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Aplington-Parkersburg Middle School

August, 2018

Dear Student,

Welcome to Aplington-Parkersburg Middle School. We are all pleased and excited about the many opportunities that we will provide for you in our middle school. You will be provided guidance and educational opportunities by a staff that is interested in helping you succeed. To facilitate your success the staff is divided into grade level teams. They will help you achieve your goals and prepare for your future.

This handbook provides information and serves as a guide for you and your parents throughout the school year. Since you will be held responsible for this information, it is important to read the entire handbook carefully and understand its contents.

Have a great year!

Sincerely,

Brian Buseman
Middle School Principal

BOARD OF EDUCATION

Aplington-Parkersburg Community School District
Lisa Ellis
Jill Kalkwarf
Amy Truax
Derek Harken
Dave Schneiderman

Darla Choate, Sec./Treas.

ADMINISTRATIVE STAFF

Jon T. Thompson, Superintendent

TEACHING STAFF

Jason Berkey- A.D.
Jeff Bieber-7 & 8th vocal music
Brian Buseman - 8th Careers
Heidi Buseman - Special Education
Koby Capper-6th English & Reading
Nancy Flanigan - tech integrationist
Taylor Wurth -P.E.
Miranda Haugan-6th Science
Lucas Heuer-7th, 8th math,, 8th algebra
Patty Hoff - 7th Social Studies, 8th Social Studies, Life Skills Exploratory
Klay Hoppenworth-8th Art, 7th Interior Design/FACS, 8th Tech
Jeremy Idler -6th band
Sara Janssen - 7th reading & 7th English
FACS (Family & Consumer Science)
Levi Ross - 6th/7th Art
Rachael Klooster - counselor
Thom Mahler-7th & 8th band
Brad O'Connell-6th Math & Social Studies
Dave Price-Case manager/interventionist
Brenda Schipper - 6th Tech, 6th Health, 8th Health, 7/8 Technology
Kasey Sents - 8th English & Reading
Josie Suchomel-7th & 8th Science, 7th Health
Maureen Weichers-6th vocal music/MS TAG

NON-TEACHING STAFF

Kim Abbas - para-educator
Ricky Abbas - bus driver
Ryan Abbas - bus driver
Michelle Farley- head cook
Deb Grandon - principal's secretary
Art Jaspers-bus driver
Coleen Little-custodian
Rayne Nolte-para-educator
Kathryn Patrick- Food Service Manager
Jason Schipper-para-educator
Candice Thomas - nurse
Howard Thompson - custodian
Sheryl Tjabring-cook
Jodi Tjabring - cook
Jill Toben - library associate
Ron Westerman - head custodian

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Daily Schedule

period 1	8:18-9:01
period 2	9:04-9:46
period 3	9:49-10:31
period 4	10:34-11:16
APPLE/Lunch	11:19-12:09
period 5	12:12-12:54
period 6	12:57-1:39
period 7	1:42-2:25
period 8	2:28-3:10

Parkersburg Shuttle Departs at 3:15
town students and athletes dismissed at
3:15

EXTRA CURRICULAR ACTIVITIES:

Football	Student Council
Boys Track	Chorus Activities
Boys Basketball	Drama
Volleyball	Band Activities
Girls Track	Jazz Band
Girls Basketball	Flag Corps
Cheerleading	Cross Country

CURRICULUM OFFERINGS

Grade 6

English
Mathematics
Science
Reading
Spelling
Social Studies
PE/Technology
Band/Chorus
Exploratory
Art, Music, Health, Leadership

Grade 7

English
Mathematics
Science
Reading
Social Studies
PE/Technology
Band/Chorus
Exploratory
Art, Interior Design/FACS, Health

Grade 8

English
Mathematics
Social Studies
Science
PE/Health
Reading
Band/Chorus
Exploratory
Art, Life Skills, Technology, Careers

EQUAL EDUCATIONAL OPPORTUNITY:

The school district does not discriminate in its education programs or educational activities on the basis of sex, 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 Jon Thompson and can be reached at 347-6621. 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., Ste. 800, Milwaukee, WI, 53203-2292, (414)291-1111. or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0416, (515)281-529.

JURISDICTIONAL STATEMENT:

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

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welfare of the school district or involves students or staff. School district policies,

rules and regulations are in effect 12 months a year. 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 whether the violation occurred while school was in session or while school was not in session.

EMERGENCY INFORMATION:

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the principal's office if the emergency form changes during the school year.

MEDICATION:

It is the policy of the Board of Education that whenever a student should have a prescription medication or over-the-counter medication administered by the staff at school, written authorization and instruction must be provided by a parent or legal guardian. (Medication consent forms are available)

All medication brought to school **MUST** be accompanied with the following:

1. Written parental permission with signature and date.
2. Original container with pharmacy label which serves as physician's permission. If medication is sent to school in envelopes, plastic bags, or any container other than the original one, the parent will be notified and the medication will not be given.
3. Complete administration instructions:
 - a. Name of medication.
 - b. Dosage to be given.
- c. Time Medication is to be given at school.
4. Duration to be administered.
5. Middle school students may receive up to a total of **FIVE** age appropriate doses of

Acetaminophen or Ibuprofen in a given school year with written parent permission. After the fifth dose, the student's parent or guardian will be contacted and further options will be discussed.

