

V B M S

Van Buren Middle School Parent/Student Handbook



**405 4th Street
Keosauqua, IA
319-293-3803**

2015-2016

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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.

INTRODUCTION

Mission Statement

The mission of the Van Buren Middle School is for students to attend an environment which is safe and respectful, where they are guided to be independent, skilled, life-long learners.

Message from the Principal

Welcome to Van Buren Middle School! The entire staff would like to welcome you to a fun and exciting school year. Middle School is a time of change. You will begin the transition from an elementary student to a secondary student, and your responsibilities will increase. It is vital that you attend school regularly, complete all assignments, and strive to make good decisions. This will be an exciting year which will be filled with many new opportunities.

This handbook is intended to provide information about Van Buren Middle School. This handbook is designed to assist students in adjusting to our school and to be a constant reminder of school ideals, policies and procedures. We hope each of you have an outstanding year in which you achieve at the highest level possible, both academically and socially. Let's have a great year! GO WARRIORS!

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Accreditation and Affiliations

The Van Buren Middle School is fully recognized and accredited by the Department of Education for the State of Iowa. Membership is held in the Iowa High School Athletic and Music Associations, the Girl's Athletic Union and the Southeast Iowa Super Conference. The SEI Super Conference is made up of 21 southeast Iowa high schools with divisional competition created for many of the activities.

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of gender, race, religion, color, national origin, marital status or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is the Superintendent and can be reached at 293-3334. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Suite 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect during the school year and time of extracurricular activity program operation. 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.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of this handbook and are to comply with this handbook. Students or parents with questions or concerns may contact the principal for information about the current enforcement of the policies, rules or regulations of the school district.

STUDENT ATTENDANCE

Attendance Policy

Attendance is a complicated but extremely vital part of the functioning of any school district. Legislation passed now requires attendance until age 16 and makes parents responsible for non-compliance.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be regained. Regular attendance and being well prepared for class help students in school as well as prepare students for adulthood.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has received authorization from the student's parents.

Students participating in school activities must be in school at least periods 5-8 on the day of the event in order to participate in a school activity. The remaining half-day must receive an excused absence if participation is to be allowed. The principal ONLY under extraordinary circumstances may waive this rule.

Students are responsible for arranging to make up schoolwork. Students who know they are going to be absent prior to an absence must make arrangements with the office and their teachers in advance to make up schoolwork. Students, in general, have two days make-up time for each day of excused absence. Lengthy excused absences, four consecutive days or more, may require special make-up arrangements. Students are not allowed to make up schoolwork or to submit late schoolwork due to an unexcused absence.

VAN BUREN MIDDLE SCHOOL ATTENDANCE POLICY

Attendance is an extremely vital part of the functioning of our school district. Irregular attendance may lead to loss of interest, low or failing work and discouragement. There will, however, be occasions during the school year when it will be impossible for the student to be in attendance.

In order to be re-admitted to school after an absence, the student must present a written excuse signed by a parent, explaining the absence. The student will then be given a class admittance slip marked as excused or unexcused, which is to be presented to the teacher at the beginning of each class period.

Excused absences will be granted for the following: personal illness, family death, religious holidays, family vacations and emergency situations. If an emergency situation arises where the student had no advance knowledge of the need to be absent from school, parents of the student must contact the school on the day of the absence if it is to be excused.

If for any reason (other than illness or emergency situations) it is necessary that a student be out of school, it is important that prior notice be given to the principal. Parents are asked to write or call, making the principal aware of the planned absence. Five (5) day prior approval will be granted for medical and dental appointments, court appearances, and driver's license examinations. Other requests for absences may not be granted. Both parents and students need to weigh the importance of the planned absence against class work missed.

Vacation with Parents, Legal Guardian

1. Parents must notify the office at least one week prior to student leaving on vacation.
2. It is the responsibility of the pupil to obtain all assignments from his/her respective teachers and make arrangements ahead of time to complete work.
3. All days will be counted toward the 10 allowed absence days.

Unexcused absences include all absences not previously mentioned above. Students will be required to complete all work which was missed during an unexcused absence. Students may receive only partial credit for this work upon completion. Some examples of unexcused absences are: “Got in late, needed to sleep”; “Had to finish my homework”; “Car wouldn’t start”; Leaving school without signing out in the office; Oversleeping; Haircuts; Personal business; Shopping trips, Non-Family vacations. Three (3) tardies will count as one (1) absence for that class(es) and will go towards the 10-Day Absence Policy.

Truancy is defined as being absent without parent and/or office permission. Truancy is treated as an unexcused absence and typically results in detention or suspension.

Any absence, excused or unexcused, beyond ten (10) per class during a semester results in any additional absences that semester being recorded as unexcused with no make up opportunity. Parents may request a conference with the building principal if they believe extenuating circumstances should be considered in determining whether an exemption to the ten (10) day policy should be granted. Days of student absence which will not be counted as a part of this ten (10) day policy are: student subpoena to appear in court; the student is hospitalized; and the student is participating as a representative of the school in school sponsored activities.

Parents are requested to telephone the school (293-3803) in advance of or on the day of a student absence. Please call between 7:45 a.m. and 9:00 a.m. on the date of each absence unless prior arrangements have been made with school officials. Parents failing to call the school by 9:00 a.m. will be, if possible, contacted by the principal’s office by noon on the day of an absence to verify the absence and reason for the absence.

The Van Buren Middle School Attendance Policy can be found on page 2 of this handbook. Questions regarding this policy and/or its application should be directed to the Principal.

Closed Campus

The Middle School operates under the closed campus concept. Students are not allowed to leave school grounds once they have arrived at school unless it is a part of their approved educational program or the student has obtained office permission. If leaving during the school day for any reason other than your approved course of study, you must obtain office permission and sign out prior to leaving.

