

ACADEMIC POLICIES

Student Planners:

Student planners are provided to students to record assignments, grades and activities. The two main purposes of the planner are to help the students to be better organized and to communicate student progress to parents. The expectation is that students use the planners on a daily basis. Student planners are also utilized as hall passes to authorize and monitor student movement within the building. Staff members are expected to require students to carry and utilize their planners at all times. Students are responsible for the planners and must pay for replacement if lost or damaged. Additional planners are available in the office.

Procedures for Grading:

Procedures and deadlines will be communicated via the daily announcements. Grading criteria must be explained to students and communicated to parents by staff. Teachers will apply the grading criteria in preparing grades and will maintain accurate and complete records of student assessment. It is essential that deadlines for grade reporting be met to enable timely and accurate reporting of progress to parents/guardians.

Grading Scale:

A	4.00	B+	3.334	C+	2.334	D+	1.334
A	4.00	B	3.00	C	2.00	D	1.00
A-	3.667	B-	2.667	C-	1.667	D	.667
F	0.000						

Student Academic Progress Reports:

At Van Meter, we will generate academic progress reports every two weeks.

- Student Academic Reports will be filed in the Secondary Office, on designated Fridays, by 3:30.
- Student Eligibility Status Reports will be generated and provided by 11:00 am the following Monday. These reports will be disseminated to Activity Sponsors and Coaches with the expectations that they would communicate academic status effected group members.
- **Students would be ineligible until the next Student Eligibility Report (update)**

NOTE: Beginning the fall of 2006-07, parents will be able to electronically review their student's grades as posted in the teacher's grade book. This will allow Parents to check their student's academic progress daily.

Make-Up Work:

In the case of a student being absent, he/she will be expected to make-up the missed work as quickly as possible. The student needs to contact each teacher for the assignments and class work they may have missed while absent. Students having absences will be given one day in addition to the number of days missed for turning in their assignments. If a student is ill and misses three days if school, it is intended the makeup work will be turned within four school days following the return to classes.

Field Trips:

- All field trips must have an educational purpose and be approved before departure. Field trip request forms are available in the secondary office.
- List of students that will attend the trip must be made available to the other faculty members.
- It will be necessary to have additional chaperones to supervise the students and see that acceptable student behavior is maintained at all times. Requests for school buses, for the trip, must be made through the Activities Director and Lead Bus Driver. Some consideration will have to be given to see that regular route buses are returned to the school in time to run the regular bus routes.
- We require the parents to be notified of the trip and return “parent permission slips” to the school before the departure time. The permission slip must contain information concerning the nature of the trip, departure time, returning time, cost, required behavior of students, emergency telephone numbers, what is likely to happen if the students misbehave while on trip, etc.
- Students on the trip must understand they will be required to makeup the school work missed in the other subject areas while being on the field trip.

Teacher’s Contract:

- The board will not, under ordinary circumstances, release a teacher from a contract after June 30th.
- Such release is contingent upon finding a suitable replacement.
- The cost of securing a replacement may be assessed against the teacher who requests the release plus a penalty.

Reports of Misconduct:

- Teachers are required to write a misconduct report every time a student is corrected for what might be called a serious offense. Minor offenses should be recorded in the teacher’s Record Book.
- Teachers should also include the action they followed in punishing the offender. These reports should be turned into the principal’s office so they can be filed in the student’s discipline file.
- The background of a discipline case is extremely important to correct a student’s misbehavior. Also, the teacher should write or call the student’s parents to alert them to the misbehavior and current status of the student in the classroom. The classroom teacher is to attempt to correct the student’s misbehavior before referral to the principal.
- It may be prudent for the teacher to check the student’s cumulative folder, talk with the guidance counselor, and other teachers that may have knowledge of the student’s previous behavior.

Teacher Illness Or Absence:

In case of faculty sickness or absence, notify **Mr. Carver (515-986-3746)**. The notification should be close to 6:00 am as possible on the day of the absence. The teacher is responsible for providing the lesson plans, class lists, seating charts, etc., for the substitute. Each classroom

teacher will have constructed a folder specifically for the substitute teacher. The folder must contain the class rules, extra assignments to keep students focused on learning type activities, passes, attendance procedures, lunch routine, fire and tornado drill instruction, etc.