When the Nurse is unable to determine the appropriateness, safety, possible side effects or toxic effects of a drug, the nurse may not administer the drug. To do so would not be in compliance with 655 IAC 6.2(5). Therefore, the position of the Iowa Board of Nursing is that nurses may not administer natural remedies and supplements to school children, at the request of their parents or guardians, during the school day, when the nurse is unable to determine the appropriateness; safety; possible side effects, or toxic effects of the substance; the appropriate doses for a child of a specific age, weight, and body surface area; and treatment overdose.

The school assumes NO responsibility for students taking nonprescription or over-the-counter medication.

Regular strength, non-aspirin is available as needed. It will be administered to a student **ONLY** after parent/guardian contact is made per phone or written permission.

It is also a school policy to have prescription medication and some over-the-counter medication picked up by the parent in the event it is no longer needed or the school year ends. Special exceptions for sending prescription medication home with a student will be granted with parental permission and if the medication is needed for the treatment of a potential emergency situation.

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

4 injury, the school shall attempt to notify the parents according to the information on the emergency form. 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.

While the school district is not responsible for treating emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

COMMUNICABLE AND INFECTIOUS DISEASES:

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

ATTENDANCE:

Good attendance is very important to a student's success. The activities and discussions missed when absent can never be replaced by make up work. The quality of make up work is seldom as good as that done when the student attends. Employers often check attendance records when deciding who to hire, so attendance can affect future job opportunities.

A. Parents of the student are requested to call the school and notify the principal's office (347-6621) whenever a student is absent. In each case of absence, a written note or telephone call explaining the absence is required. Parents of middle school students from Parkersburg may call the elementary, (346-2446) and the message will be passed on to the middle school. If you need to call before 8:00 AM an answering machine is

available at both the High School for Parkersburg residents and at the Middle school for Aplington residents. These machines will be checked once at 8:00 AM.

B. It is the student's responsibility to sign in at the office when leaving or returning during the school day. Failure to do so may result in a detention.

C. **The student is responsible for arranging for make up work.** It is asked that parents or students call early in the school day if they are asking that work be sent home with another student or to be picked up. The Aplington-Parkersburg Middle School's policy is to allow two days for make up for each day missed. When the student is absent several days consecutively, or is absent near the end of a grading term, the teacher may design a special make up schedule.

D. Anticipated absences for appointments, family needs and vacations require advance notification to the school whenever possible. Students should pick up an anticipated absence form from the office and need to have each teacher sign after the appropriate school work has been indicated on the form. An appropriate amount of time will be indicated for this make-up work. Failure to follow this procedure may result in losing credit for the school work missed.

E. The state defines truancy as the failure of a school age child who is in proper mental and physical condition to attend school regularly. Any student missing 3 consecutive days or has an excessive number of school days may be required by the principal to submit a doctor's statement.

F. Students who are absent from class or study hall to complete out of school jobs, such as a paper route, will not be excused. One time exceptions may be granted by the principal if circumstances warrant it.

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TARDINESS:

A. Tardiness is being late to class. A student late for class without an excused

pass will be counted tardy by the teacher for each offense. Students who are late due to lateness of the bus will not be counted tardy.

B. Tardiness (morning only)

Students who acquire five (5) tardies, regardless of reason, will be required to stay after school until 3:45 the same day as when the 5th tardy occurs. For each additional tardy, the student will stay after school until 3:45 the same day the tardy occurs.

C. Tardies (throughout the day)

It is expected that the student use the 3 minute passing time for restroom breaks. Students will not be allowed to leave class unless it is an emergency and the teacher approves. Students may bring their materials to class and then go to the restroom, as long as the teacher gives permission, and not be considered tardy. Each classroom teacher has discrepancy on handling tardies. If the student does not meet the requirements of the teacher, the teacher may then keep the student after school, during lunchtime, or require the student to spend time in their room before school. Failure to comply with the teachers discipline will be viewed as insubordination and Saturday School may be assigned.

Make-Up Time If a student accumulates 8 days of absence in a trimester, or 18 days cumulative, the next early dismissal, Friday Afternoon School or Saturday School may be assigned to make up missed classroom time. One of the options may also be assigned based for individual and separate issues as well, such as frequent tardies, truancy from class, excessive incomplete work or behaviors that may result in suspension.

Academic Make-Up Opportunities

A Wednesday Early Dismissal (12:50-3:00), Friday Afternoon School (3:30--5:30) or Saturday School (8:30-10:30) may be held on the week before the final week of each

trimester during the school year. Students failing at least one class during the trimester as a result of incomplete work are recommended. The purpose is for students to use this time to catch up on any incomplete work so they may start the next trimester on firm ground academically. The students will meet in the Middle School library. Parents are allowed to stay with their student if they desire.

SCHOOL DAY:

A. At the beginning of the school day, each student is to report to his/her assigned area. Students may enter the building at 8:00 or when the first bus arrives. Students reporting early for extra curricular activities must remain with their teacher/coach until at least 8:00.

B. Class Beginning: Students will be in their assigned room when the bell rings for the beginning of each period or they are considered tardy. Students who are tardy as a result of riding to school with a parent or other adult will be counted tardy.

C. Passing to class-3 minutes passing times.

1. Students should remain in their seats until the teacher in charge dismisses them.
2. During class breaks, stay to your right for smoother student movement from class to class.
3. Walk in the hallways and on the stairways.
4. If it is necessary for a student to leave class, he/she must have a pass signed by the teacher of that class designating the reason and the destination.

