

VAN BUREN HIGH SCHOOL

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2014-2015

405 4TH STREET
KEOSAUQUA,
IOWA 52565

319-293-3183

7-12 FACULTY
2014-2015

ADKINS, TERESA
ALARIE, SUSAN
ALVIS, CAROL
ALVIS, DAVID
ATWOOD, DAVID
ATWOOD, MARCIE
ATWOOD, WES
BURCHETT, KATHY
CHAPUIS, JULIE
COLE, BRETT
COMBS, VICTOR
DENNEY, LISA
DICKINSON, ED
DONALD, MINDIE
EDGAR, KASEY
EKLE, AUDREY
GALLOWAY, BOB
HUMBLE, KATHLEEN
HURLEY, MIKE
KOELLNER, MEGHAN
PARSONS, FRED
PECK, SHERRY
PLECKER, MICHAEL
SCHILLER, AMANDA
SCHUCK, MARY DAWN
SEDERBURG, MARY
SIMMONS, JOHN
SPEER, STEVE
VAN AUSDALL, RYAN

MS ENGLISH
ENGLISH
FAMILY CONSUMER SCIENCE/MS SOCIAL STUDIES
GUIDANCE AND COUNSELING
MATH
VOCAL/INSTRUMENTAL MUSIC
SCIENCE
LIBRARY MEDIA SPECIALIST/ELEM-HOME SCHOOL.
MOC COORDINATOR/CASE MANAGEMENT
RESOURCE
RESOURCE/SOCIAL STUDIES
MS RESOURCE
INDUSTRIAL TECHNOLOGY/BUSINESS
MS READING
CREDIT RECOVERY/TAG/MS SOCIAL STUDIES
ENGLISH
ENGLISH
FOREIGN LANGUAGE
P.E.
MS MATH
DRIVERS ED
RESOURCE
SCIENCE & HEALTH
MS SCIENCE
CURRICULUM DIRECTOR
ART/ BUSINESS
SOCIAL STUDIES
MS RESOURCE
MATH

7-12 PARA-PROFESSIONALS
2014-2015

BUTTS, DIANA
CHAMBERS, PEGGY
COUNTRYMAN, DIANE
DAVIS, LINDA
JESTER, JANICE
KIRCHNER, LACEY
MOEWS, LUCINDA
HELMICK, NANCY
ORR, DARLENE
OSBORNE, PAM
THOMAS, MARY
VANDERGRIF, TONY

RESOURCE
RESOURCE
RESOURCE
LIBRARY AIDE
RESOURCE
RESOURCE
RESOURCE
RESOURCE
RESOURCE
RESOURCE
RESOURCE
LIBRARY AIDE/RESOURCE
RESOURCE

It is the policy of the Van Buren Community School District not to discriminate on the basis of actual or perceived 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 in its programs, activities or employment practices as required by Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by Van Buren Community School District, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines IA 50319-1004 or phone 515-281-4121.

TEACHER DUTIES AND RESPONSIBILITIES

ABSENCE FROM SCHOOL

Once you realize the need for a substitute teacher exists, notify the building principal or designee as soon as possible. If you are unable to report to work on a given day, please call by 6:30 a.m., so necessary arrangements can be made. Each teacher is to provide the substitute with the following aids:

1. A current class roster.
2. A current, readable seating chart for each period, if applicable.
3. Lesson plans in writing and detailed enough to allow the substitute to conduct suitable activities.
4. If lesson plans on file are not detailed and you are unable to send detailed lesson plans to the substitute, plan to have the substitute call you for instruction.

ACCIDENT REPORTS

Teachers will need to fill out an accident report for students injured while under your supervision. The accident report can be picked up from, and once completed in duplicate, returned to the building principal's office.

ATTENDANCE AT SCHOOL

Employees will be required to put in a 473 minutes school day which includes student day and teacher prep. Employees must be on duty or in their room no later than 8:00 a.m. Depending on duties, schedules, and meetings, the remaining time may be completed either before or after school with prior approval of building principal.

BOARD POLICY AND MASTER CONTRACT

A copy of the Board of Education Policy Manual and then negotiated Master Contract are available for teacher use in the Principal's office. Teachers need to become familiar with the contents of each of these documents.

Teachers may request minutes of the Board meeting through any of the building secretaries.

BUDGET BUILDING

Teachers participate in determining their classroom budget needs on an annual basis. Forms needed and additional information will be given to teachers once this process is ready to begin.

CLASSROOM DISCIPLINE

Teachers are primarily responsible for classroom discipline and are to follow established Discipline Policy guidelines. Discipline Policy procedures can be found in this handbook. Consistent expectations throughout the building are vital to maintain a positive educational atmosphere.

CONDUCTING CLASS OUTSIDE THE BUILDING

Teachers may conduct class at various locations throughout the year depending on individual learning needs. Teachers must inform the office if their class will be located in an area other than their assigned classroom prior to the class period or day.

DEPARTURE DURING THE SCHOOL DAY

If you must leave the building during the school day, teachers are to check out in the office. Information requested on the sign-out sheet is to be completed upon departure and return to the building.

E-MAIL

The majority of school communications will occur via email. Teachers are encouraged to check their email several times throughout the day. Response to parent emails is essential and should occur as soon as possible.

ENERGY CONSERVATION

All school employees are expected to be cognizant of, and practice, energy conservation measures. Room temperature, where possible, should be controlled through room thermostats and/or heat valves, rather than opening of windows. Lights not needed should be turned off.

EVALUATIONS

Teaching and coaching evaluations will be conducted as per the Master Contract.