Student Academic Assistance:

THE TEACHER MUST TAKE THE INITIATIVE and require student to seek additional help when necessary. Teachers are encouraged to have special help sessions for these students. Parent-Teacher communication is vital. Phone calls and personal contact are expected and need to be documented. The academic program takes priority over all extra-curricular activities.

Music Lessons:

Vocal and instrumental lessons are given to students according to a regular schedule prepared by the vocal and instrumental teachers and shared in writing with staff administration. Incidental changes in the lesson schedule are to be kept to a minimum. All teachers are to assist in the process by encouraging students to remember their lessons, report to them on time and return promptly to class.

Lesson Plans:

Planning is an important part of teaching. Good brief plans include the topic, materials, assignment, and objectives for the lesson, and student activities. Your daily lessons represent and demonstrate the facilitation of students' achievement of daily, unit, and course objectives. It is important that your plans are well thought out and easy to follow. Good lesson plans are most helpful to a substitute, particularly when emergencies arise.

When showing video materials, please include your lesson plans the title of the film or video, whether it is from Heartland, or taped from network either by the teacher or the media center, and the approximate length. If you are viewing on a portion of or a full-length movie in its entirety, be sure to also list its viewer rating, such as G, PG, or PG-13. **Under no circumstance should an R rated movie be shown at school.** Any portion of a PG or PG-13 movie shown to students must have prior approval of the principal.

Lesson Plans for Substitutes:

A substitute folder is to be completed by each teacher which includes the following: up to date class lists, seating chart, daily schedule, a schedule of classes, other duties and responsibilities which need to be covered during the school day. List and describe the location of keys, supplies or materials. A note should be included that directs the substitute to daily lesson plans within the classroom.

This folder will be completed and turned in to the principal's secretary by the beginning of the third week of school. It will be kept on file in the office and given to a substitute teacher in your absence.

Textbooks – Checking Out:

The student must have his/her name written in ink on the outside cover of the textbook. Each teacher will keep a record of the book number assigned to each student and conduct periodic book checks to find and return misplaced books. Students must be in possession of their own

books. Books found in the possession of a student to whom they were not assigned should be turned in to the principal.

Teacher Work Day:

- Teacher's workday is 8:00 am to 4:00 pm. On Fridays, and work days before vacations, the faculty may leave after the last bus departs the school grounds. Instructional times are 8:20 to 3:15.
- Teacher may request to leave the building during their planning periods and lunch periods with permission from Mr. Carver.
- Secondary teachers assigned to teach Early Bird Classes may leave one period early; however they must remember to stay the standard length of after school preparation time. Departure time could be about 3:11 pm.
- Secondary volunteer lunch teachers helping supervise the lunch room are able to leave at 3:15 pm on the day they help with the supervision.

Building Supervision:

- Teachers are to report to their class room area by 8:10 am. The students may be entering the building prior to 8:10 am.
- Even if you do not have a first period class, you must go to your area of the building until the first period commences.

Student Supervision:

- Students are always to have supervision while attending a school or at school activities. As educators we have a responsibility to maintain a high degree of safety and supervision for the student. Students that are left alone and unsupervised have tendency to become active and sometimes careless. Teachers and administrators can be held liable for accidents that result from unsupervised situations. Protect the students and yourself by always providing supervision for the student. Alert the school administration if you can not stay with the students yourself.
- Club sponsors, class sponsors, or extra curricular activity sponsors must confine student activity to a specific area for good supervision. If necessary, lock off other parts of the building to control and supervise your group. Make sure you are the last to leave the building. Do not let students leave without rides. Sometimes, students are embarrassed to ask for rides home. It is the teacher's duty to see that everyone is safe and has a good and responsible way home. It is wise to allow access to a telephone to help make arrangements for the student to get a ride home.
- Class room teachers, study hall teachers, and coaches are not to leave students unattended. If you have an emergency and have to step out of the class room or area, arrange for an administrator or another teacher to take over until you can return.