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D. All students must be out of the building within 15 minutes of the final bell unless under the supervision of a teacher/coach, no exceptions.

E. Students waiting for alternative transportation after school hours may

be asked to wait outside, weather permitting.

BOOK SERVICES:

- A. Textbooks will be checked out to students.
- B. All textbooks must be checked in at the end of the school year.
- C. Fines for lost or damaged books will be assessed by the teacher.

HEALTH SCREENING:

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

PROCEDURES FOR STUDENTS WHO ARE TRANSFERRING TO ANOTHER SCHOOL:

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents will be notified that the student's records have been sent and are given an opportunity to view the student's records. If there are any contentions to the records being sent the parents have a right to a hearing to challenge the content of the student's records. Parental consent is not necessary to forward a student's records to student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

STUDENT ACTIVITIES:

Throughout the year the school district sponsors assemblies, field trips,

activity nights (dances), and other activities. Participation in these activities is a privilege. Students may have these privileges removed for disciplinary reasons.

FOUR WEEK REPORTS:

Communication between home and school is very important. One method of communication are four week reports. However, your son/daughter's grades can be accessed anytime by going to our website, www.apl-park.k12.ia.us. You will need to click on district, then JMC, then parent for middle school grades. You will receive a user name and password. This provides an opportunity to improve the grade by the end of the grading period.

GRADING SCALE:

The following grading scale will be used in the Aplington-Parkersburg Middle School:

100%	A+	79-77%	C+
99-95%	A	76-73%	C
94-90%	A-	72-70%	C-
89-87%	B+	69-67%	D+
86-83%	B	66-63%	D
82-80%	B-	62-60%	D-

HONOR ROLL:

After each grading period an honor roll is published to recognize those students who excel in the classroom. To be on the honor roll, students must have at least a B average with no D or F grades. All courses are used to determine the honor roll. The classes are weighted according to how often they meet during the cycle.

The following classes have a weighting of 1: English, Math, Science, Social Studies, Reading.

The following classes have a weighting of .5:

Health, Tech, P.E., Vocal Music, Band, all Exploratories.

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Grade points between 4.00-3.60 are on the A honor roll.

Grade points between 3.59-3.30 are on the B+ honor roll.

Grade points between 3.29-3.00 are on the B honor roll.

PLAGIARISM POLICY:

All students who plagiarize will receive the following penalty:

An essay, assignment, or project that shows evidence of plagiarism in any form will receive a failing grade, with the distinct possibility of a zero.

COMPLAINTS:

Part of good communications is the understanding that complaints and concerns of students and parents will be listened to and acted on accordingly. While the school operates on the belief of doing what is best for students it is understandable that some misunderstandings may result. The correct procedure to follow with a concern is to call the school and talk directly with the teacher, coach, or administrator involved. If the person you wish to talk with is unavailable at that time a return call will be made to you or an appointment will be set for this discussion to take place. If after this communication you feel your concern has not be listened to and/or acted on you may then call the building principal.

LUNCH PERIOD PROCEDURES:

Breakfast and hot lunch are provided each school day. Breakfast is not served on mornings when there is a late start.

A. Students may bring their own lunch or eat the school lunch.

B. Lunch money may be added to the family's account in the office. If a family cannot afford the cost of meals, applications for free or reduced meals are available from the principal's office. Students are responsible for keeping their account current. They will be told if their account is low.

C. In the lunchroom form a single file line. Every student must go to the end of the line and wait his/her turn.

D. Show courtesy to your classmates and lunchroom personnel at all times.

E. All students must remove their trays, utensils, and milk cartons from the tables when finished.

F. No food is to be taken from the lunchroom.

G. Each student is required by law to take a carton of milk if they take a tray.

H. Students are required to receive a new tray prior to taking seconds from the salad bar.

I. Lunchroom etiquette should be consistent with the same manners expected at home.

J. Cell phones and other devices such as Chromebooks are not allowed to be used in the lunchroom with the exception of study hall.

Specific information on the Middle School Lunch Program may be obtained from the principal's office at any time. It also becomes necessary late in the year to NOT allow regular lunches to students who do not have money in their account. An alternative lunch to include a peanut butter sandwich & fruit is provided in these rare cases.

PHYSICAL EDUCATION:

All students will participate in physical education. Grades will be given in physical education and everyone must pass or take special work. All participants must wear appropriate gym clothing and shoes. The locker rooms are to be used by PE classes only during the school day.

TELEPHONE:

Office phones are to be used by students only when absolutely necessary. Messages should be left for the pupil rather than calling him/her to the phone. Please do not call the students cell phones as they do not have them turned on during the day.

CELL PHONES:

Cell phones are increasing in popularity and are a very real part of family communication. Cell phones can be used before or after school or with the

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permission of a teacher. Cell phones can only be used in the **"Phone Zone"**, located near the office. Students may have their cell

phones with them during the school day. These items must be shut off and out of site during the school day and should never interrupt a class. The phones should be turned off or set on silent during class time hours, including lunch.

Text messaging:

Sending, receiving, checking messages and taking pictures violate school district policy.

If the cell phone is to go off during a class or is visible at any time without permission, the teacher will take the phone and the office will store it until the parents come to school to pick up the phone, no exceptions.

If a student refuses to surrender the cell phone, this will be looked at as insubordination and the student will be removed from class and parents may be called.