FACULTY MEETINGS

All professional staff are to be at faculty meetings scheduled during the teacher's contracted school day. If the meeting occurs outside the contracted school day or you have a conflict that requires you to be absent, notify the building principal in advance so arrangements can be made for you to become aware of that being discussed within the faculty meeting.

FIELD TRIPS

Field trips must be arranged in advance in the principal's office and should have been given consideration in determining budgetary needs for your classes.

If the length of the field trip necessitates your students missing other classes, it is the responsibility of the teacher in charge to have students complete "Prior Approval Forms" and thereby notify other teachers of the planned absence. It is also the responsibility of the teacher in charge to submit a list of students who will miss classes to the principal's office in advance of the scheduled field trip. In addition, a list should be turned into the board office listing students who are on the trip before leaving school grounds.

FIRE AND DISASTER INFORMATION

Fire and disaster drill information is to be posted within each classroom. If this information is missing from the classroom, check with the building principal relative to correct procedure and correct escape routes. Make each of your classes aware of fire and disaster drill information. State law mandates that two of each drill be run each semester.

FUNDRAISING

See Mr. Jones or Mr. Banks for any fundraising.

GRADING PRACTICES

The student grading practices policy, as adopted by the Board of Education, is to be read during the initial meeting with each of your classes and then posted within the classroom. A copy of this policy can be found in this handbook.

The initial class meeting is also to include the grading practices you will utilize in that particular class. Your grading practices, inclusive of weighting given to nine-week grades and semester tests, is to be submitted in writing to the office within the first week of student attendance.

Previously submitted teacher-grading practices will need to be reviewed and/or revised and up-dated on an annual basis.

GRADING PROCEDURES

Teachers are to use A,B,C,D and F for student grade card and grade sheet purposes. Pluses and minuses are permissible and these are given consideration in arriving at student grade-point averages. On-line grades need to be updated on weekly basis.

Currently, students receiving an “Incomplete” grade at the end of a marking period are given 5 school days into next marking period to complete the work deficiency. If the work deficiency is not satisfactorily completed within the specified time period, the “Incomplete” grade is changed to an “F” grade and **inform your administration prior to any incompletes.**

GUIDED STUDIES

All teachers will update the Guided Studies list on their Google Drive daily. Students who are missing assignments or doing unsatisfactory work shall be placed on the list. The student will remain on the list until all work is satisfactorily completed and turned in and they are passing the class. Students will be required to attend Guided Studies until they are off the list. The Guided Studies list will be posted each day at 8:00 am and at 2:45. All teachers are asked to post the list prior to the end of 8th period and remind students who are on the list where they need to report. To help ensure student success, the list must be accurate. Students attending Guided Studies are to be working quietly and on task at all times. High standards will be expected for student behavior at all times.

INVENTORY

Copies of the room inventories compiled last spring are on file in the central office. Teachers new to their position should secure a copy of the classroom inventory to become better acquainted with teaching and resource materials on hand. New items received are to be placed on the appropriate classroom inventory with this information being returned to the office, once completed.

Classroom inventories, to be used for insurance purposes, are up-dated by teachers during the spring of each school year.

LEAVE REQUESTS

Leave requests will be handled as per the master contract. Leave requests must be completed by submitting the day or days you are planning on being absent by logging into the Attendance Log-in, which you have been assigned a four digit pin number. **You also need to inform the office of your absence so they can get a substitute if needed.**

It is the teacher's responsibility to find a replacement for duties if it has been assigned during the time of an approved leave request.

LESSON PLANS

Weekly lesson plans are required of all teachers and are to be submitted to the office no later than the beginning of each school week.

LIBRARY/COMPUTER ROOM USAGE

Teachers wishing to take their class to the library or computer lab are to make advance arrangements with the library media specialist or sign up in the workroom. The class, while in the library, remains the responsibility of the classroom teacher unless the teacher and the library media specialist have made arrangements to split the class between the room and the center. The classroom teacher is to see that materials are checked out properly and items are not damaged or misplaced while the class is in the library. Teachers need to insure that all students are monitored at all times while in the computer lab.

MAILBOXES

Each teacher has a mailbox located in the faculty work room for receiving mail. Please check and empty your mailbox daily.

MID-TERM PROGRESS REPORTS

Teachers will be advised at the **four and half week, for high school, and 3rd and 6th week, for middle school**, of each grading period to submit progress reports to the office. These progress reports are then sent home so parents can become aware of the status of their child in that particular class. Teachers are required to submit progress reports on all students failing or in danger of failing the class by using the on-line teacher grade book.

MILEAGE REQUEST

The School District currently reimburses at **\$.34** a mile for authorized travel. Reimbursement requests are available in the teacher work room and must be returned by the first of the month if they are to be reimbursed within the next pay period.

NEWS RELEASES

The local newspaper has been very cooperative in providing print space for school-related news articles. Teachers are encouraged to submit articles relative to classroom and/or organization activities. News releases need to be submitted to the office on Monday if they are to appear in that week's local publication.

PERSONAL USE OF SCHOOL EQUIPMENT

As a general rule, personal use by staff members of school property is discouraged. However, if legitimate need exists, arrangements should be made through the building principal. Depending on equipment to be used and circumstances involved, it most likely will be necessary for the teacher to complete a "Loan of Equipment" agreement.

PREPARATION PERIOD

The time period within the school day in which you have no class scheduled is designated as your daily preparation time. Occasionally you may leave to run errands during your prep, if approved by the building principal.

PURCHASING

There are to be no expenditures of General Fund money without prior authorization of purchase from the building principal. Catalog or enough information must be brought to the secretary so the requisition can be entered effectively.