Faculty Meetings – Secondary:

- Secondary faculty meetings will be scheduled on Fridays as needed. Meeting will be from 7:40 am to 8:05 am. If for some reason you need to be excused from the meeting, notify the secondary principal prior to the meeting and indicate the reason for your absence. Arrange to follow up on what you missed by seeing the principal the next day for an update on the discussion.

Attendance Reported Daily By Period:

Attendance is to be taken each period during the school day electronically using JMC. The entire system of attendance control and record-keeping will break down if you are not accurate. These attendance rules apply to study halls as well as regular classes.

Copy Machine:

The copy machine is only to be run by teachers. Students working Office Aides will run the machine when they are assigned to the office. Do not send students to the office to do your copying. Only teachers are to use the copy machine.

Requisitions:

Requisitions for equipment, supplies, and services are to be made on properly authorized forms and signed by an officially designated person before being processed. The authorized personnel are the secondary principal. Be sure to give all pertinent data to assist the business office in the procurement of materials. The secondary principal must approve all purchases after the teacher has filled out the purchase order.

Activities and Supervision:

Extra-curricular activities are a very important part of school life for students. Please try to attend as many of these activities as possible and observe student behavior in a different setting than the regular class room. It may become necessary to assign the teachers to help supervise after school activities.

Lunch Room Supervision:

Control of student movement throughout the building during the school day is a common responsibility of each member of the faculty. Each teacher is expected to be on duty in the hallway outside their classroom door after 8:10 am, at lunch time, and after school. Male teachers must assume responsibility for the supervision of the boys' restrooms and the ladies must assume the same responsibility for the girls'. We must not permit students to congregate in large groups or block corridor traffic. Loud talking and horseplay must be discouraged. Step out in the hallway between classes and do not hesitate to correct any student that is out of order.

Student movement in the hallways during the day must be kept to a minimum. No student should be in the hall without a valid pass issued by a teacher. Passes must be issued sparingly. A good rule is to allow only one student to leave the class room at a time.

Building Regulations:

Teachers with building entry key must be very careful about leaving the doors open and unlocked. The locks do not all lock the same way. A good rule is to always test the door you just locked to see if it really did lock as you intended. Each class room door is also to be locked. During a typical week, several different groups will be using the school building for meetings and activities. Each group must have a supervisor and be aware of building security and individual safety. Students are never to be allowed to assemble within the building without proper adult supervision.

Teachers leaving the school building are to close their class room windows, adjust the blinds, turn off the lights, lock the class room door, and check to see that the entry door closes and are locked. If you hear students in the building as you depart, see if they are supervised.

Security Alarm:

The building has a security alarm that is located in the northwest, first floor, custodial stairway, and behind a locked door. Contact the building administrator for details on the correct procedure to follow in operating the alarm. Should the alarm be set off the ADT Security Alarm Co. will call the Dallas County Sheriff, the Van Meter police Dept., the superintendent, the principal, and the custodian.

After you have been in the building and are ready to leave, you will need to check to see if other people entered the building after you did. The procedure is to look outside the northwest entry doorway to see if there are any more cars parked there. If you see cars, you are to assume they entered the building as you did. At this point you have to locate them in the building and shift the responsibility for turning on the security alarm to them.

A sign-in and sign-out is located by the alarm keypad. By filling in the form, you can tell if someone else is in the building.

Custodial Requests:

All requests for custodial services should be made through the principal of the head custodian. It is best to drop a note in the custodial mail box or tape a note on the custodial office door. Major concerns should be directed to the secondary principal and then to the superintendent of schools for final disposition.

Damage to School Property:

All employees should be alert to individuals that may damage or destroy school property. Try to establish some way to identify people that are participating in willful destruction and vandalism. An effort will be made to refer vandals to the authorities in an effort to recover damages.