Consequences for a student having their phone removed

The student will have their phone removed by the teacher. A parent/guardian will be notified. Each time a student has his/her phone removed by a teacher, a parent/guardian will be responsible for picking up the phone from the school office. In the event of repeated offenses, the school may look to alternative options for consequences.

INSURANCE:

An insurance program will again be offered to students. Students who participate in athletics must have school insurance or submit a note from their parents indicating that they carry insurance.

Athletes must report injuries to their coach immediately. Injury reports must be filled out, verified, and turned in promptly before the insurance company will pay any claim.

STUDY HALL 101

A. Students will be in their classrooms when the bell rings.

- B. Students are required to bring their needed study materials with them.
 - C. Students will have assigned seats given by the supervisors.
 - D. The library will be open to any student wanting to utilize it for academic reasons.
 - E. Students may get assistance from classroom teachers if they have prior arrangements (notes) to meet with them in their rooms.
 - F. Computer usage may be limited to school work unless given permission from the supervisor.
 - G. Disruptive behavior to others will not be accepted.
 - H. Study hall is more liberal with electronics. **Students are allowed to use their Chromebooks.** Music is allowed but headphones are required.
- No cell phone use to include texting or calling is allowed unless student asks to use the phone zone. If students abuse the use of electronics, loss of privilege will result for ALL.

STRUCTURED STUDY HALL

PURPOSE: Structured Study Hall is a class required for 7th and 8th grade students who are earning a "D" or lower in 2 or more classes. A quiet environment, free of distractions, will be the setting in this classroom. Every 4 weeks grades will be reviewed and Structured Study Hall participants may be moved based upon their current academic standing.

Guidelines:

- A. Students are required to be in the classroom when the bell rings.
- B. Students are required to have their assignments and books with them.
- C. Students will have assigned seats and will remain in their seats unless given permission to move elsewhere.
- D. Students will refrain from talking unless given permission.

- E. Students will not be allowed to leave the classroom without permission.
- F. Students will not be allowed to utilize their computers for leisure usage: listening to music, games, watching videos, etc..
- G. Cell phones will not be allowed for any reasons.

Objectives:

- A. Students will utilize this time for homework, make-up work, and late work.
- B. Students will be able to meet with teachers for assistance.
- C. Students will raise their grades through work completion and practice.
- D. If a student has no homework or late work, Study Island computer curriculum may be utilized or reading for Readers Workshop may be required.

EMERGENCY PROCEDURES:

Continuous ringing of the fire alarm will be sounded to indicate emergency evacuation of the school in case of fire or fire drills. You will be informed of procedures to follow in leaving the building. Intermittent blasts of marine air horns and/or an intercom announcement will signal take cover (tornado) procedures. Emergency evacuation procedures are posted in each classroom.

HALL LOCKERS:

Lockers are assigned to all middle school students. Please keep the lockers neat and orderly. Locker tops must be clear of all books and personal items at the end of each school day. Failure to do so may result in a detention. Posters and other items may be placed in the lockers. Any item that is offensive to others or contradicts the curriculum will not be tolerated and will need to be removed. Lockers provide security only when locked. Please do so. If your locker is not working properly, please notify the office.

BEHAVIOR CODE:

The best type of discipline is that which comes from the person himself. We hope you will build strong self-control. In case student behavior varies from accepted standards, the following rules apply:

A. Discipline may be administered by any teacher for any infraction of rules or general breach of conduct not covered by the rules.

B. Any student whose behavior interferes with the learning of other students or who is insubordinate may be removed from class by the teacher in charge. The student may be readmitted only after a conference with the teacher and/or the principal or interventionist. Any student who repeatedly causes trouble in a class may be removed from the class with a failing grade for the semester.

C. SUSPENSION FROM SCHOOL-Students who, by repeated actions demonstrate that they are unable to adjust to the school community will be suspended from classes by the principal/interventionist for insubordination.

D. IN-SCHOOL SUSPENSION - Students who, by repeated actions or the seriousness of the action, demonstrate that they are unable to adjust to the school community will be required to report to the Principal/Case Manager's office for in-school suspension. The student will not have any contact with the school community and will be required to complete all classroom work under the Principal's (or designee's) supervision..

E. The school district has established procedures when considering and when taking action to suspend or expel a handicapped student receiving special education. The procedures among others must consider whether there is a relationship between the misbehavior and the handicapping condition, when disciplinary action becomes a change in placement, the continuation of special

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Behavior Code Continued.

education services during a period of suspension or expulsion and whether an appropriate alternative placement will meet the educational needs of the student. Parents must be notified of certain due process rights should a long-term disciplinary action constitute a change of placement for the student in question.

F. Smoking, Drinking, and Controlled Substances - At no time will possession or use of tobacco, alcoholic beverages, controlled substances and vaping and its devices be allowed at any school activity (home or away), in the school building, or on the school grounds. THIS ALSO APPLIES TO THOSE WHOSE BEHAVIOR INDICATES THEY HAVE BEEN DRINKING OR USING A CONTROLLED SUBSTANCE. The penalty will be suspension from school and all school activities.

G. Truancy - Truancy is an absence from school without the PRIOR knowledge of the school or of the parent. Any student who is truant from school may be suspended after the parents are notified.

H. Dress - Students are expected to come to school looking neat, clean, and dressed in a manner considered in good taste. Clothing that makes reference to alcohol, drug, sex, or suggestive language will not be allowed. Hats, stocking caps and sweatshirt hoods are not allowed during the school day.