Activity account purchases should also be authorized by the building principal prior to expenditure of funds. A list of rules and guidelines can be obtained from the building principal.

ROOM APPEARANCE

Student learning is most likely to occur when students find the learning situation pleasant. A number of factors contribute to a pleasant learning environment.

Classroom appearance is one of these contributing factors.

Teacher efforts throughout the school year need to be directed to the improvement of classroom appearance. Colorful bulletin-board displays and the posting of relevant materials have positive effects on student learning and therefore, are justifiable expenditures of teacher time.

ROOM IDENTIFICATION

Each of the teaching stations within the building, with the exception of the gymnasium, have been assigned a three-digit number located above the doorway leading into the classroom. The 100 room numbers begin in the new addition and include classrooms on the bottom floor of the building. Classroom located on the middle of office floor have been given numbers in the 200 series. Room numbers within the 300 series have been assigned to classrooms located on the top floor.

ROOM REPAIRS

Teachers needing minor items taken care of within their room should inform the day custodians of such, or , through a note posted outside the entry to the room, inform the evening custodians of what you wish to have done. If the needed work is more major in nature, fill out a building custodian work order which can be obtained in the office.

SCHOOL ASSEMBLIES

All professional staff members are to be in attendance at all assemblies held during the teacher's contracted school day. For reasons of student supervision and in the hope of preventing discourteous and disruptive

student behavior, teachers are to be dispersed throughout the student body and not sit together in small groups or stand along the wall.

SEMESTER ASSESSMENTS

Teachers are encouraged to use a variety of summative assessment strategies to assess student learning at the end of each semester. These assessments may be written tests, projects, or presentations. Students will be evaluated during the regular class period. If additional time is required, teachers are encouraged to split the assessment over additional class periods. All students will be required to complete at least 1 summative assessment. Students with 3 or more absences in a class will be required to complete the assessment in that class.

STUDENT ABSENCE

Attendance is to be taken and submitted to the office at the beginning of each period through your on-line grade book. Accuracy is very important because of potential loss of credit for unexcused absences and time factors associated with work to be made up by students with excused absences. If a student comes into the class room late with a pass, make sure you notify the office.

STUDENT DETENTIONS

Minor student discipline problems are to be handled in a manner consistent with the adopted building discipline policy described later in this handbook. Detentions being served at the end of the school day. Students cannot be forced to serve detentions on the day in which the problem occurred. They must be given at least one day notice in order to make their parents aware of the situation and, if necessary transportation arrangements. Detentions are held on Tuesday and Thursday of each week from 3:40 – 4:40 p.m.

STUDENT ELIGIBILITY

Determinations relative to student eligibility for extra and/or co-curricular activities program participation will be made in a manner consistent with the Academic Status Reports procedures. These procedures are further described in this handbook.

Teachers will be advised, through means of the Weekly Bulletin/Email, as to when Academic Status Reports are to be submitted to the office. Teachers submitting Academic Status Reports and the activity sponsor of any school organization to which the student belongs, are to inform the student of eligibility status. School sponsored visits such as, State Science Fair/Physics Olympics, IHCC visits, FFA/FCCLA events, and any other school sponsored visits, students must be academically eligible to attend these events. Students that are over the 10 day attendance policy for any class will not be eligible for trips.

STUDENT TARDINESS

The time allowed for students to pass from class to class is sufficient to go between any two locations within the building. There will, however, be an occasional tardy student, but students who are habitually tardy must not be allowed to continue the practice. Teachers are expected to handle the majority of tardiness cases. If the teacher cannot resolve the problem, ask a guidance counselor to confer with the student. If the problem continues to persist, send the student to the office.

If you detain a student and this significantly contributes to the student being late to the next class, you must give the student a pass to be presented to the next teacher. This pass will prevent the student from being marked as tardy. Three tardies equal one absence and a detention

STUDENTS ADDING OR DROPPING A SUBJECT

If a student wishes to add, drop, or change a class schedule, this change must originate with one of the guidance counselors or principal. When a student asks if he/she might come into your class if there is room or if it would be all right to drop your class, please advise the student that this can only be done with permission from his/her guidance counselor. Do not make any arrangements or agreements with the student until the guidance counselor has approved the change. Students have one week at the beginning of each semester to change classes except in extraordinary circumstances.

STUDENT VISITORS

Students will no longer be able to bring visitors to school with them.

STUDY HALL RULES

All teachers supervising a study hall are to adhere to and enforce study hall operating procedures as previously adopted. A copy of the Study Hall Rules can be found in this handbook. Students are to be made aware of the study hall rules and regulations at the time of your initial meeting with them, following which the rules are to be posted within the room.

SUPERVISION OF STUDENTS

Teachers assume certain responsibilities whenever they supervise students. Whether this supervision is in the classroom, on field trips, in extra-curricular activity, or at any school sponsored activity, teachers are considered to be in charge of the activity and must accept responsibility for controlling student conduct and guiding student behaviors.

Whenever teachers supervise student groups on overnight trips, this responsibility begins when the students leave the building and continues until students either return to the school during school hours or are provided a safe way home if outside school hours. Only under the most urgent circumstances should classes be left unattended. If it is necessary for you to leave the classroom, have one of your students inform the office of your need and someone will be sent to supervise your class until you can return. The question of teacher and school district liability must be considered whenever students are left unsupervised. **To prevent any problems from occurring, do not leave a class or students under your supervision unattended.**

Additional supervision for trips during the school day or overnight will be assigned by the building principal. Appropriate leave and/or additional compensation will be determined on a case by case basis.