Standardized (STUDENT) Testing:

The Van Meter Community School has established a series of standardized tests used to assess student abilities, interests, and aptitudes. We use the Iowa Tests of Basic Skill in grades K-8 and the Iowa Test of Educational Development for high school students. Our guidance counselor can provide information for test results and interpretation. Much of this information is confidential and will need to be treated with professional care.

Announcements for Students and Faculty:

Teachers wishing to make announcements to secondary students are to do so by writing out the message and handing it to the secondary office secretary. We will assemble all of the messages and announcements for the day and distribute them in written form to the class room during the third class period of the school day. The teachers are to read aloud the announcements to the students. All announcements should be cleared and approved through the principal before publishing and announcing.

Assemblies:

Assemblies, student production, and pep meetings all contribute to the total education program in public schools. Faculty supervision at these assemblies is equally important. Acceptable and proper student behavior will be required at all assemblies. Teachers are to locate themselves strategically throughout the student body to assure good observation of student behavior. Any disrespect or discourtesy displayed by students in unacceptable and discipline action is necessary.

Evening Rehearsals:

There will be times when student groups will need to schedule rehearsals during the evening hours. Usually, athletic practices are completed by six or seven o'clock. The drama, speech, and music departments may develop rehearsal schedules beginning at 6:00 pm and lasting until 10:00 pm. Generally, these schedules are for short periods and extended until the final performance date. All teachers are reminded to consider the problems and students will have to accomplish their homework, if they have put in a full day of classes, participated in athletic practices, and stay for evening rehearsals. The sponsors of the evening rehearsal will need to be alerted to individual student safety and building security.

Conflicting Activity Schedules:

In a small school, students participate in many sports, activities, clubs, youth groups, music, drama, meetings, etc. Inevitably, two or more activities will be scheduled at the same time causing a conflict for the student. When this situation exists, it is the responsibility of the activity sponsor of the conflicting activity to mutually agree upon the priority for the student's time. The object of this procedure is to avoid the student being in the middle of the situation and lift the responsibility from the shoulders of the student and place it in the hands of the adult sponsors to work out.

Visitors:

Van Meter students are not to bring guests or visitors to school. If students have house guest that want to see our educational facilities, the student may make arrangements for them to tour the building after school is dismissed. The Van Meter educational program is established to provide instructional programs for residents living in our school district. We do not assume responsibility for providing supervision or seating for non-residents.

Individuals that appear on school grounds or within the school building are required to check in at the secondary office. They are required to identify themselves, state their business, and assume like behavior. Our business office will attempt to handle each situation with appropriate consideration and will insist the people depart upon completion of the business. Under no consideration are strangers allowed to loiter on school ground or within the school building. All employees have responsibility to alert the administration of suspicious situations. We prefer to error on the side of being too cautious, rather than allow a problem to develop that may be harmful to our students or children. Check out, question, and seek help for any dubious situations.

No Smoking:

Smoking is not permitted in any school building, school grounds or vehicle.

Church Night (Wednesday):

The churches in the Van Meter School District have traditionally scheduled their youth church group meetings and activities on Wednesday evening. Generally, the school avoids scheduling student activities on this day of the week. Teachers are asked to modify the homework assigned because of the youth involvement in these programs.

Pay Periods:

Payroll checks are issued to school employees on the 14th and 28th of the month. If these dates fall on holidays or weekends, the checks are issued the last working day before the typical pay period.

Employee Passes To School Sponsored Activities:

All Van Meter employees, spouses, and children 12th grade and under, will be admitted free to change to all local school activities. This includes athletic contests, programs, concerts, plays, and all other local school sponsored events. We will provide you with an identification card which may be used as your pass to school events.

Bus Rider Rules And Procedures:

Regular Bus Route- All persons riding the buses are expected to conduct themselves as young ladies and gentlemen. Anyone conducting themselves improperly is to be reported to the administrator in charge for inappropriate discipline action. The bus rules are listed in the Student Handbook and on the buses. The route will meet with the violators and parents will be notified. The school will provide transportation for qualified students, but we are not required to transport anyone that endangers the safety of the riders or cannot follow the rules that are in effect.