Clothing must cover all undergarments and midriffs. Also, shoulders and backs need to be covered and shorts need to be of an appropriate length for school.

If you are in doubt about your apparel, please do not wear it.

The administration may take steps to insure that no attire disrupts the learning process. These steps may include simply asking the student to change clothing at school or eliminate the clothing in question from their future school attire. Detentions/suspensions for clothing would only result when students choose to not comply with school requests and policy.

WEAPONS

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from the student 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 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 and will be referred to law enforcement officials. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purpose of this portion of this policy, the term "firearm" included any weapon which is designed to expel a projectile by the action of an explosion, 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 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.

Physical Altercation

Any student(s) involved in a physical altercation will face disciplinary action determined by the principal/interventionist.

DETENTION:

A. A detention is defined as an additional amount of time in-school time to be served in the designated area. Detentions are assigned to students who have been tardy, who have missed class or study halls for unexcused reasons, who have failed to complete assigned work, or who have misbehaved.

B. The detention will be served as soon as possible after the incident according to the teacher's available time.

C. Failure to make up time as scheduled may result in suspension from all extra curricular participation including all after school and before school practices until all detentions have been served.

D. Shuttle buses are not designed to be used by students who have served a detention. Permission to ride the shuttle bus must be received from the principal or designee.

HUMAN GROWTH AND DEVELOPMENT:

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

BUS MISCONDUCT:

Conduct which endangers the physical safety of others may result in a student-parent-principal conference concerning the disciplinary action to be taken. Disciplinary action may result in the suspension of bus riding privileges to the student.

BUS MISCONDUCT POLICY:

1st offense - The bus driver will

move the student(s) to the seat(s) directly behind the driver. The bus driver will notify the school principal and the student will be given a formal warning. If the incident is severe enough the building Principal may issue a detention or a suspension from the bus..

2nd offense - The student may receive a automatic detention and may be suspended from the bus for one or more days depending on the severity of the misbehavior. The Principal/Interventionist will inform the parents of the second offense.

3rd offense - The bus driver will notify the principal of the incident and the parents will be notified. The student may be suspended from the bus for up to 5 days.

4th offense - The bus driver will notify the principal of the incident and a letter will be sent to the parents informing them of the student's possible suspension from the bus for 20 days.

VIDEO CAMERAS ON SCHOOL BUSES:

The School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video tapes may be used in a student disciplinary proceeding. The content of the video tapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Video Cameras

The School District Board of Directors has authorized the use of video recording cameras in the Aplington school building. The cameras are used for a variety of reasons. They aid in monitoring student/adult behavior in hallways, help ensure locker safety and curb vandalism, and assist in any after school activities where supervision is minimal. Students and parents are hereby notified that the content of the videotapes may be used in student disciplinary actions. Parents may request to view videotapes of their child if videos are used in a disciplinary action involving their child. The content of the video is confidential student records and no cameras are located in any classrooms.

PEP BUS RULES:

1. The sponsor and driver will be in complete charge of the students.
2. Students are expected to remain seated.
3. Students riding the buses will be expected to return on the same bus.
4. Windows will be opened only with permission.
5. Candy and gum only will be allowed on the bus. Wrappers will be put in a box either in the front or back of the bus.
6. Students will use the emergency exits for emergencies only.
7. Proper conduct will be expected of the students at all times.
8. Students will not get on the buses when the driver or sponsors are not present.
9. Pep bus privileges will be revoked to any student who behaves in a manner that is unacceptable both on the bus or at the sporting event.

MISCELLANEOUS RULES:

A. Students should at all times use school property with the greatest of care. Any student who damages school property through his/her own neglect or carelessness will pay for the cost of replacement or repair. According to the circumstances, the student may also be punished.

B. School and school activities are neither the time nor the place for the display of affections.

C. 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. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit.

D. Students are asked to keep their lockers locked at all times. Manipulating the lock to make entry easier between classes also allows entry to any individual who might want to take items out of lockers. This is also very true for gym lockers.

E. Book Bags and backpacks may be used in carrying your supplies to/from class. Each staff member will have his/her own process for ensuring the backpacks do not crowd the rows between desks and allow for safe and efficient travel within the room.

ATHLETIC TRAINING AND EXTRA-CURRICULAR ACTIVITY PARTICIPATION:

A. State Association/School District requirements:

1. Rules and regulations of state associations of which the school is a member and school district policy shall be followed by the students participating in an activity.
2. Any student who is to participate in a practice or a performance on a regular school day must attend school the entire day. Individual exceptions may be approved by the principal when known in advance.

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B. Academic Eligibility Requirements:

1. Eligibility will be determined by the grades received at weeks 4, 8 and at the end of the trimester, 12th week.
2. If a student is failing (2) two or more core academic courses in the given period of time, (4 weeks) he/she will be ineligible for their next event. Students must then bring 1 of the 2 failing course grades to a D- or higher before participating in an event. (This change encourages those students who were failing multiple subjects to bring their grades up to participate.) The end of the trimester would be similar to the HS policy in that if you fail 1 course you must sit (HS-30 calendar days, MS-1 activity).

C. Personal Conduct Eligibility Requirements:

1. Appropriate behavior is expected of all students participating in extra curricular activities. A team of teachers, coaches, principal and activities director may suspend a student for inappropriate behavior at any time.
2. We expect our spectators to always reflect the highest standards of behavior at extra curricular events. Keep your school's image at a level that will reflect well on you and on your school.