TELEPHONES

School telephones are primarily for use involving school activities and, therefore, teachers are asked to keep personal calls brief. Unless an emergency situation exists, teachers will not be called from the classroom to accept incoming calls. Teachers will be apprised of calls received through email. There is to be no student usage of school phones for personal calls during class time. Students are allowed to carry their cell-phones, but not use during class time unless for educational purposes. Teachers will have a designated area for students to place their phones (corner of desk, basket, in their bags, or other areas). If a student misuses their phone during class, the teacher will turn the phone into the office. Students will be allowed to use their phones before and after school, during lunch, and passing times. The use of a phone will not be an acceptable excuse for being late for class and a tardy will be recorded.

TEXTBOOKS

Prior to the opening of school, teachers will need to check class enrollments with the guidance counselor to make certain sufficient textbooks are available. Make note of the condition of textbooks and check to see they are stamped and numbered before handing out to students.

USE OF COPIER

A plain paper photo copier is available for teacher use in the faculty work room office. The copier has a number of features including reduction and enlargement capabilities. Teachers not familiar with copier machine features and/or operation should ask the office secretary for assistance.

WEARING APPAREL

Appearance is important. Teaching is a profession, and, as professional educators, there is a responsibility to present a professional appearance. Jeans or shorts are not normally appropriate classroom teacher dress on days of student attendance. Appropriate attire is expected for the classroom activity. **Jeans may be worn on the last day of work week.**

WEDNESDAY NIGHTS

The Board of Education has designated Wednesday nights as the one weekday night on which there are to be limited planned activities. Practices, meetings, rehearsals, etc., must be completed no later than 6:15 p.m. when held on Wednesdays except in extreme circumstances and with prior administrative approval. This policy applies to all school related activities regardless of whether student attendance is mandatory or voluntary.

WEEKLY BULLETIN

Teachers wanting information placed on the Weekly Bulletin are to submit that information to the office no later than the opening of school on Friday mornings. The activities and student notices portion of the Weekly Bulletin can be posted so that students are aware of the weekly events.

ACTIVITY PERIOD

Most weeks a period of the day is designated for meetings of various student organizations and clubs. The meetings generally take place on Tuesdays. A list will be provided as to what dates and what groups will be meeting when and also a list of students that are involved in each activity.

**VAN BUREN COMMUNITY SCHOOL DISTRICT
APPROPRIATE USE POLICY
AND
INTERNET USE AGREEMENT**

The computers in the Van Buren School District are operated by students and faculty for the mutual benefit of all concerned and all users are expected to assist in the successful operation of the system. The following guidelines are intended to help students understand appropriate use. The school may restrict or terminate any user's access, without prior notice; if action is deemed necessary to maintain computing availability and security for other users of the system.

RESPONSIBILITIES:

- *You will use only school-issued E-mail accounts within the school district.
- *Sending E-mail to general audiences is inappropriate.
- *While using the school's computers, you will not send, receive, or view objectionable materials. This includes obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, pictures, or graphics. This also includes reading or viewing material not acceptable for an educational setting.
- *You are responsible for all mail received under your user account. You are responsible for making sure all E-mail received does not contain pornographic material, inappropriate information or text encoded files that are potentially dangerous to the integrity of the system. You are responsible for deleting and reporting inappropriate material to the supervising teacher.

PERSONAL SAFETY:

- *You will not contact information (e.g., address, phone number) about yourself or any other person.
- *You will not agree to meet someone you have met online. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported immediately to school authorities.

EDUCATIONAL USE: The computers in the labs, library and classrooms are intended for educational purposes.

- *You will save only school related files in your account. Storing commercial software and/or games or hidden files is not permitted.
- *Use of obscene or otherwise objectionable language or images in either public or private files is prohibited.
- *Search time on the internet is to be used for educational purposes. You are to follow class assignments and browse at sites given to you by your teachers. You may be given limited amounts of time for high-quality, self-discovery search activities.

RESPECT FOR OTHERS: Respect the rights of others in using the labs and/or network.

- *Do not harass another person. Harassment is acting in a manner that distresses or annoys another person. If you are asked to stop a behavior or action, you must stop or lose user privileges.
- *Do not knowingly or recklessly post false or defamatory information about person or organization.
- *Avoid deliberately attempting to disrupt system performance or interfering with the work of another user.
- *Leave equipment and room in good condition for the next user/class.

SECURITY ISSUES: Accounts on the Van Buren system are considered private although absolute security of any data cannot be guaranteed.

*Use only your account/password. Others should not have access or rights to your account or directory.

*Reading, modifying or removing files and/or mail owned by other users is not allowed.

*Do not download files without teacher permission.

*Do not attempt to gain unauthorized access to any computer systems or files or go beyond your authorized access.

*Programs from outside this school district will not be loaded on computers without teacher approval.

*Do not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

MAIL/INTERNET USAGE: The use of the network is a privilege, not a right, which may be revoked at any time for abusive conduct.

*Do not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.

PLAGIARISM AND COPYRIGHT INFRINGEMENT: Plagiarism is taking the idea or writings of others and presenting them as your own. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.

*Do not plagiarize work that you find on the internet.

*Respect the rights of copyright owners and follow appropriate rules for use of a work.

SEARCH AND SEIZURE:

*Using the school computers provides only limited privacy in the contents of your personal files.

*Individual account searches may also be conducted if there is reasonable suspicion that there have been violations of this policy, the Van Buren discipline code, or the law.

*Your parents have the right at any time to request to see the contents as it pertains to their child.