Activity and Sports Buses – When the school provides transportation to and from events, contests, sports events, etc., students are required to travel both ways under school supervision. Upon request of the parent, students may be permitted to ride home from an event with their vehicle, and be visible to the coach, sponsor, or administrator. Students may not ride home with other students.

Supervised school bus transportation shall be used for all participants in school activities. All coaches or supervisors must accompany participants on the bus trips. Requests for buses are to be made through the Activities Director. Chaperones may be required in addition to the coach or sponsor.

Speech and music contests are usually held on weekends and students only participate for short periods of time. Arrangements can be made in advance of the event to schedule and arrange for transportation to the contest and away from the event to attend part time employment. The coach, director, or administrator must be alerted to the circumstances covering these isolated situations.

Classroom Rules:

- All secondary teachers are to prepare the basic class room rules, objectives and guidelines in writing for each class.
- These should be posted electronically on the School Web site.
- The rules are to be posted in the class room, discussed for clarification, and a copy distributed to each student in the class.
- Teachers are to give the principal a copy of the rules and post a copy in the class room.

Textbook Issuance and Responsibility:

When textbooks are issued to students, the teacher must record the textbook identification number in the teacher's grade book. There is a form stamped in the front cover of the book for recording the student's name, date, and book condition. Students and teachers are to complete the form upon issuance. Students losing their texts are to notify the teacher, and pay for the replacement of the book before issuing a second text. If the original book is found, the replacement cost of the book will be refunded. A receipt showing the name of the student, textbook title, identification number, and the money collected should be visible on the duplicate receipt. Teacher must stress the importance of students being responsible for the care of school property.

At the end of the school year, when students are turning in the books, a reasonable fine would be appropriate for any excessive abuse of the text. Teachers should keep a record of the fines collected and turn the money into the business office with an explanation as to what account the money should be deposited to.

Prepared To Study:

When students enter the class room, it must be understood and stressed they are to study and learn. The first step in this policy is requiring students to have texts, pencil, and paper when they enter the class room. Students should not have to leave the class room to pass to their lockers to acquire the basic materials they should have brought in the first place. Teachers must establish the standard by greeting each student at the class room door observing their readiness. Empty handed students must be directed to acquire the appropriate materials before class begins.

Fire Drills:

Fire drills will be scheduled twice per semester. The alarm sounds will go off. The fire exit hall signs will also be flashing on and off. Each class room teacher should see that the Fire Exit instructions are posted and reviewed so that everyone knows how to evacuate the building quietly and safely. The teachers are to take their grade books and/or class lists so they can determine that all students are accounted for. Class sponsors are to report missing students to the principal so that a search can be started for absentees.

In filing out of the building, the teachers are to see that students pass quietly and move far enough away from the building to avoid smoke and heat inhalation. Attention must be given to make sure the fire equipment has clear passage to setup for fire fighting. After the building has been cleared and the attendance taken, an administrator will sound the all clear bell (one long ring). If there are any problems with the drill, notify the office so corrections can be made.

Tornado Drills:

The tornado safety areas are identified on posters in every classroom. The tornado drills will be scheduled on the basis of two per semester. The alarm for the tornado is a continuous-sounding of a European police car. Class room teachers are to discuss the safety process and location of the safety areas. Each grade level has a safety area for each grade. The secondary class sponsors are to take the responsibility to bring a class list to the safety area, along with a working flash light and take attendance. Absentees are to be reported to the principal so a search can be made to locate the missing. The ringing of the hallway bells is the notice to return to regular classes.

Detention Period – After School:

There will be a teacher supervising the detention period after school on Tuesday, and Thursday each week from 3:20 -3:50 P.M. This detention period assignments are assigned from the Secondary Office or from the Secondary Principal. Office detentions can only be served after school on the assigned days. Teachers may assign detentions on any morning from 7:45 to 8:15 or after school from 3:20 to 3:50. Teachers assigning these detentions will supervise their own students in their classroom. (When a teacher assigns a detention period they also have to inform the office so the office knows where the student is if a parent calls... The detention atmosphere is to be a strict, quiet, study call situation with little or no talking. No class room movement and no special privileges.