3. Good Conduct In or Out of School (Criminal Mischief)

First Violation: When a student has been determined to have violated the Good Conduct Code for Extra-Curricular Activities, he/she will be suspended from the activity for one-third of present or future performances.

Second and Third violations: The superintendent, principal and athletic director will determine the consequences.

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 March 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 for information and forms.

Parent/guardians considering the use of the open enrollment option to enroll their child/ren in another public school district in the State of Iowa should be aware of the following dates:

March 1, 2019 - last date for regular open enrollment request for the following school year;

If the student meets the definition of good cause under 281-Iowa Administrative Code 17.4(1) because of a change in residence or is entering kindergarten student for the 2019-20 school year the application can be accepted after March 1.

The deadline for kindergarten kids open enrolling is Sept. 1 of the year they want the open enrollment. Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents/guardians should be aware that open enrollment might result in the loss of athletic eligibility.

VISITORS/GUESTS:

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. (Typically, around the lunch period) In general, visits by students are reserved for those students who will be enrolling in the district or are taking part in an exchange program. Parents may be requested to visit with their son/daughter.

MEDIA CENTER:

The media center of the Aplington-Parkersburg Middle School contains reference materials, nonfiction and fiction books, a number of magazines and newspapers, as well as some of the latest tools of technology. Most books and magazines may be checked out according to media center guidelines. Fines will be assessed for overdue items at a rate of \$.05 per school day.

GUIDANCE:

It is important that you as a student always feel welcome at the guidance office. The door to the office is always open to problems and questions of all types. Students may arrange for special conferences by making an appointment with the counselor.

BOARD POLICIES:

STUDENT RECORDS

Use of Student Records

An accurate record shall be maintained for all students attending the school district. All such records will be preserved, either in original form or on microfilm, as prescribed by law and district regulation.

School record data are designed to promote the welfare of the students. When parents and students fill out forms and give personal information about themselves, they have a right to expect that such information will be used in a professional manner and in the best interests of the students.

Parent(s) or guardian(s) of minor students have the right of access to informational about themselves.

Appropriate school personnel have the right to view student records. Those other than appropriate school personnel may view or obtain copies of student records only after securing parental or adult student permission.

Parent(s), legal guardians(s) or adult students may challenge the content of these records to correct or amend alleged inaccuracies.

Surveys, questionnaires, study proposals submitted to the district from outside organizations or individuals must be referred to the superintendent for review, recommendation, and coordination.

Procedures for identification, maintenance, and dissemination of information are set forth in administrative regulations.

Directory Information

The following information may be released to the public in regard to any individual student of the Aplington-Parkersburg School District as necessity or desirability arises.

Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing within fifteen (15) days of the date of this publication and within fifteen (15) days of enrollment should enrollment occur after that date, to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY

RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT, AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, AND OTHER SIMILAR INFORMATION.

The parent shall be given a reasonable period of time, at least sixteen (16) days, after such notice to inform the district that any or all of the information with regard to his/her child should not be released without his/her prior consent.

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NONDISCRIMINATION Notification - State

Law It is the policy of the Aplington-Parkersburg Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator: Jon Thompson. He may be contacted at 610 N. Johnson Street, Parkersburg, IA 50665, jon.thompson@apcsd.net, or at (319) 346-1571, if you need to discuss any of these matters.

This policy shall be in accordance with relevant state and federal executive orders and status. Such actions shall include, but not be limited to the following: access to and participation in curricular offerings, extra-curricular activities, facilities, physical education and instruction, athletics, marital or parental status, or employment.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women, as well as, men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

The Board has designated Building Principals as the individual to serve as the school district's Title VI, Title IX and Section 504 Compliance Officer. Inquires about the

enforcement of this nondiscrimination policy can be directed to the compliance officer, or to the Director of the Office of Civil Rights, Washington, D.C

GRIEVANCE PROCEDURE FOR NONDISCRIMINATION COMPLAINTS

Students, parents or guardians, or employees of the Aplington-Parkersburg Community School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Level One - Brian Buseman, Principal (319) 347-6621

(Informal and Optional - may be bypassed by the grievant.)

Employees with a grievance of discrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with object or resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor, or building administrator involved.

Level Two - Title VI, Title IX, and Section 504 Compliance Officer

If the grievance is not resolved at Level One and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Level Two Compliance Officer. 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 could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student May be accompanied at that meeting by a parent or guardian.

The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer

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regarding action taken will be sent within fifteen (15) days after receipt of the complaint.

The Compliance Officer of the Aplington Community School District is Jon Thompson, Superintendent, 610 North Johnson Rd. Parkersburg, Iowa 50665. The office telephone number is 319-346-1571.

Level Three - Superintendent - Jon Thompson, (319) 346-1571

If the complaint is not resolved at Level Two, the grievant may process it to Level Three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receive the report from the Compliance Officer. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. The Superintendent or his/her designee will render a decision within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights or other agencies available for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

CHILD ABUSE REPORTING PROCEDURE

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.

All teachers, administrators and employees of this district are by law considered mandatory reporters of child abuse that occurs in the home environment. The three definitions of child abuse are namely: Physical abuse, Sexual abuse and Neglect and are directed to the "person responsible for the care of a child".