The closed campus concept also applies to time designated as the lunch period. Students waiting for buses after school must remain on campus. Students who leave the campus at dismissal time and then come back on to the campus will be denied bus-riding privileges on that afternoon. You must remain on campus if you are going to ride a bus home. Failure to abide by closed campus rules may result in further disciplinary action (detention/suspension).

Inclement Weather

If necessary to cancel school due to inclement weather or other emergency situations, attempts will be made to notify the following T.V./radio stations:

KTVO	Channel 3	Kirksville/Ottumwa
KIOA	Channel 13	Ottumwa
KHQA	Channel 7	Hannibal/Quincy
KMEM	96.7 FM	Memphis
KMCD	1570 AM	Fairfield
WHO	1040 AM	Des Moines
KBIZ	1240 AM	Ottumwa
KXOF	106.3 FM	Bloomfield

Parents/Guardians who have signed up for the Code Red Notification System will be notified automatically by phone and/or e-mail. For additional information on the Code Red notification System, please call the office.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student’s school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early will be canceled and re-scheduled.

School Day

The Van Buren Middle School will operate on the following schedule:

8:16 – 9:00	1 st period
9:03 – 9:47	2 nd period
9:50 – 10:34	3 rd period
10:37 – 11:02	Intervention Block
11:05 – 11:30	LUNCH
11:33 – 12:17	4 th period
12:20 – 1:04	5 th period
1:07 – 1:32	Intervention Block
1:35 – 2:12	6 th period
2:15 – 2:52	7 th period
2:55 – 3:32	8 th period

Lunch Schedule

Students will eat lunch 11:05. Students will be allowed 25 minutes for lunch period. Students are expected to report immediately to the lunch area. When students have finished eating, they will be allowed free time. This may be in the cafeteria, gym, wrestling room, or outside, depending on weather conditions. Students are not allowed to be in unsupervised areas of the building during this time. Students are not allowed to go to their lockers unless they are getting a coat for outside. Students are expected to be respectful and quiet during this time so they do not disrupt classes which may be in session. Students will not be allowed to use restrooms at the beginning of 4th period in most cases. Students are expected to use free time after eating so they do not miss class time.

STUDENT HEALTH, WELL-BEING AND SAFETY

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by authorized personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, address and telephone number of the physician; and potential side effects of the medication.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There has been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the Superintendent's office.

Emergency Drills

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

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

Health Screening

Throughout the year, the school district may sponsor health screening for vision, hearing, scoliosis and height/weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. Upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions in regard to this requirement should contact the attendance center office or school nurse.

Physical Examinations

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to participate in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

School Nurse

The district employs a full time school nurse and has responsibilities shared between the two attendance centers. The contracted time runs concurrent with days of student attendance. The Middle School nurse's office is located on the second floor in room 200.

The nurse's daily schedule is established on an annual basis. Students in need of these services should advise the attendance center secretary to determine appropriate procedures.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the building principal and school nurse at 293-3183 as its Level I investigators.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 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, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to office records. If deemed necessary by the nurse or principal, an ambulance may be requested for medical assistance. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

Student Insurance

Student insurance is available to all students. Information relative to insurance and the protection it provides will be available to interested parties at the time of fall registrations. Purchase of insurance is optional. Parents of students involved in athletic programs must sign a waiver stating they are covered by adequate insurance if they choose not to purchase insurance available through the school

STUDENT ACTIVITIES

Activity Tickets

Students may purchase a student activity ticket for admission to most school district home athletic events. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. The activity ticket can be purchased in the office and offers considerable cost savings from normal admission prices. Students who choose to attend events without paying will be asked to leave immediately.

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office for a study hall while the assembly is being conducted.

Dances

School-sponsored dances must be approved by Administration. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students at school dances. Students violating school district policies, rules, or regulations will be asked to leave the dance and school grounds and may be subject to further discipline by the school.

School - sponsored dances are for students attending Van Buren Middle School only. Students must dress appropriately and follow the student dress code.

Extra/Co-Curricular Programs

A wide variety of extra/co- curricular programs are offered to Van Buren students. These programs are designed to offer opportunities for exploring, developing, and widening the student's range of interest and to help the student develop leadership and poise.

Eligibility for participation in the athletic program is governed through use of the later described Academic Status Report system. Athletes and co-curricular program participants must be in school at least periods 5-8 on the day of an activity, or have prior administrator approval, if they are to be eligible for participation in any activity scheduled for that day. The remaining half-day must be recorded as an excused absence if participation is to be allowed.

Students are not allowed to participate in the athletic portion of the activities program until they have completed a physical exam and have purchased insurance or have a parent- signed waiver of insurance coverage. An activity bus schedule and a copy of the Athletic Training Regulations are given to the student/athlete at the start of each sport.

Field Trips

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Science Fair, Mock Trial, and other school sponsored trips - Students must be academically eligible to attend these events. Students that are over the 10 day attendance policy will not be eligible for trips. Students on the missing assignment list may be excluded from field trips as determined on a case by case basis. Sponsors may add additional expectations for participation. Students will be notified of these expectations prior to the trip.

Prior to attending a field trip, students may be required to submit a note signed by the student's parents/guardian granting permission to attend.

School-Sponsored Student Organizations

School-sponsored student organizations are those which are recognized by the school district and Board of Education. Participation in these organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or revoked for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the principal at least two weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the Principal or Activities Director prior to spending the money raised. Fund raising for non-school events and organizations on school grounds is not allowed at any time.

Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor and the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Code No. 504.2R

ATHLETIC TRAINING REGULATIONS – GOOD CONDUCT RULE

PHILOSOPHY

It is the philosophy of the Van Buren School Board, administrators and faculty that students represent their school in a positive manner at all times in and out of the school setting. It is reasonable to expect each Van Buren Student to conduct himself or herself at all times in a proper and legal manner as this behavior is reflective of the district. Students also serve as role models for peers and younger students; therefore their attitudes and actions have an impact on others.