Students attending this discipline action are to bring study materials to occupy their study time. Supervising teachers will assign written exercises for students failing to bring study materials.

Secondary teachers will be assigned on a rotation basis to supervise this program. Coaches will be assigned on their off season or between seasons.

Teacher Parking:

Teachers are to park either north of the school building or east of the building. Avoid parking that might block bus entry and exit. Also, avoid blocking the dumpster or along yellow lines painted on the curb. We are trying to keep the entry to keep the entry doors along the east side of the building open for emergency and delivery vehicles.

Late Assignments And/Or Incomplete School Work:

Class room teachers will make assignments and indicate the due date for turning in the assignments. Each student is to take the responsibility to see their work is completed and turned in ON TIME.

Make Up Class Work – From Excused Absences:

Students have “excused” absences will be given one day in addition to the number of days missed for turning in their assignments. (If a student is ill and misses three days of school, it is intended the makeup work will be turned in within four school days following the return classes.)

Attendance At Events Outside Of School:

Events in which students participate during school hours or as representatives of the school at places outside of the school must be sponsored and supervised by professional school personnel. Rules of behavior shall be the same as at any in-school activity or event.

The board if directors have no control or responsibility for any school child when the child is in the custody of their parents or other agencies.

School Cancellations

Re: Practices, Rehearsals, And Performances:

On days school is in progress and weather forces the cancellations, all students will be sent home. There will be no practices, rehearsals, or performances that day or evening.

Students Illness And Participation In Performances:

Students must attend school all day. If they are too sick to attend school, they are too sick to participate or to perform in extra-curricular activities, rehearsals, and athletic practices.

Equal Employment Opportunity:

The Van Meter School district shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulation of federal, state and local governing bodies and agencies. The district shall take affirmative action in recruitment, appointment, assignment and advancement of women, minorities and disabled. Employees shall be given notice of the policy annually.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and the State Department of Education for the positions for which they apply. In employing school district personnel, the board shall consider qualification, credentials, and records of the applicants without regard to race, color, creed, se, marital status, national origin, religion, age, or disability. In keeping with the law, the board shall consider the veteran status of applicants.

Inquiries my employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to Mrs. Shonna Trudo Affirmative Action Coordinator, Van Meter Community School District, 520 N 1st Ave., Van Meter, Iowa 50261. Inquiries may also be directed, in writing, to the Iowa Civil Rights Department or to the Director of the Region VII Office of Civil Rights, Department of Education, and Kansas City, Missouri. Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, and inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the district's central administrative office and the administrative office in each district's attendance center.

Child Abuse:

All school employees are mandatory reporters for any suspected child abuse situations. If a school employee observes and abuse signs or suspects there may be child abuse, they are to report to the situation to the Dallas County Department of Human Services in Adel, Iowa.

Child Abuse by a School Employee:

Any suspected child abuse by a school employee must be reported to our Level I Investigator: Our Level II Investigator is: Van Meter Chief of Police, Mr. Mike Merritt.

Student Harassment:

All school employees are to protect the students from hazing, torment, physical or verbal abuse, put-downs, name calling, degrading gestures, derogatory comments, or anything that would debase a person's reputation or individual self-image. Students initiating these negative behaviors are to be assertively reprimanded, warned of the unacceptable nature of the behavior. A formal disciplinary report should be drafted and placed on file with additional copies to the school administration.

Preview All Materials Available To Students:

Materials containing nudity, swearing, cultural or religious slurs, racial slams, or sexual connotations must be avoided in the Van Meter Schools. The community looks upon the public schools as a safe haven for their children and they depend on the professional educators to screen the materials their children are exposed to. It is also necessary to be alert to the items and materials that students bring into the school setting. We, the Van Meter Schools, reserve the right to preview and or all materials brought into the schools. ("R" rated materials are not acceptable for school usage.)