VIOLATING THE ACCEPTABLE USE POLICY: Violating the Acceptable Use Policy will result in:

*Restricted network access

*Loss of network access

*Disciplinary or legal action

*In order to ensure smooth system operations, the system operator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules.

DUE PROCESS:

This district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the system. In the event of a claim that you have violated these procedures, the school disciplinary code, or the law in your use of the Van Buren system, you will be given notice of suspected violations and an opportunity to present an explanation. Loss of and/or additional restrictions may be placed on your use of internet account.

Sources: The National Association of Secondary School Principals "A Legal Memorandum", December, 1998. Warner, Robert, American School of Brasilia, (on-line) available e-mail; rwerner@bus.eadf.br, November 1, 1998

Note: Van Buren school computers are networked. Therefore, students and faculty must be assigned a username and password account in order to access any computer in the school. Students will be issued a school Google account.

Internet Use Agreement

FOR STUDENTS:

Internet access is coordinated through a complex association of agencies, regional and state networks, and commercial organizations. To ensure the smooth operation of the network, users must adhere to established guidelines regarding proper conduct and efficient acceptable, and legal usage. The signatures at the end of this document are legally binding. Signing this document indicates that you have read and agree to abide by its terms and conditions.

Should I breach the above procedures, I understand that I will lose all network privileges on the Van Buren Schools network and be subject to disciplinary action.

Student Name (please print)

Grade

Student Signature

Date

FOR PARENTS AND/OR GUARDIANS:

As the parent or guardian of _____

I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Van Buren School District to restrict access to all controversial materials and I will not hold the district responsible for materials acquired on the network.

I hereby give permission to issue an account.

Parent/Guardian Name: _____
(please print)

Parent/Guardian Signature: _____ Date: _____

SUPERVISION 2014-2015

1. Art Room/Music/Industrial Arts Hall (A.M.)
2. Gym Lobby (A.M.)
3. Runner (A.M.)
4. Top Floor (A.M.)
5. Bus Duty (P.M.)
6. Wednesday Early Out-Bus Duty/PLC (P.M.)