We believe that participating in any Extra-Curricular Activity and school event is a privilege. Those who participate are expected to maintain high standards of behavior. It is also our belief that through an educational treatment program and/or community service, students can learn how to change their behavior so as not to repeat violations of the Good Conduct Policy. This policy will afford students with the opportunity to have a positive learning experience as a participant in the activities or program.

CONDUCT RULE

Students who participate in extracurricular activities and school events are representing their school and are therefore expected to conduct themselves in a manner that represents the ideals, principles and standards of the Van Buren Community School District as detailed in the district policy and Iowa Code. Students who fail to represent the school in an acceptable manner will be subject to disciplinary procedures as set forth in the guidelines below. This policy is in effect and applies to student conduct 365 days a year for all students beginning the summer after their 6th grade year through the summer of their 12th grade year.

A student may lose eligibility under the policy for any of the following behaviors:

- Possession, use or purchase of tobacco products, regardless of the students age;
- Possession, use or purchase of alcoholic beverages as defined by Iowa Code 123.3;
- Being in a car or in attendance at a function/gathering/party where alcohol or other drugs are being consumed illegally by minors**;
- Possession, use or purchase of illegal drugs, prescription drugs not prescribed for you, or look-alike drugs (such as, but not limited to, salvia, k2, spice, etc);
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses and misdemeanor hunting/fishing violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act (stealing, damage to school property or that of school personnel, etc);
- Exceedingly inappropriate or offensive conduct toward others; such as assaulting staff or students, insubordination (talking back or refusing to cooperate with authority), hazing, or harassment of others;
- Inappropriate or offensive behaviors that are not conducive to a high quality extra-curricular program or fail to represent the school in a manner acceptable to the coach/sponsor and school administration.
- Electronic communications, including but not limited to, email, internet-based communications, cell phones, and text messages, that either (a) materially and substantially disrupt appropriate school discipline or reasonably can be expected to do so; (b) interferes with the rights of others to participate in the educational process; (c) threatens conduct which would endanger the health, safety or well-being of students, school personnel, or volunteers; or (d) advocates illegal activity. The conduct prohibited by this policy is in addition to the conduct prohibited by the district's anti-bullying policy.
- Maintaining or posting on a website, social network page, blog or other form of communication that disparages the district, its students, or its staff or which depicts illegal or inappropriate behavior will be considered a violation of this code.

****If a student finds him/herself in a situation (vehicle, room, function, gathering, party, etc.) where alcohol or other drugs are being consumed illegally by minors, the student's options are:**

1. Leave the situation immediately

Or

2. Stay and risk the loss of eligibility as determined by the Good Conduct Policy

CONSEQUENCES

A student who is found to be in violation of the Good Conduct Policy will be deemed ineligible for a period of time as described below.

Ineligibility means that the student who is declared ineligible will be prohibited from making any public appearance on behalf of the school; athletics, any extra-curricular performances, organizations, or honorary offices (including Queen/King candidates and attendants). He/She may not attend any school sponsored dances (including prom and homecoming) or go on any school sponsored trips other than class required field trips.

1 st Offense	20% of contest/performance dates (ie; if a double header or two matches would occur on one day this would count as 1 missed contest/performance) OR 10% of contest/performance dates if the student elects to attend either 1) a 6 hour Substance Abuse Training Course, if the offense is alcohol, tobacco, or drug related or 2) 6 hours of approved education program if the offense is violence, bullying/harassment related.
2 nd Offense	50% of contest/performance dates OR 30% of contest/performance dates if the student elects to participate in either 1) a Substance Abuse evaluation or other approved evaluation service, if the offense is alcohol, tobacco, or drug related or 2) a mental health evaluation if the offense is violence, bullying or harassment related.
3 rd (or subsequent) Offense	12 calendar months of ineligibility

Number of Contest /Events for each activity and ineligibility period: See Activities Table.

PROBATION

For any student transitioning from Middle school (8th grade) to high school (9th grade) with code of conduct violations they will experience a probationary period during their 9th grade year beginning during the summer of their 8th grade year and extending through the end of the school year of their 9th grade year. If the student receives no conduct violations during this probationary year all violations from middle school will be expunged from their record. If they receive ANY violations of the conduct policy during this probationary period ALL middle school violations will transfer to high school.

COMMUNITY SERVICE- For activities only having one performance or trip per year the student may “work-off” their ineligibility by performing 15 hours (1st offense) or 30 hours (2nd offense) of community service. Service must be approved by administration and the proper forms must be completed and signed by a supervisor before eligibility can be regained.

INELIGIBILITY- Ineligibility begins immediately for any student currently engaged in any extracurricular activity in violation of this policy. If a student is not currently in an activity, or if the discipline cannot be completed during the current activity, the discipline will be carried over and completed with the next activity. An ineligible student will attend all practices and rehearsals at the direction of the coach/sponsor, but will not be allowed to participate or wear team uniforms in competitions or performances. However, if a student drops out of an activity prior to completion of the period of ineligibility, the discipline will be applied to the next available activity. Eligibility begins at the completion of 6th grade and extends through the summer after graduation. Ineligibility will continue through any appeals process.

SERVING- If a student is involved in concurrent activities the student will be deemed ineligible from all activities until they have regained eligibility. The student will regain eligibility based on their predominant activity level; ie JV or Varsity.

TRANSFER- If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Policy in the previous district, the student shall be ineligible until the full period of ineligibility has been completed. The full period will be based on the previous schools policy with consideration given to the Van Buren School District policy. The administration

has the authority to determine the length and severity of ineligibility when the policies do not correspond. The determination shall not be a shorter time period than the shortest time period stated between the two schools.