Reasonable Accommodations:

The Van Meter Schools and the Van Meter Instructional Staff are required to make "reasonable accommodations" to students and parents concerning the assignments, tests, educational program, and instructional qualifications associated with the students learning experiences. If a student and parent indicate an objection exists concerning the content of various units of a study the school administration and the instructional staff will make a reasonable accommodation to offer an optional unit of study.

Lesson Plans:

Teachers are to keep daily lesson plans readily available for the principal or substitute teacher. The building principal may also want to preview your lesson design and follow your planning. These plans are to be kept in a lesson planning booklet provided to the teachers at the beginning of the school year.

Drug-Free Workplace:

It is the policy of the Van Meter Community Schools that the school will maintain a drug-free workplace. Employees will be required to abide by the terms of this policy statement. No employee engaged in work for the Van Meter Community Schools shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace and narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or any other controlled substances as defined by federal or state law. Furthermore, employees shall notify their supervisor if they have knowledge of an employee's on-the-job drug use or the conviction of an employee for violation for any criminal statute occurring in the workplace as defined above. Abiding by this policy is a condition of employment.

If an employee violates this policy or is convicted of a violation of a criminal drug statute occurring in the workplace, he or she will be subject to disciplinary action up to and including termination of employment and referral prosecution. Disciplinary action will be taken according to applicable district policy on termination of employment. The District may choose to require the employee to successfully participate in an approved drug abuse assistance or rehabilitation program. If the employee fails to follow the prescribed rehabilitation program, additional appropriate disciplinary action may be taken up to and including termination or employment.

“Workplace” is defined as the site for the performance of work done in the capacity as a school employee. It includes the school premise and the premises of any other school

STUDENT INJURIES AND ACCIDENT REPORTS

Any teacher observing an accident and/or personal student injury must alert the school administration and file a written accident report. The report should include a brief statement about what happened, who was involved, and what injuries resulted. Parents should be alerted as soon as possible and they will want to know the details.

PROFESSIONALISM

Educators are professional people. As such, we must expect to perform our roles as educators in a professional manner. We should be neat and be professional about our dressing habits so students, the community, and other staff members can see our professionalism. Much respect can be gained by carrying our professionalism well.

Staff members are encouraged to attend student activities such as athletic contests, music concerts, dances, etc. so that both we and the students can see each other in a different light than we present at school during the regular school day. Students are very much aware of faculty members' attendance at student activities. Your presence will show students that you care about them and will assist you in your daily relationship with the students in the classroom. Your presence will also further reflect the professionalism of your profession.

TITLE 1X STATEMENT AND GREIVANCE PROCEDURE

The Van Meter Community Schools does not willfully or knowingly discriminate on the basis of sex or race in the education programs or activities which it operates. The Van School District is required by Title 1X or the Education Amendments of 1972 and the regulations hereunder not to discriminate in such a manner. Title 1X provides that a person or committee be assigned to investigate any complaints. The Van Meter Community School District's Title 1X Designee is Rod Beem. His office hours are available by contacting the central office.

EDUCATIONAL EQUITY GRIEVANCE PROCEDURE

Students, parents of student, applicants for employment and employees of the Van Meter Community School District shall have the right to file a formal complaint alleging noncompliance with federal and state regulations requiring non-discrimination in educational programs and employment.

Level one-Principal, immediate supervisor or contact person.

Employees with a grievance of Discrimination on the basis of gender, race national origin, creed, age, marital status or disability may first discuss it with their principal or immediate supervisor, with the object of resolving the matter informally. A student, parent of a student or an applicant for employment with a complaint of discrimination on the basis of gender, race, national origin, creed, age, religion or disability may discuss the complaint with the instructor, counselor, supervisor, program administrator or building administrator involved. (Level One is informal and maybe by the grievant)

