

TABLE OF CONTENTS

Dear Parents and Students,

Welcome to Benton Community Middle School.

Middle School students are all special individuals. As they progress through the middle school years, they will experience changes in physical, mental, and emotional development unmatched in intensity by any other period of life, except infancy. At Benton Community Middle School, every effort is made to attend to all areas of your child that will promote positive self-worth, while assisting in the development of the intellectual and social growth of each youngster.

Our Middle School Staff is dedicated to providing a trusting environment in which students will feel physically and emotionally safe, as well as be afforded the opportunity to learn in many different situations. We believe today's learners are tomorrow's leaders. This handbook is designed to inform you of the Middle School program and expectations. We encourage you and your child to review the handbook together.

Also, *please encourage your child to become involved* in our many programming options here at BC. According to the National Center for Chronic Disease Prevention and Health Promotion, ***“Students who feel connected to school believe that adults and peers in the school care about their learning as well as about them as individuals. When students feel connected to school, they are less likely to engage in a variety of risk behaviors, including tobacco use, alcohol and drug use, violence and gang involvement, and early sexual initiation. Connected students are also more likely to have higher grades and test scores, have better school attendance, and stay in school longer.”***

If you have any questions regarding the Middle School, please contact the school. We look forward to helping your child learn and grow.

Sincerely,

Jo Prusha

Jo A. Prusha
Middle School Principal
7-12 School Improvement
319-228-8701 ext. 351
jprusha@benton.k12.ia.us

Middle School Academic Program	
Above and Beyond	17
Activity Period	17
7 th Science	13
7 th Language Arts	13
7 th Social Studies	13
7 th Math	13
7 th PE	14
7 th Vocal	14
7 th Health Education	14
7 th Visual Arts	14
7 th Agricultural Sciences	14
7 th Careers	14
7 th Industrial Technology	15
7 th Technology	15
8 th Science	15
8 th Language Arts	15
8 th Social Studies	15
8 th Math	16
8 th Algebra I	16
8 th PE	16
8 th Family Consumer Science	16
8 th Health	16
8 th Visual Arts	16
8 th Careers	16
8 th Foreign Language	17
8 th Technology	17
7 th & 8 th Study Skills	17
Middle School Schedules	
Early Dismiss Schedules	10
First Day Schedule	7
Late Start Schedules	9
Regular Schedule	8
7 th Grade Exploratory Rotation	11
8 th Grade Exploratory Rotation	12
Middle School Activity Programming Options	
Student Eligibility for Extra-Curricular Activities	18
Student Council	18
7/8 Boys Basketball	19
7/8 Boys Track	19
7/8 Cross Country	18
7/8 Football	18
7/8 Girls Basketball	19
7/8 Girls Track	20
7/8 Show Choir	20
8 th Vocal	20
7/8 Volleyball	18
7/8 Wrestling	19
Concert Band	20
Jazz Band	20
Middle School Annual	20
Middle School Policy and Building Operations	
Abuse and Harassment by School Employee	21
Administration of Medication	21
Assemblies	21
Attendance/Absences/Notification/Participation	21-22
Absences Unexcused Consequences	22
Bus Rider Expectations	22
Care of School Property	23
Cheating & Plagiarism	23
Dances	23
Definitions	23
Detention	23-24

Discipline	24
Dress Code	24-25
Electronic/Technological Devices	25
Emergency Drills	25
Emergency Forms	26
Extended Learning Center (E.L.C.)	26
Fundraising	26
Grade Reports	26
Gum, Snack Foods & Pop	26
Hall Passes	26
Harassment	27
Home-School Enrollment	28
Homework	28
Honor Roll Eligibility	28
Human Growth & Development	28
Illegal Items	28
Insurance/Hawk-I Insurance	29
Jurisdictional Statement	29-30
Late Arrival/Early Departure	30
Lost & Found	30
Open Enrollment	30
Parent Educator Partnership (GWAEA)	30
Parent/Teacher Conferences	30
Physical Examinations	31
Procedures for Student Transfer	31
Progress Reports	31
School Announcements	31
School Fees	31
School Visitation	31-32
Student Behavior	32
Student Center Area	32
Student Illness & Injury	33
Student Lockers & Desks	33
Student Messages	33
Student Publications	33-34
Student Records	34
Student Searches	34-35
Study Hall Expectations	35
Surveillance Cameras	35
Tardiness	35-36
Technology Acceptable Use Policy	38
Theft-Stealing	36
Tobacco, Intoxicants, Controlled Substances	36
Weapons	36
Middle School Information	
Middle School Accountability Model	37
Middle School Mission Statement	4
Middle School Staff Directory	5
Middle School Study Skills	39
Multi-cultural and Non-Sexist Education	41
Map Grid	42
Map	43
Support Services	40
Technology Acceptable Use Policy	38