DUE PROCESS

The following procedure is set up to ensure that all students are afforded due process:

1. The Activities Director and/or Administrator will meet with the student and listen to his/her possible involvement.
2. If a student admits to being involved, the parents will be notified of the appropriate discipline.
 - a. Student will call parent in the presence of the school official and relate the circumstances to the parent, if student refuses then school official will call the parent.
 - b. When the parent cannot be reached by phone, then a notification letter will be sent via email or U.S. Mail for the parent to sign and acknowledge they have seen the letter by signing it and returning it. Parents have the option of calling rather than returning the letter.
 - c. If the letter is not returned or a phone call received from the parents, then the school will consider the notification process complete, discipline enforced, and a notification letter will be sent via email or U.S. Mail.
3. If a student denies involvement, a committee consisting of the coach/sponsor, activities director and the building administrator will meet with the student and the student's parents, when possible, to further explore the violation. If the committee decides that it can be reasonably determined that the student was involved in behaviors that violate this policy, administration will notify the student and parents of the decision regarding the discipline.

Ineligibility begins immediately for any student currently engaged in any extracurricular activity in violation of this policy and will continue through any appeals process.

APPEALS PROCESS

1. Any student who is found by the committee to have violated the Good Conduct Policy may appeal by contacting the superintendent within 3 business days of being advised of the violation. The discipline will be in effect pending the superintendent's decision.
2. If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session. The grounds for appeal to the school board are limited to the following; (a) the student did not violate the policy; (b) the student was given inadequate due process in the investigation and determination; (c) the discipline is in violation of the Board Policy. The discipline will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the committee, the student shall be immediately eligible and have any record of the ineligibility period and violation deleted from the student's record.

REPORTING VIOLATIONS OF GOOD CONDUCT POLICY

The activities director and/or administrator will make the determination if a student has violated the Good Conduct Policy or deemed to be in violation by any or a combination of the following:

1. Charged by law enforcement
2. Student admits to violating one of the items in the Good Conduct Policy
3. Witness of violating one of the items of the Good Conduct Policy by one or more staff members or numerous credible witnesses on or off campus.
 - a. Staff members will notify the student of the misconduct immediately upon witness.
 - b. Staff member will then notify the athletic director or building administrator of misconduct.

The coach/sponsor of any activity may issue additional requirements for their specific activity. These rules shall be presented to each student participating in the extra-curricular activity at the start of the "season" and a copy filed for approval with the activities director and building administrator.

ACTIVITIES TABLE

Event	Number of Performances	1 st infraction- 20%	2 nd Infraction- 50%
Baseball	25	5	13

Softball	25	5	13
Football	9	2	5
JV Football	8	2	4
Cross Country	9	2	5
Volleyball	14	3	7
Volleyball JV	11	2	6
V. Boys Basketball	21	4	11
V. Girls Basketball	21	4	11
JV Girls Basketball	12	2	6
JV Boys Basketball	13	3	7
Wrestling	14	3	7
Boys Golf	12	2	6
Girls Golf	11	2	6
Boys Track	10	2	5
Girls Track	12	2	6
JH Baseball	12	2	6
JH Softball	12	2	6
JH Cross Country	7	1	4
JH volleyball	8	2	4
JH Football	6	1	3
JH Boys Basketball	10	2	5
JH Girls Basketball	10	2	5
JH Wrestling	7	1	4
JH Boys Track	7	1	4
JH Girls Track	7	1	4
Wrestling Cheerleading	14	3	7
Football Cheerleading	9	2	5
Music/Flags	20	4	10

Dance Team	1- State competition	15 hours of community service	30 hours community service
Clubs/Activities*	Varies	15 hours of community service	30 hours community service

*Including but not limited to: Spanish Club, National Honor Society, YLC, Student Council, Art Club, ETC, Ag Club, FCCLA, Silver Cord Club, and Weightlifting Club

Date of Adoption: March 11, 1998

Date of Review: March 16, 2011

Date of Revision: April 20, 2011

STUDENT RECORDS

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. A complete copy of the school district's policy on student records or the procedure for filing a complaint can be accessed by contacting the building principal.

Directory Information

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

STUDENT RIGHTS AND RESPONSIBILITIES

Book and Lab Fees

Book and lab fees are determined on an annual basis by the Board of Education. Books must be returned at the end of the class. If books are not returned or have been damaged beyond normal wear and tear, students are charged in accordance with the adopted fines schedule.

Building Boundaries

Middle School students are expected to be only in the middle school portion of the building unless transitioning to a classroom. Students are to use only the north staircase. Students are expected to use only the middle school restrooms when possible. Students must have permission from a teacher to pass into the high school portion of the building unless transitioning to a classroom. Students are to load buses immediately at the conclusion of the day or report to the teacher on bus duty. Students are not allowed to mingle in front of the building, in the gym lobby, or on the bottom floor. Students who violate these boundaries and expectations will be subject to disciplinary action as deemed appropriate by the building principal.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be disciplined and required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work,

copying from other sources, or similar cheating is not tolerated. Student violations may result in disciplinary action, considered to be in violation of the good conduct policy, and/or loss of class credit.

Citizenship

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Public Display of Affection

Public display of affection (PDA) demonstrates lack of integrity and self-respect on the part of the students who display such actions. Students are not to hold hands, hug, or otherwise display affection. These offenses shall be referred to the principal, and the parent may be contacted. Consequences will be assigned accordingly.

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Students are prohibited from wearing clothing that shows cleavage. The following are also inappropriate: low-cut tops, spaghetti straps, halter tops, tops that leave one or both shoulders bare, strapless tops, tube tops, extremely short skirts, dresses, or shorts. Blouses, tops, and shirts must cover the waistband of the bottom clothing apparel while in both the standing and sitting position. Students are not to wear head coverings in the building such as hats, caps, dew rags, bandanas, or other head coverings. Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors, including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Sunglasses are not permitted without a doctor's note.