Level Two-The Equity Coordinator

If the grievance is not resolved at level one and the grievant(s) wish to pursue the grievance, they may formalize the complaint writing on a grievance form which may be obtained from the Education Equity Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant(s) could be reasonably become aware of the occurrence. The grievant(s) may request that a meeting concerning the complaint be held with the Educational Equity Coordinator. A minor student may be accompanied at the meeting by a guardian. The equity Coordinator shall investigate the complaint and attempt to resolve it. A written report for Compliance Officer (Equity Coordinator) regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three-Superintendent of Schools

If the complaint is not resolved at level two, the grievant(s) may process it to level three by presenting a written appeal to the Superintendent of Schools within ten (10) days after the grievant(s) receive the report from the Equity Coordinator. The grievant(s) may request a meeting with the Superintendent of Schools or his/her designee. The Superintendent of Schools or his/her designee has the option of meeting with the grievant(s) to discuss the appeal. A decision will be rendered by the Superintendent of Schools or his/her designee with ten (10) working days after the receipt of the written appeal.

This procedure in no way denies the right of the grievant(s) to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights or the Equal Employment Opportunity Commission for mediation or rectification of civil rights grievances, or to seek private counsel for complaint alleging discrimination.

WEAPONS AND OTHER DANGEROUS OBJECTS

School district facilities are not an appropriate place for weapons or dangerous objects.

Weapons may include, but are not limited to: daggers, razors, stilettos, switchblades, knives or other cutting or puncturing devices. Such weapons and other dangerous objects shall be taken from students and others who bring them onto the school property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Students may not use normally non-destructive objects such as pencils, rulers, compasses or books in a threatening or assaulting manner. The use of any object in a dangerous way will be treated as if the item used were a dangerous weapon. Parents of students found to possess a weapon or dangerous object on school property or at a school event (home or away) shall be notified of the incident and requested to meet with school officials. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials and the student will be subject to disciplinary action of suspension for up to 10 days when there is an explicit or implied threat.

Students shall not possess toy weapons or “look alike” weapons at school except with the knowledge and permission of a teacher, coach or administrator and then only for school or educational purposes. Violation of this policy shall result in confiscation of the “Weapon” and detention or suspension, depending upon the student’s discipline history.

Weapons under the control of law enforcement officials shall be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

PUBLIC CONDUCT ON SCHOOL PREMISES (CODE No. 904 6)

Extra-curricular activities are an important part of the school program. Extra-curricular activities offer students the opportunity to participate in a variety of activities not during the regular school day. Extra-curricular activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend extra-curricular only as guest of the school district, and accordingly as a condition of such permission, they must comply with the school district rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectator, or with the performance of employees and officials employed to supervise the extra-curricular activity. Spectators, like the student participants are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive, but is embarrassing to our student, our school district and our entire community.

To protect the rights of our student to participate without fear of harassment and to permit the sponsors and officials of extra-curricular activities to perform their duties without interference, the following provisions are statement of board policy:

- 1) Abusive verbal or physical conduct of spectators directed at participants, officials or Sponsor of extra-curricular activities will not be tolerated.
- 2) Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of extra-curricular activities will not be tolerated.
- 3) The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity will not be tolerated.

If a spectator at an extra-curricular activity becomes physically or verbally abusive, uses vulgar or obscene language or in any way impedes the performance of an activity, the school administrator may recommend the exclusion of the spectator at future extracurricular activities.

Upon recommendation of the school administrator, the board shall cause a notice of exclusion from extra-curricular activities to be sent to the spectator involved. The notice shall advise the spectator to the exclusion from future extra-curricular activities, the duration of the exclusion and spectator's right to request a hearing before the board.

If a spectator has been notified of exclusion and thereafter attends an extra-curricular activity, he/she will be advised that his/her attendance may result in prosecution.

EARLY BIRD CLASSES

When we begin to build a master class schedule for the following school year, teachers will be asked if they want to participate in the Early Bird class scheduling. If there are enough students (eight or more) willing to come early we will make an effort to schedule the class. Teachers and students involved in this activity are free to leave the building early.

VENDING MACHINES

The pop, candy, and juice vending machines are not to be used between 10:00 A.M. and 1:30 P.M.