBOOK AND TECHNOLOGY POLICIES

- Chromebooks are for learning.
- Students must follow teacher expectations for Chromebook use in class.
- Chromebooks should be brought to school charged each day.
- Chromebooks should be kept in a case.

If a student forgets their Chromebook, they should contact home and see if it can be brought to school. If not, students may check out a loaner from the library. Loaners must be returned at the end of the day. If a student has borrowed a loaner three or more times, families will be notified. If a student has borrowed a loaner five or more times, administration will work with the student and family to develop a Chromebook plan. Our tech staff will repair Chromebooks free of charge, usually within two to three days. Families will be notified of repairs.

PE DRESS REQUIREMENTS

Students who are not dressed suitably for PE will lose participation points, which can result in a grade of “F” for the trimester.

All PE students must wear:

- A t-shirt with the last name visible on the back,
- Shorts or sweat pants with last name marked on the inside, and
- Athletic shoes and socks.

T-shirts may not have obscene or drug-related language or pictures on them. Students may not wear hats, with the exception of stocking caps (which may be worn only on cold days and only out of doors), in PE class.

Each student will be assigned a gym locker at the beginning of the school year. Students will be expected to keep their gym clothing locked inside their assigned locker. Padlocks will be provided for each student by South East. Students will not be allowed to use their own personal locks from home on their gym locker.

PE LIMITATION FORM

The Iowa City Community School District uses a [physical education limitation form](#) 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 in hospital settings, will 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 physical education teacher. This helps insure that your child will be provided with appropriate activities that contribute to their well-being, and will prevent further loss of motor skills/organic function.

ATHLETICS AT SOUTH EAST

Any South East student can participate in school athletics provided they have the following on file with the athletics secretary:

- Physical exam form signed by a physician,
- Permission to Practice form signed by *both* the student *and* a parent or legal guardian, **and**
- Concussion information form signed by both the student and a parent or legal guardian

No student will be allowed to practice until all three forms are received.

The forms are available at <https://www.iowacityschools.org/Page/1146> and at SEJH. They are valid for one year after the date signed. It is not necessary to have a separate permission to practice form for each sport.

Students should attend the first meeting of the sport they plan to participate in even if they do not yet have their physical, permission to practice, and concussion forms on file.

In the meantime, the following overview may help you decide whether or not your student is interested in participating in athletics:

- Most games are scheduled to start at 3:45 or 4:15 PM. Athletes may be bussed to some away games; parents may be asked to transport students to basketball, wrestling, and soccer.
- Practices are held every school day that the team doesn't have a scheduled game. Athletes are expected to attend practices in order to participate in games.

MOUTH GUARD FITTING

The District Athletic Training Department recommends mouth guards be worn for all contact sports, including basketball, wrestling, and soccer. **Mouth guards are mandatory for football players.**