While the primary responsibility for appearance rests with the students and their parents, the administration and teachers reserve the right to judge what is proper and what is not. When in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety; the student may be required to make modifications. Modifications may include covering or changing the appearance or dress.

Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal.

Fines Schedule

The fines schedule for lost and/or damaged school materials is as follows:

Textbook Replacement	Year 1	Replacement Cost
	Years 2-5	Five Year Pro-Rated Cost
	Years 6 and Beyond	Six Year Pro-Rated Cost
Textbook/Library Book Damage	Torn Pages	\$.25 Per Page
	Minor Damage	\$4.00
	Factory Repair Needed	\$6.00
Workbook/Practice Sets	Year 1	Replacement Cost
	Years 2-3	Three Year Pro-Rated Cost
	Year 4 and Beyond	\$2.00
Library Books	Over-Due Books	Check Out Privileges Lost Until Corrected
	Over-Due Reference	Check Out Privileges Lost Until Corrected + \$1.00
	Lost/Major Damage	Full Replacement Cost As Determined By

Padlocks

\$4.00

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; possessing or using tobacco, tobacco products or look-a-like substances is prohibited. Weapons including bullets, shells, slugs, ammunitions are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy will be contacted, the students may be suspended or expelled and may be reported to law enforcement officials.

Search and Seizure

All school property is held in public trust by the Board of Directors. School authorities may conduct a search of students, lockers, desks,, automobiles, or work areas if reasonable suspicion warrants such a search. School authorities may seize any illegal contraband found in said search and may report or turn over said contraband to local authorities. Lockers may routinely be inspected as part of the maintenance program. Students will be given prior notice of such inspections whenever possible.

If there is reasonable evidence of dangerous material in the building, local law enforcement officials may be notified and asked to conduct a search of the facility. Contraband found in such a search will be turned over to authorities for further investigation and possible charges.

Interferences in School

Students may not possess radios, televisions, water guns, laser lights, toys, game boys, electronic games, and other similar items on school grounds or at school activities. Violators are subject to disciplinary action. The items may be taken away from the student and returned to the parent at a later date.

ANTI-BULLYING/HARASSMENT POLICY

IASB POLICY REFERENCE MANUAL - 2012

Code No. 104

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited. This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student's person or property;
2. Has a substantially detrimental effect on the student's physical or mental health;

3. Has the effect of substantially interfering with the student's academic performance; or
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

1. Repeated remarks of a demeaning nature;
2. Implied or explicit threats concerning one's grades, achievements, property, etc.;
3. Demeaning jokes, stories, or activities directed at the student; and/or,
4. Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,

The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or, requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action. Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. *IASB POLICY REFERENCE MANUAL - 2012*

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal, or designee, will be responsible for handling all complaints by students alleging bullying or harassment. The building principal, or designee, will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

Inclusion in the student handbook,

Inclusion in the employee handbook

Inclusion in the registration materials

Inclusion on the school or school district's web site, <http://www.van-buren.k12.ia.us/>, and a copy shall be made to any person at the central administrative office at 405 4th Street, Keosauqua, IA 52565.

Note: For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #3 – September 27, 2007.

Legal References: 20 U.S.C. §§ 1221-1234i (2010).

29 U.S.C. § 794 (2010).

42 U.S.C. §§ 2000d-2000d-7 (2010).

42 U.S.C. §§ 12001 *et. seq.* (2006).

Iowa Code §§ 216.9; 280.28; 280.3 (2011).

281 I.A.C. 12.3(6).
Morse v. Frederick, 127 S.Ct. 2618 (2007)
Cross References: 502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

Cellular Telephones/Music Players

While students may bring music players to school, they are not to be in classrooms or hallways during the school day. They are to be kept in lockers during the school day. If these items are found on a student, the item may be held in the office. A parent/guardian may be required to pick up the item in the office.

Students will be allowed to carry cell phones during the school day. Phones should be turned off or on silent. If a student's phone causes a disruption during class, discipline may result and the phone may be confiscated by the staff member. On the **first infraction**, the student may pick-up the phone at the end of the school day and the parent will be contacted. On the **second infraction**, a parent or guardian will be contacted and they will need to make arrangements for the phone to be picked up. On the **third infraction**, a detention will be issued and a meeting with the parent, student, and administration may be set up to discuss the issue. Middle School students will be allowed to use their phones during lunch period if they are not at the study table.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least two days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the building principal.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
 - commit unlawful acts;
 - violate school district policies, rules or regulations;
 - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - disrupt or interfere with the education program;
 - interrupt the maintenance of a safe and orderly atmosphere; or
 - infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

STUDENT SCHOLASTIC ACHIEVEMENT

Honor Roll

Middle School students meeting established criteria can qualify for the Honor Roll. The requirements for "A" Honor Roll are a grade point average of 3.67 and above. The "B" Honor Roll requires a grade point average of 3.00-3.66. This is determined after each grading period.

Academic Status Reports

Parents of students in danger of failing course work and/or losing activities program participation are advised of the academic deficiency through written notice. The mailings are made at regularly scheduled intervals and are based upon information submitted by teachers.

**VAN BUREN MIDDLE SCHOOL
ACADEMIC STATUS REPORTS TO PARENTS REGARDING
IMPENDING COURSE FAILURES AND ELIGIBILITY IMPLICATIONS**

Eligibility standards for participation in the Van Buren Middle School extra/co-curricular programs are established as follows.

If a student is in danger of losing eligibility for participation in extra/co-curricular activities, written notice will be given parents. These notices will occur throughout the grading period of each quarter and will be given at the following approximate time intervals. Notices will be sent if eligibility is endangered and also if students have missing assignments which are sufficient enough to adversely affect the student's grade.