August 20

1. Ed
2. Peggy
3. Lucinda
4. D. Atwood
5. Mary

August 25

1. Marcie
2. Peggy
3. Lucinda
4. Kathleen
5. Brett
6. Diane (27th)

Sept 2

1. Mary
2. Peggy
3. Lucinda
4. Kacey
5. D. Atwood
6. Tony (3rd)

September 8

1. Susan
2. Peggy
3. Lucinda
4. Mike P.
5. Ed
6. Pam (10th)

September 15

1. Audrey
2. Peggy
3. Lucinda
4. Vic
5. Marcie
6. Darlene (17th)

September 22

1. John
2. Peggy
3. Lucinda
4. Sherry
5. Julie

September 29

1. Brett
2. Peggy
3. Lucinda
4. Ryan
5. Kathleen
6. Diane (1st)

October 06

1. Kasey
2. Peggy
3. Lucinda
4. Julie
5. Susan
6. Tony (8th)

October 13

1. Ed
2. Peggy
3. Lucinda
4. D. Atwood
5. Sherry
6. Pam (15th)

October 20

1. Marcie
2. Peggy
3. Lucinda
4. Kathleen
5. Wes

October 27

1. Mary
2. Peggy
3. Lucinda
4. Wes.
5. Audrey

November 3

1. Susan
2. Peggy
3. Lucinda
4. Mike P.
5. John
6. Lucinda (5th)

November 10

1. Audrey
2. Peggy
3. Lucinda
4. Vic
5. Ryan
6. Darlene (12th)

November 17

1. John
2. Peggy
3. Lucinda
4. Sherry
5. Vic
6. Diane (19th)

November 24

1. Brett
2. Peggy
3. Lucinda
4. Ryan
5. Ed

December 1

1. Kasey
2. Peggy
3. Lucinda
4. Sherry
5. Hurley
6. Tony (3rd)

December 8

1. Ed
2. Peggy
3. Lucinda
4. D. Atwood
5. Kathleen
6. Pam (10th)

December 15

1. Susan
2. Peggy
3. Lucinda
4. Kathleen
5. Marcie
6. Lucinda (17th)

January 5

1. Mary
2. Peggy
3. Lucinda
4. Vic
5. Wes
6. Darlene (7th)

January 12

1. Susan
2. Peggy
3. Lucinda
4. Julie
5. Mike P.
6. Diane (14th)

January 19

1. Audrey
2. Peggy
3. Lucinda
4. Ryan
5. Mike H.
6. Tony (21st)

January 26

1. John
2. Peggy
3. Lucinda
4. Wes
5. Sherry

February 2

1. Brett
2. Peggy
3. Lucinda
4. Mike P.
5. D. Atwood
6. Pam (4th)

February 9

1. Kasey
2. Peggy
3. Lucinda
4. Julie
5. Brett
6. Lucinda (11th)

February 16

1. Ed
2. Peggy
3. Lucinda
4. D. Atwood
5. Mike H.
6. Darlene (18th)

February 23

1. Marcie
2. Peggy
3. Lucinda
4. Kathleen
5. Vic

March 2

1. Mary
2. Peggy
3. Lucinda
4. Wes
5. Kasey
6. Diane (4th)

March 9

1. Susan
2. Peggy
3. Lucinda
4. Mike P.
5. John
6. Tony (11th)

March 16

1. Audrey
2. Peggy
3. Lucinda
4. Vic
5. Mary
6. Pam (18th)

March 23

1. John
2. Peggy
3. Lucinda
4. Sherry
5. Ryan

March 30

1. Brett
2. Peggy
3. Lucinda
4. Ryan
5. Ed
6. Lucinda (1st)

April 8

1. Kasey
2. Peggy
3. Lucinda
4. Julie
5. Marcie
6. Darlene (8th)

April 13

1. Ed
2. Peggy
3. Lucinda
4. D. Atwood
5. Sherry
6. Diane (15th)

April 20

1. Marcie
2. Peggy
3. Lucinda
4. Kathleen
5. Mary
6. Tony (22nd)

April 27

1. Mary
2. Peggy
3. Lucinda
4. Susan
5. Julie

May 4

1. Susan
2. Peggy
3. Lucinda
4. Mike P.
5. Audrey
6. Pam (6th)

May 11

1. Audrey
2. Peggy
3. Lucinda
4. Vic
5. Brett
6. Darlene (13th)

May 18

1. John
2. Peggy
3. Lucinda
4. Sherry
5. Kathleen

May 26

1. Brett
2. Peggy
3. Lucinda
4. Ryan
5. Mike P.

June 1

1. Kasey
2. Peggy
3. Lucinda
4. Julie
5. Ryan

VAN BUREN HIGH SCHOOL DISCIPLINE POLICY

1. Minor Infractions - disruptive, discourteous, inappropriate behaviors and/or failure to be prepared for class.

A. Initial violations are to be dealt with by the classroom teacher. Teacher/student conferences are to be held and an anecdotal record is to be kept. The anecdotal record is to reflect the infraction, the date of the infraction, and steps taken by the teacher to resolve the problem. The guidance counselor is to be kept apprised of the situation and most likely will initiate student contact. If the problem is not corrected, the teacher is to contact parents involved and make them aware of the student misbehaviors. Students should not be removed from class, assigned detention, and/or sent to the guidance office for minor infractions until this procedure has been completed.

B. Repeated violations are those students who are repeatedly sent to the principal's office. The above-described interventions have failed to correct the problem and, therefore, there is a need for severe consequences. Disciplinary action imposed by the principal may include, but are not necessarily limited to, student conferences, parental contacts, detention, and/or suspension.

11. Major infractions are those offenses listed as Items 1-11 on the Van Buren Jr/Sr. High School Rules for Student Conduct. These violations may, and most likely will, immediately be sent to the principal's office for appropriate disciplinary action.

**HS DUTY ASSIGNMENTS
2014-2015**

CLASS SPONSORS

Freshman	Audrey Ekle/Wes Atwood
Sophomore	Kathleen Humble/Vic Combs
Junior	Susan Alarie/Ryan VanAusdall
Senior	Julie Chapuis/John Simmons

ORGANIZATION SPONSORS

Annual	Mary Sederburg
Art Club	Mary Sederburg
Football Cheer	Tonya Putnam
Wrestling Cheer	OPEN
Basketball Cheer	Mary Thomas
Concessions	OPEN
E.T.C.	Mike Hurley
F.F.A.	Shawn Peck
FCCLA	OPEN
Jr. High Play	Heather Charbonneau
National Honor Society	Ryan Van Ausdall
Rhythm Squad	Lacey Kirchner
Spanish Club	Kathleen Humble
Quiz Bowl	Kathleen Humble
Student Council	Kathleen Humble
Weight Room Supervisor	OPEN
YLC/JEL	Heidi Bainbridge
PROM	OPEN
LEO Club	Mike Johnston
Science Club	Amanda Schiller
Chess Club	Kathy Burchett
Garden Club	Sara Sprouse
X Box Club	Brett Cole

ACTIVITIES DIRECTOR

Greg Jones

ATHLETICS

Football	Mike Hurley (Varsity Head Coach) Zach Hornberg (Assistant) 9-12 Jason DeHart (Assistant) 9-12 OPEN (Grades 7/8) Mike Plecker (Grades 7/8)
Cross Country	Lucinda Moews Wes Atwood (Assistant)
Volleyball	Matt Zeitler (Varsity) 9-12 Amanda Philips (Assistant) 9-12 Jeni Wiley– (Grade 7-8)
Basketball (Boys)	Fred Parsons (Varsity) OPEN (Assistant) 9-12 Gary Loeffler (Grade 8) John Simmons (Grade 7)
Basketball (Girls)	Matt Zeitler (Varsity) OPEN (Assistant) 9-12 Eric Speer (7) Courtney Hornberg (8)
Wrestling	Richard Daugherty (Varsity) Brad Goehring (Assistant) 9-12 OPEN (Grade 7/8)
Track (Girls)	John Simmons (Varsity) Lucinda Moews (Assistant) 9-12 Amanda Philips (Grade 7 & 8)
Track (Boys)	Mike Hurley (Varsity) Gary Loeffler (Assistant) Ryan VanAusdall (Grade 7 & 8)
Golf	Dave Alvis
Baseball	Chad Scott (Varsity) Shane Begley Assistant 9-12 Mike Plecker (7 & 8)
Softball	Eric Speer (Varsity) OPEN (Assistant) 9-12 Andy Meek (7 & 8)

STUDENT GRADING PRACTICES

The Board recognizes the individual differences among student abilities, teaching abilities, classroom facilities, and other factors that may be influential in the determination of student grades. Consequently, grading practice will undoubtedly be influenced by subjective judgment. The Board, therefore, establishes the following guidelines to assist administration and staff:

1. The determination of student grade shall be based upon the following:
 - a. Individual effort;
 - b. Individual ability as demonstrated by prior work and as assessed by previous and present measurement.
 - c. Attendance;
 - d. Relationship to overall class achievement;
 - e. Citizenship.
2. Each instructor shall, at the onset of any course, explain the grading practices to be followed for the duration of the course. Such explanation shall be submitted in writing to the building principal by all secondary teachers.
3. In the event of withdrawal from a course prior to course completion, the following guidelines shall be observed.
 - a. Student is incorrectly placed as determined by the administration or instructional staff--no grade or notation of the course from which withdrawal occurs shall be entered on the student permanent record.
 - b. If withdrawal is granted at student or parental request during initial one week period of course--no grade or notation of the course from which withdrawal occurs shall be entered on the student permanent record.
 - c. Withdrawal for any reason during weeks two through three--the course shall be entered on the student permanent record, no credit shall be awarded, an entry shall be made indicating WF (withdraw failing) or WP (withdraw passing).
 - d. Withdrawal for any reason, other than administrative scheduling conflict, after week two shall result in the course being entered on the student permanent record and failing grade recorded for the involved semester. Withdrawal as a result of administrative scheduling conflict shall result in no student record entry.
 - e. Withdrawal from any course that is yearlong may occur at semester break without penalty or student record notation. Credit shall be prorated.

VAN BUREN HIGH SCHOOL **LOCKDOWN PROCEDURES**

If a situation develops where building occupant safety appears to be threatened from internal or external sources, the building principal shall declare heightened security be initiated through implementing lockdown procedures. Building personnel shall be notified of the need to go into **Lockdown** through an intercom announcement made by the building principal or his secretary. The intercom announcement **Lockdown** code shall be as follows:

“THIS IS A LOCK-DOWN “

Classroom Teachers

1. Return any students assigned to you from hallways and/or rest room areas.
2. Students absent from your classroom due to a pass to another classroom should remain in the pass reassigned room if being supervised by another teacher. Teachers are to conduct visual checks of adjacent classrooms to assure there are no students left in unsupervised locations. If an adjacent room has unsupervised students, such as those working independently in a computer lab, the unsupervised student(s) is to be placed into your supervised classroom. Notify the office, through the room intercom system, of any previously unsupervised students placed into your classroom.
3. Lock the classroom door and do not allow any student to leave the classroom until notified by the principal's secretary or building principal that the Lockdown has ended.
4. Attempt to conduct class as best possible to reduce student anxiety relative to why a Lockdown was declared.
5. Do not leave the classroom unattended. Office personnel will attempt to inform you of the situations as time and task demands best allow.

Principal's Secretaries

1. Contact the sheriff's office (293-3426) to apprise them of the situation and request law enforcement officers be dispatched to the building.
2. Turn off the bell system to better avoid students leaving designated classrooms during the time of heightened security.
3. Lock office door.
4. Accept incoming room intercom calls making note of previously unsupervised student locations and specific concerns needing to be addressed.
5. Remain in the principal's office for further assignment as determined by the building principal.
6. Escort students to assigned areas.
7. Contact Superintendent of Schools to appraise him of the situation and that a Lockdown has been declared.
8. Answer incoming telephone calls.

Guidance Counselors and Prep Period Teachers

Guidance counselors and prep period teachers will report to the principal's office. Joint decisions are to be made relative to; physical education classes notified of the need to go to the locker rooms for Lockdown procedures; notifying kitchen personnel of Lockdown needs; conducting visual checks of hallways; rest rooms and grounds with students located returned to their assigned location; and closing of fire doors.

Cafeteria Students/Personnel and Procedures

Students and personnel located in the cafeteria at the time Lockdown is declared are to go to the library. The librarian is responsible to lock entry/exit doors.

Custodial Staff

1. Lock all entry/exit doors with exception of library area which be locked by the librarian.
2. Head custodian is to remain in area of gym lobby doors to prevent non authorized entry and/or exits.

General

When asked by students what is going on after the lockdown procedures are underway, it may be answered with something such as “the principal has activated Lockdown procedures. I am not certain of the circumstances. It may simply be a drill but we need to remain in the classroom.”

Telephone usage during the time of Lockdown is restricted to office personnel only. There is to be no student or staff usage during this time period so as to better assure needed office personnel access.

Taken from Board Policy Code No. 501
VAN BUREN HIGH SCHOOL

RULES FOR STUDENT CONDUCT

The rights of students must be continuously respected and protected. However, our high courts have held that student's rights of expression cannot be exercised to disrupt the normal operation of the school. Nor does the exercise of the rights of expression permit interference with the lawful rights of others.

The ultimate objective of education in the Van Buren Community Schools is effective citizenship. To accomplish this, a learning environment conducive to the educational welfare of all students is needed.

Acts which disrupt the operation of the school, classroom, or which are disruptive to other student activity, or any school activity will not be permitted. No student or group of students may impede another's freedom to properly utilize school facilities and programs, or in any way impede educational or school-sponsored, supervised, or sanctioned activities.

Examples of offenses that constitute a breach of the rules of conduct of Van Buren Community Schools are listed as follows:

1. Use of profane or vulgar language and obscene gestures, or other acts of disrespect to teachers or staff of the schools; acts or statements that intimidate teachers or school staff members.
2. Use of profane or vulgar language and obscene, threatening or intimidating acts or gestures directed to other students.
3. Stealing or intentionally damaging or defacing school property or personal property of others.
4. Use or possession of alcoholic beverages on school property, during school time, or at a school activity.
5. Use or possession of dangerous drugs or chemicals which in the case of drugs, have not been legally prescribed for the users or possessors and, in the case of chemicals, are not being put to safe or normal use.
6. Appearance at school during a normal school day or at school-sponsored activity under the influence of harmful or dangerous drugs or chemicals or under the influence of an alcoholic beverage.
7. Carrying or concealing weapons as described in Board Policy 501.2. A copy of Board Policy 501.2 can be found on page 27 of the Parent/Student Handbook.
8. Refusal to identify oneself upon request by any member of the teachers or staff of the schools.
9. Participating in or sponsoring of any gambling device or game.
10. Leaving the school building or classroom without proper permission, being truant, and being chronically tardy. Walking out of a classroom without teacher permission will be treated in the same manner as when a student is "sent out" of class by the teacher.