For alleged child abuse by school personnel, the building principal is the initial investigator, and the alternate is the local law enforcement. Mandatory reporters are reminded that pursuant to Chapter 232 of the Iowa Code (juvenile justice), any oral report of suspected child abuse must be followed up by a written report to the Department of Social Services within 48 hours.

All teachers must have on file within six months of initial employment a certificate of child abuse reporting training.

In compliance with the child abuse policy passed by the State Board of Education, the school designates the following investigators of physical and sexual abuse of students by school employees:

Primary Investigators will be the building principals:

- Brian Buseman, M. S. Principal, 215 10th St., Aplington, IA 50604 (319)347-6621

Aaron Thomas, Secondary Principal, 610 N. Johnson St., Parkersburg, IA 50665 (319)346-1571

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Amy May, Elementary Principal,
602 Lincoln St., Parkersburg, IA
50665
(319)346-2446

LEVEL 2 INVESTIGATOR

The school district has also arranged for a trained, experienced professional to serve as the Level II investigator, (local law Enforcement professional)

FRIABLE ASBESTOS-CONTAINING MATERIALS

Our School buildings do not contain any known asbestos building materials. The most recent AHERA Asbestos Inspection stating "No Asbestos Found" is located in the administration office and is available for review from 8:00 AM to 3:30 PM daily, a 10-cent per page cost will be charged for copies.

AHERA (asbestos) regulations do not require most ongoing activities (reinspection, surveillances, training, and response actions) when no asbestos is present. For additional information or program questions contact our asbestos coordinator Ron Westerman at Aplington School.

ANTI-BULLYING / HARASSMENT

The definition of harassment and bullying in the law is: "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:

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to

report students violating this rule to law enforcement officials.

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

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, job, etc; and
4. Demeaning jokes, stories or activities.
5. Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.

ANTI-BULLYING / HARASSMENT cont...

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

1. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - a. Tell a teacher, counselor or principal; and
 - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 1. What, when and where it happened;
 2. Who was involved?
 3. Exactly what was said or what the harasser or bully did;
 4. Witnesses to the harassment or bullying;
 5. What the student said or did, either at the time or later;
 6. How the student felt; and
 7. How the harasser or bullying responded.

Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical

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or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble a person is evident when the action or words:

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.

Sexual harassment may include any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, but is not limited to:

1. Verbal, physical or written harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications; and
4. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Consequences for bullying and harassment have been established and it should be noted that the principal/interventionist will utilize common sense and will take into account the severity of any inappropriate action when ultimately deciding the consequence. Each incident will be handled as an individual case and consequences will be at the discretion of the principal/interventionist based on the severity of the situation.

Based upon the situation, consequences may range from a phone call home to time spent on in school or out of school suspension. If necessary the consequences may include law enforcement.

LEVEL ONE INVESTIGATOR - Brian Buseman, principal, (319) 347-6621.

DRUG-FREE SCHOOLS

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, Amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. ~ 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours at school or in any other school district location as defined.

A student who violates the terms of this policy shall satisfactorily complete a drug abuse assistance or rehabilitation program by the school board. If such student fails to satisfactorily complete in such a program, the student shall be suspended or expelled from school, at the discretion of the board.

Sanctions against students shall be in accordance with prescribed school district administrative regulations and procedures.

DUE PROCESS:

The above policies shall include a "due process" whereby a student or parent contesting a declared decision based upon the stated policy shall be required to state their objections in writing and also their request for an oral hearing, addressed to the Superintendent of Schools. The superintendent shall then schedule a meeting of the Board of Education within ten days of the receipt of such objections, and give at least five days written notice of such hearing, unless shorter time is mutually agreeable. The Board of Education shall consider the evidence presented and make written findings of its decision within five days of the hearing, mailing a copy to the objectors.

SEARCH AND SEIZURE:

All school property is held in trust by the Aplington Community School District. School authorities may, without a search warrant, search a student, student locker, desk, work area or student automobile under the circumstances as outlined in the following regulations to maintain order and discipline in the school, to promote the educational environment and to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors on the school premises. Items of contraband may include, but are not limited to, nonprescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises.

All non-maintenance searches must be based on a reasonable suspicion and must be reasonable in scope. Students are asked to use desks and lockers only for the storage of schoolbooks, school materials, and possessions ordinarily used in day-to-day school activities and outerwear clothing. School desks and lockers are not places of storage for items of a private or personal nature. All students are assigned to a desk or locker and are responsible for it and may be charged individually or equally for damage to lockers or desks. No locks may be placed on desks or lockers except those issued or approved by the school administration. Unauthorized locks may be removed or cut off. NOTE: Valuables may be brought to the office for safekeeping until the end of the school day.

I. Searches, In general

a. Reasonable Suspicion: A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or the rules of the school. Reasonable suspicion may be formed by considering factors such as the following: (1) eyewitness observations of school personnel, (2) information received from reliable sources (3) suspicious behavior by the student, and (4) student's past history and school record.

b. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following: (1) age of the student, (2) sex of the student, (3) nature of the infraction, and (4) urgency requiring the search without delay.