Time lines for notices:

Week 3 -- written notice sent to parents by way of academic status report

Week 6 -- written notice sent to parents by way of academic status report

Week 9 -- written notice given parents by way of grade cards

If a student receives two consecutive failing, or in danger of failing notices, such as week 3 and week 6, and those notices are for the **same** class, eligibility will be lost. Eligibility can be regained at the time of the next reporting, such as week 9, if the student does not receive a third consecutive failing or in danger of failing notice for the **same** class. Once eligibility is regained, the cycle will start over.

Students receiving an **F** grade for any class at the end of quarters one through three, or the first semester, will lose eligibility until the next mailing of notices. The next notices would be those which occur at week 3 of the next quarter. If the student does not receive a week 3 failing or in danger of failing notice relative to the class failed during the previous quarter, eligibility would be regained at that time.

Students entering the **7th grade** in the fall would automatically be eligible and would then fall under the previously described eligibility policy.

Course failures which occur at the end of the fourth quarter grading period will also have an effect on grades **7th and 8th** students participating in school sponsored extra-curricular summer programs. An F grade for the fourth quarter for any class taken will result in automatic loss of three baseball or softball games. The student/athlete would automatically become eligible for the remainder of the summer sports program once the game suspensions have taken place.

The student will regain eligibility for activities when the fall quarter begins and grades will be reevaluated after the three week and six week reporting period of the first quarter. If at either time the student is failing **any** class he/she will be ruled ineligible for the remainder of the first quarter.

If a student sits out during the summer they must complete the summer activity season in good standing with the coach/sponsor or the ineligibility carries over to the fall season.

If a student is not active in summer activities they will be deemed ineligible until the three week grade report is compiled in the first quarter. If at the three week reporting period they are failing **any** class they will remain ineligible for the remainder of the quarter.

These policies for each of grades 7th and 8th will be utilized in determining eligibility for all extra/co-curricular activities. Extra/co-curricular activities are defined as those occurring outside the school day and which are not a normal extension of classroom programs.

Questions regarding the interpretation and/or application of this administrative policy should be directed to the Middle School Principal or Activities Director.

Grade Reports

Teachers explain the method used in arriving at student grades at the beginning of each course. Grades are issued to students each nine weeks using the letter grading system of A, B, C, D, or F. Nine week grades give indication of progress made up to that point. Successful course completion and awarding of course credits are arrived at through an entire semester or 18 weeks of satisfactory progress.

Assignments

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. All assignments are required for the student to receive credit for the course. Students who are missing assignments at the end of a quarter will receive an incomplete. After 5 school days, the incomplete will change to an "F" if assignments are not turned in. Failure to complete homework may result in loss of class credit and a failing grade in the class.

Wednesday Work Night

Students at VBMS are required to complete every assignment given by their instructors. Students who have missing assignments will be invited to stay at an after school study hall on Wednesday evenings. The study hall is an outstanding opportunity for students to seek individual help from their teachers. The study hall will begin at 3:35 and will end at 5:00. Parents will be contacted by the office to seek permission for student attendance prior to after school study hall.

Talented and Gifted Program

A State recognized Talented and Gifted program is available to Van Buren students. Additional information regarding Talented and Gifted program operation can be obtained by contacting the program coordinator and/or guidance counselors.

Standardized Tests

Students are given standardized tests annually. These may include the Iowa Assessment and MAP assessments. These tests are generally administered in the fall and spring of the school year and are used to determine academic progress for individual students, for groups of students and for the school district. All students must participate in standardized testing.

Great Prairie AEA

Great Prairie AEA staff will be available to partner with Van Buren School District staff members to provide the best education possible for your child. These Great Prairie AEA staff includes, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*.

If you have questions and/or concerns about these services, please the Regional Special Education Director at the AEA at 1-800-382-8970, ext. 5403.

MISCELLANEOUS

Bus Transportation

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any request to ride a bus or a different bus must be made in writing by the parent, approved by an administrator and submitted to the bus driver upon boarding the bus. Students will be allowed off the bus only at designated sites such as school, home, or other authorized locations. The driver is in charge of the bus and its occupants at all times and therefore riders must comply with driver requests.

Due to budgetary reasons, the Van Buren School District will no longer be operating an activity bus to transport students after practice. Transportation will be the responsibility of the students and their parent/guardian. Students are encouraged to carpool when possible to assist families.

Van Buren Community Schools Bus Conduct Rules

- 1 Pupils are under the authority of the bus driver.
2. Your bus operates on a time schedule. Be ready to board bus at the time of arrival. The bus cannot wait, so please be prompt.
3. Pupils should remain seated while the bus is in motion.
4. Pupils are not to extend hands, arms, or head out the window.

5. Pupils should converse in normal tones -- loud or vulgar language is prohibited.
6. Pupils shall not open windows without permission of bus driver.
7. Pupils shall keep the bus interior clean.
8. Each pupil shall go directly to a seat upon entering bus.
9. Rough housing in any manner, on the bus, is prohibited.
10. Pupils shall not throw any objects in the bus or out the windows.
11. Pupils shall keep feet off seats.
12. Defacing or vandalism will result in repair costs billed to the student responsible.
13. Students are not to tease, pick on, or harass other riders.
14. Enter and leave the bus in an orderly manner.
15. The school bus and driver are important to receiving an education. Please try to make any bus riding experience a happy one for you and pleasant for others.
16. Any student wishing transportation on a school bus other than his/her regularly assigned bus must have written parental or guardian permission to do so. This permission must bear the signature of a parent or guardian and be presented to the bus driver upon boarding the bus. The permission slip must also be signed by a school administrator.

Violation of the bus rules typically result in the following consequences. Steps may be skipped or modified depending on the severity of the incident and special circumstances.