11. Use or possession of tobacco on school property, during school time, or at any school sponsored activity, inclusive of activities such as athletic contests or plays or other activities at which the general public is in attendance.

Students are considered “on school time” from the time they arrive on the school grounds until they leave after school is dismissed. If students come back to the school grounds in the evening for a school activity, they are again on “school time” and “on school property.” School buses are “school property”, wherever they may be.

School activities are considered to be any party, picnic, tour, or related event held at or away from the school grounds and buildings in the name of the school or any of its organizations.

Any infraction of the above-listed rules may result in imposition of one or more of the following penalties:

1. Conference with the Counselor, Administration and/or Superintendent.
2. Detention
3. Conference with the parents and student
4. Suspension from school, and/or
5. Expulsion

On the first infraction of a simple act of use or possession of alcoholic beverages, students may elect to attend a substance abuse screening and/or evaluation in partial lieu of School disciplinary actions.

A school employee’s physical contact with the body of a student is justified if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain or if the employee uses reasonable force, as defined under section 704.1, for the protection of the employee, the student, or other students; to obtain the possession of a weapon or other dangerous object within a student’s control; or for the protection of property.

REVISED AUGUST 2014
OPERATING PROCEDURES FOR HS STUDY HALLS

1. Students are to bring study materials with them to study hall.
2. No talking without permission.
3. No one will be allowed to sign for the first 10 minutes unless they have a pass from a teacher to a classroom. (not to the library)
4. Only one boy and one girl at a time can sign out to the rest room, office, phone, lockers. Girls/Boys use the restrooms next to the study hall.
5. Students are to sit in assigned seats.
6. All passes must be filled out completely to be acceptable. Time, date, and signature must be that of a teacher.
7. Study hall teacher will write passes for the guidance office.
8. Lunch money, school supplies and phone calls must be done before school, between classes or lunch
9. Students must ask permission before signing out from study hall.
10. Students must remain sitting at the tables, not laying down on tables and **no sleeping**.
11. No studying together is permitted without written instructions from a teacher and then if okay with study hall teacher.
12. No one checks out the last 10 minutes of the period.
13. Only once to your locker per period.
14. No purses or book bags on the tables.

HS LUNCH SCHEDULE
2014-2015

11:36 – 12:01 P.M.

Health I/II, Ceramics/Drawing, Drafting, Study
Hall, Lit of Theme/Genre, English II, Pre-Calc.

18 MINUTE BREAK

12:19 P.M. – 12:44 P.M.

Algebra Part 1, Topics of Biology/Earth Science,
P.E., World History, MOC, Comp I/II

8 PERIOD DAY
HS CLASS SCHEDULE

1ST PERIOD	8:20 – 9:05 A.M
2ND PERIOD	9:09 – 9:54 A.M.
3RD PERIOD	9:57 – 10:42 A.M.
4TH PERIOD	10:45 – 11:30 A.M
5 TH PERIOD	11:33 – 12:44 P.M.
6TH PERIOD	12:47 – 1:32 P.M.
7TH PERIOD	1:35 - 2:20 P.M.
8TH PERIOD	2:23 - 3:08 P.M.
GUIDED STUDY	3:11 – 3:35 P.M.

HS TWO HOUR DELAY

CLASS SCHEDULE

1 ST PERIOD	10:20 A.M. – 10:51 A.M.
2 ND PERIOD	10:54 A.M. – 11:25 A.M.
5 th PERIOD	11:28 A.M. – 12:39 P.M.
3 rd PERIOD	12:42 P.M. – 1:14 P.M.
4 TH PERIOD	1:17 P.M. – 1:49 P.M.
6 TH PERIOD	1:52 P.M. – 2:24 P.M.
7 TH PERIOD	2:27 P.M. – 2:59 P.M.
8 TH PERIOD	3:02 P.M. – 3:35 P.M.

LUNCH SCHEDULE

11:28 -11:53 A.M. Health I/II, Ceramics/Drawing, Drafting, Study Hall, Lit of Theme/Genre, English II, Pre-Calc.

21 MINUTE BREAK

12:13 – 12:39 P.M. Algebra Part 1, Topics of Biology/Earth Science, P.E., World History, MOC, Comp I/II

WEDNESDAY EARLY OUT SCHEDULE

1 st period -	8:20 – 8:58
2 nd period -	9:02 – 9:40
3 rd period -	9:43 – 10:21
4 th period -	10:24– 11:02
6 th period -	11:05 – 11:43
5 th period -	11:46– 12:50
7 th period -	12:53– 1:31
8 th period -	1:34 – 2:12
Guided Studies -	2:15 – 2:35

LUNCH SCHEDULE

11:46 -12:11 Health I/II, Ceramics/Drawing, Drafting, Study Hall, Lit of Theme/Genre, English II, Pre-Calc.

14 minute break

12:25 – 12:50 Algebra Part 1, Topics of Biology/Earth Science, P.E., World History, MOC, Comp I/II