II. Types of Searches

a. Personal Searches: (1) A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal or contraband items, (2) Personally intrusive searches will require more compelling circumstances to be considered to be considered reasonable. (a) Pat-down search: If a pat-down search or search of a student's garments such as jackets, socks, pockets, etc., is conducted, it will be conducted in private by a school official of the same sex and with another adult witness present when feasible. (b) A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees or visitors on the school premises are threatened. A school official of the same sex present may only conduct such a search in private unless the health or safety of students will be endangered by the delay, which may be caused by following these procedures. (c) It is recognized that

strip searches, body cavity searches and the

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use of a drug-sniffing animal to search a student's body are not to be permitted under Iowa statute.

b. Locker/Desk Searches: (1) Maintenance Searches: Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has reasonable and valid interest in insuring that they are properly maintained. For this reason, periodic inspections are permissible to check for cleanliness and vandalism. Any contraband discovered during such searches shall be confiscated by the administration. The administration may try to correct the problem through counseling, parental involvement, medical referrals, depending on the severity of the situation. (2) Non-Maintenance Searches: The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains the illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.

(3) NOTE STATE LAW: House File 528 eliminates the 24-hour notice requirement to inspect a locker. It now allows a school district to inspect any number of lockers at any given time, as long as the student is present for the inspection.

c. Automobile Searches: Students are permitted to park on school premises as a matter of privilege, not of right. Students who obtain a school permit while in middle school must park their car at the school building in which they reside. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband item are contained inside.

The Board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse or damage of school property.

The superintendent shall inform the Board of the dollar amount to be charged to students or other fines, charges, or fees annually. Parents of students meeting specific financial eligibility. Standards will be eligible for a waiver of student fees based upon request of the parent. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

STUDENT FEE WAIVER

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program [FOP], Supplemental Security Income [SKI], transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived. Parents or students who believe they may qualify for the waiver of school fees should contact the principal's secretary at registration time for a waiver form. This waiver does not carry over from year to year and needs to be completed annually.

Latex Safe School

A-P Schools strive to provide a safe environment for our students, staff and visitors. With that goal in mind we continue to take steps to reduce the use of latex, which can cause serious reactions for some people.

Please do not send or bring traditional rubber (latex) balloons to school. Mylar balloons are latex free and work well as an alternative.

FINES - FEES - CHARGES

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COMPUTER LAB AREAS:

Computer areas are available for use throughout the school day when not being used by a class. Any misuse of the computers will result in the loss of computer privileges. Students should be supervised whenever using the computer lab.

CHROME BOOK & INTERNET ACCESS:

The focus of the 1:1 Chromebook program at A-P Middle School is to provide necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. At A-P MS technology will be integrated throughout the educational program in a seamless and timely fashion.

The Chromebook setting empowers students and teachers to use technology like adults do in the real world, accessing and using purposeful technology-based tools anytime a task calls for them.

Netiquette - Users are expected to abide by the generally accepted rules of network etiquette and will be required to sign a computer user agreement. These rules include, but are not limited to the following:

- ✓ be polite
- ✓ do not send abusive messages
- ✓ report inappropriate sites
- ✓ do not use vulgarities
- ✓ respect copyrights
- ✓ do not reveal personal information about yourself
- ✓ do not intentionally waste limited resources.

Security -

Do not distribute documents created by others

Users should not expect that files stored on the district servers will always be private.

If you believe you can identify a security problem, you must notify a teacher

or building principal. Do not demonstrate the problem to others.

Students should abstain from using social networking sites unless permission is given by an instructor (e.g. facebook). Students should not access personal email accounts unless authorized by a staff member (e.g. a person gmail account). Students should not access inappropriate websites. If inappropriate websites are accessed accidentally, the supervising teacher should be notified.

Inappropriate use of a student's google account (i.e. email, docs ect) may result in consequences in the following paragraphs.

Any members identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

The use of the A-P School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the A-P School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the A-P School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The A-P School District's Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Please refer to the computer user agreement for any other questions.

* The administration has the right to skip any step if the violation is severe enough.

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ACADEMIC RECOVERY

(Required Summer School) Students who receive failing third trimester or second and third trimester grades or have incomplete assignments to turn in for grading purposes may be required to complete incomplete or assigned work during the summer. A letter will be mailed home and students will make arrangements with the building principal to complete this work.

Satisfactory completion of this Summer Academic Recovery Program may be required for promotion to the next grade level. Exceptions to this policy may be granted by the building principal when circumstances warrant it.

PROMOTION / RETENTION

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted and a conference may be scheduled to discuss the situation before a final decision is made.

In general, a student who fails two or more of the core subjects during the second and third trimesters may be recommended for retention. Core subjects include, math, reading, English, science, social studies. Students who fail to complete coursework following Academic Recovery School will also be considered for retention.

Driver's Education/8th Grade Graduation

If a student fails the same academic course during trimester 1 & 2 or fails 2 or more classes in trimesters 1 & 2 they may be ineligible for Driver's Education classes offered through the school.

Students failing 2 or more classes the week prior to 8th grade graduation may not participate in the graduation ceremony.

Students must have completed 7th grade and be in good academic standing in 8th grade to be considered for Driver's Education.

WELLNESS POLICY

The A-P School District's Wellness Policy was reviewed during the 2016-17 school year. The policy is in place to govern what types of foods and beverage are allowed in the school building. A combined effort will be made to align the entire school environment with goals and actions that positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. PLEASE CHECK WITH YOUR CHILD'S APPLE TEACHER BEFORE BRINGING IN TREATS. A copy of the entire Wellness Policy is available from any of the district offices or from the school's website: www.apl-park.k12.ia.us