1 st Violation	Warning, parent contacted
2 nd Violation	up to 3 days off all buses, parent contacted
3 rd Violation	up to 5 days off all buses, parent contacted
4 th Violation	up to 10 days off all buses, parent meeting with principal/transportation director
5 th Violation	up to 20 days off all buses, parent meeting with principal/transportation director

Cafeteria and Lunch Period

Student lunches which conform to Federal and State requirements for hot lunch programs are served in the cafeteria. The menus change daily and are planned to give maximum nutrition at minimum cost while utilizing to the fullest extent the government commodities. Menus are posted in the office. Payment for meals may be made in the office before school. Students are to abide by the following lunch period regulations:

1. At the beginning of the designated lunch period students are to proceed to the serving line. Orderliness must prevail at all times whether in the serving line or at the tables in the cafeteria.
2. **All** food and drink must be consumed in the cafeteria and cannot be taken outside or into other parts of the building.
3. After eating, students are to pick up after themselves and return items to the return window while properly disposing of waste materials.
4. If time is available prior to the scheduled return to class, students may remain in the cafeteria, or go outside to designated areas. All other areas are off limits during the lunch period.
5. Students bringing lunch from home are to eat it in the cafeteria.
6. Students are not to borrow from another student.
7. Family lunch account balances will be monitored daily. If a student's account in more than -\$10.00, an alternative meal will be provided. Questions concerning this policy should be directed to the building principal.

Each student is offered 5 components at lunch:

- 1 Meat/Meat Alternative
- 2 Grain
- 3 Veggie
- 4 Fruit
- 5 Milk

For a reimbursable meal, the student **MUST** have at least 3 components (not items). 1 of those components has to be a **FULL SERVING** of Fruit or Veggie which is 1 cup for 6-12th grade. Since we are offering a Fruit Bar and Veggie Bar, students choose from their options. Students may also mix their fruit choices or their veggie choices in order to meet this requirement. Students are **NOT** allowed to choose only 1 item, such as a sandwich, without having a complete meal. Students may purchase extras only while going through the lunch line the first time.

Discipline Policy

All students have rights guaranteed to them by the Constitution of the United States of America. However, it must be remembered that in society rights are restricted and are not unlimited. The doctrine, *en loco parentis*, does give power to teachers and administrators to exercise reasonable restrictions upon these rights.

One of the most important lessons education can teach is discipline. While it does not appear as a subject taught, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

A detention system makes up a part of the Middle School Discipline Policy. When a student is assigned a detention, he/she is notified they must make arrangements to remain after school. An appropriate notice of the detentions must be given to allow the student to make arrangements to get home. Detentions may be assigned any school day Monday through Friday. The obligation of serving a detention takes precedence over bus transportation, after school activities, student employment or any other activity. Failure to report to detention may result in additional detentions and/or suspension.

It is expected that all students have a clear understanding of proper behavior, but there may be times that some students misbehave. The principal will determine appropriate consequences for misconduct which may include the following: lunch detention, before or after school detention, in school or out of school suspension, or recommendation for expulsion. The following are examples of consequences for misbehavior.

Swearing – sent to office

Detentions and or Suspension

Swearing at or disrespect toward staff member

Detention and or Suspension

Excessive talking or disruption of class– sent to office

Detention

1-3-5 policy

1st time – remainder of class period in office

2nd time – 1 - 3 class periods in office

3rd time – 1 - 5 class periods in office

Leaving grounds during school day without permission

1st infraction – One half day suspension

Repeated infractions – whole day or multiple day suspension

Truancy

Detention and or Suspension

Vandalism

Fine of a least \$10 dollars

Suspension

Late to school (excess of 3 per semester)

Detention

Tobacco, alcohol, or controlled substance on grounds or at school event

Suspension or enroll in the alternative to suspension program. Parents contacted as soon as possible and law enforcement may be called.

Fighting - Automatic out of school suspension. Number of days is dependant on circumstances.

“Inside Status Only” (Students may have their outside privileges suspended and be required to remain inside the building throughout the school day).

“Loss of Hall Privileges” (Students are not allowed in the halls unsupervised except between classes).

During the time that students are under suspension, they are not permitted to be on school district property or in attendance at any school events, either at home or away.

Guidance and Counseling

The door to the guidance office is always open to students. Parents are also welcome to confer with school counselors at their convenience. Confidentiality is maintained by the employees involved in the guidance program. The purposes of the guidance and counseling programs are to:

1. Assist each student in getting the most from actual class work.
2. Assist students in finding a place in the extra curricular program.
3. Assist each student in planning for his or her life's work.
4. Assist each student with his or her personal problems.
5. Administer intelligence, aptitude, interest and achievement tests to help students realize their capabilities.

Human Growth and Development

Senate File 2094 mandates each district to provide instruction in human growth and development. This instruction includes materials regarding human sexuality, self-esteem, stress management, interpersonal relationships, and acquired immune deficiency syndrome, as required in Section 256.11, in grades seven through twelve.

The Van Buren plan for compliance utilizes infusion of mandated content into existing courses at grades 7 & 8 with separate course offerings of Health I and Health II at the high school level.

The Human Growth and Development curriculum and instructional materials are available for public inspection. Parents who object to any content may make a written request to be exempted.

Much of the content mandated by Senate File 2094 has been taught in the Van Buren School District for a number of years and, therefore, is not new. These materials have been taught and will continue to be taught in a professional manner. If, however, you have concerns or questions regarding Van Buren's plan of implementation, feel free to contact the Principal's office.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

Lockers

When assigned a locker anywhere in the building, it is understood you assume all responsibility for its contents and condition. Student lockers are provided for the use and convenience of students but remain under the jurisdiction of the school. School personnel may hold periodic inspection of all lockers and therefore only school issued padlocks are allowed to be used on school owned lockers. Any illegal material can be seized and charges filed with local authorities.

No student is to give his/her locker combination to any other student. The school is not responsible for items taken or lost at school. Damage to the lock or locker will be paid by the student assigned to the locker. Students will lock their locker each time they are finished. Detention may result if students do not take responsibility for their materials in the locker.

Students are not to share lockers - - one student per locker only! Students are not allowed to place bags or other personal items in the halls. All items must be stored in lockers or in the office.

Lost And Found

All lost and found items should be turned in and/or claimed at the office. Recovery of lost items can be made in the office upon proper identification. Items unclaimed after a two week time period will be given to a charitable organization

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by January 1 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the Superintendent of Schools (293-3334) for information and forms.

School Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal.

Telephone Use During the School Day

Students are not to use the office phone for personal telephone calls except in emergency situations and with the secretary's permission. In the event a student receives a call he/she will be called out of class only in the case of emergency. Normal phone calls for students are handled between classes, during lunchtime, or after school. Long distance phone calls by students are not permitted on school phones. In the case of an emergency office personnel may place long distance calls for students on a case-by-case basis.

Visitors/Guests

Students are not allowed to bring visitors, such as friends, to school to attend classes with them. Parents who wish to observe classrooms are asked to contact the office to set up a time to visit.

VAN BUREN MIDDLE 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

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.

Code No. 501.2

WEAPONS

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from the students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.
Date of Adoption: November 9, 1994

Date of Review August 14, 1996

Date of Revision July 13, 2008

Code No. 501.5

USE OF PHYSICAL RESTRAINT WITH STUDENTS

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object within a pupil's control.
 - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
 - For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
 - To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
 - To protect a student from the self-infliction of harm.
 - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Ingraham v. Wright, 430 U.S. 651 (1977).
Goss v. Lopez, 419 U.S. 565 (1975).
Tinkham v. Koe, 252 Iowa 1303, 110 N.W.2d 258 (1961).
Lia v. Erickson, PTPC Admin. Doc. 83-12 (1983).
Iowa Code §§ 279.8; 280.21 (2007).
281 I.A.C. 12.3(6); 103.
1980 Op. Att'y Gen. 275.

Date of Adoption: March 11, 2009

Date of Review: _____

Date of Revision: _____

Parents/Guardians in the Van Buren Community School District have the right to learn about the following qualifications of their child's teacher/paraprofessional: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher/paraprofessional, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program. Parents/Guardians may request this information from the office of the Superintendent by calling [\(319\) 293-3334](tel:3192933334) or by sending a letter of request to the Office of the Superintendent, 405 4th Street, Keosauqua, IA 52565

The Van Buren 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 by a teacher who is not considered highly qualified.

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____ / _____ / _____

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: / /

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or employee target:: _____

Grade and building of student or employee: _____

Name and position or grade of alleged perpetrator /respondent: _____

Date of initial complaint: _____

Nature of discrimination or harassment alleged (Check all that apply)

	Age		Physical Attribute		Sex
	Disability		Physical/Mental Ability		Sexual Orientation
	Familial Status		Political Belief		Socio-economic Background
	Gender Identity		Political Party Preference		Other – Please Specify:
	Marital Status		Race/Color		
	National Origin/Ethnic Background/Ancestry		Religion/Creed		

Summary of investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____

STUDENT ACTIVITY/ORGANIZATION APPLICATION

(To be filed with School Principal)

1. Name of Activity/Organization _____

2. Curriculum Related: Yes _____ No _____. See Board Policy No. 504

3. Give clear description of purpose of activity or organization.

4. Who is eligible for membership?

5. Where are meetings proposed to be held? _____

6. How frequently are meetings to be held? _____

7. At what times are meetings to be held? _____

8. Name of faculty sponsor or supervisor. _____

9. What size group is anticipated (for space availability purposes only)? _____

10. Requested by: _____ Signature.

11. Date of request: _____.

Principal's Disposition: Board Disposition:

Approve ____ Disapprove ____ Date _____. Approve ____ Disapprove ____ Date _____

Principal's Signature Superintendent's Signature

Reviewed November 12, 2008

NON-SCHOOL TEAM PARTICIPATION

A student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season only with the approval of the high school principal or athletic director and head coach of the sport.

Outside participation shall not conflict with any school sponsored athletic activity which takes precedent over any non-school activity. The penalty for participation in a non-school sponsored sport during the same season without prior approval is suspension from that sport which the student athlete is participating in at the time for one calendar year.

The following form is an addition to the current board policy:

Student Name _____

Non-School Activity and Location: _____

Signatures must be obtained in this order.

Coach approval: _____

Sport: _____ Date _____

Principal or AD Approval: _____

Date: _____

FILE THIS COMPLETED FORM WITH THE ACTIVITIES DIRECTOR

Date of Adoption January 14, 1998

Date of Review October 8, 2008

Date of Revision November 12, 2008

FILE THIS COMPLETED FORM WITH THE ACTIVITIES DIRECTOR

PARENTAL AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes _____

School District to release copies of the following official education records:

concerning _____

(Full legal name of student)

(Date of Birth)

From 20 __ to 20 __

(Name of last school attended)

(Year(s) of attendance)

The reason for this request is: _____

My relationship to the child is: _____

Copies of the records to be released are to be furnished:

() to the undersigned () to the child

() other (please specify)

(Signature)

(Date)

Address: _____

Telephone: _____

Date of Adoption: February 8, 1989

Date of Review: November 12, 2008

REQUEST FOR USE OF FACILITIES

Date of Application _____

Organization Date of Use _____

Address _____

Phone No. _____

Name/Phone No. of Person in Charge _____

Building & Area of Building Wanted _____

Time of Use to Begin at: _____ Time of Use to End at: _____

Reason for usage:

Facilities are to be left exactly the way they are found. Costs associated with any clean-up will be billed to the responsible party, including but not limited to custodial wages. All doors should be locked and all lights should be off.

(Please see Board Policy for Facility Use.)

To be completed by Building Principal or their designee:

Fee applicable _____

Approved by _____

Maintenance staff notified _____

Adopted: April 10, 2002 Reviewed: June 19, 2013