Benton Community Mission Statement
"Quality Education for Lifetime of Learning"

Benton Community Middle School Mission Statement

The Benton Community Middle School offers a safe environment that provides support during the transition from the elementary to high school level while emphasizing continuous growth and improvement intellectually, emotionally, physically, and socially.

Benton Community Middle School students will receive instruction, support and opportunities that will encourage the continuous growth and improvement in the following areas:

- Mental and Physical*
- Fundamental Intellectual Skills*
- Growth in Creative Abilities*
- Democratic Group Action*
- Independent and Intellectual Decision - Making*
- Understanding of Cultural Heritages*
- Development of a Set of Work & Life Values*
- Development of Individual Interests and Skills*

Middle School Staff

Jo Prusha (351)	<i>Middle School Principal & 7-12 School Improvement Director</i>
Jamie Bieschke (350)	<i>High School Principal</i>
Kal Goodchild (352)	<i>Assoc. Principal & Act. Director</i>
Clay Anderson	<i>Success Coach</i>
Aaron Cretin (353)	<i>7-12 School Counselor/7th Careers</i>
Natalie Nesbitt (354)	<i>7-12 School Counselor/8th Careers</i>
Tyler Maschino (200)	<i>District Technology Director</i>
Allman, Steve (128)	<i>7th Industrial Technology</i>
Carlson, Larry (317)	<i>8th Math</i>
Donald, Laurie (203)	<i>8th Spanish</i>
Hayden, John (117)	<i>MS Vocal Music</i>
Kauder, Andy (123)	<i>MS Health & PE</i>
Kenny, Mark (209)	<i>7th & 8th Science</i>
Kulbartz, Ben (206)	<i>7th & 8th Science</i>
Lampkin, Michelle (116)	<i>MS Jazz/Band</i>
Little, Trish (322)	<i>MS Special Education</i>
Leonard, Tom (311)	<i>MS/HS Media Specialists</i>
Meyers, Krista (319)	<i>7th & 8th Social Studies</i>
Nottger, Denise (320)	<i>8th Language Arts</i>
Platt, Nathan (345)	<i>MS Art</i>
O'Connell, Emily (315)	<i>MS/HS Special Education</i>
Riley, Wade (318)	<i>7th & 8th Social Studies</i>
Schmuecker, Alyssa (342)	<i>MS Vocal</i>
Smith, Michelle (322)	<i>MS Special Education</i>
Stoakes, Dawn (211)	<i>8th Family Consumer Science</i>
Suiter, Jeremy (313)	<i>MS Technology</i>
Thomae, Marty (316)	<i>7th Math</i>
Thompson, Theresa (321)	<i>7th Language Arts</i>
Wright, Krystal (127)	<i>7th Agriculture</i>
MS SUPPORT STAFF	
Brenneman, Brenda (357)	<i>Activities Secretary</i>
Carney, Deidre (218)	<i>IMC/Computer Room Associate</i>
Ludwik, Donna (118)	<i>Food Service Secretary</i>
Pansegrau, Dayna (366)	<i>MS Associate</i>
Sherwood, Bonnie (360)	<i>Attendance Secretary</i>
Sindt, Shelly (329)	<i>MS Special Education Associate</i>
Svestka, Jane (119)	<i>Food Service Director</i>
Timmerman, Stephanie (359)	<i>School Nurse</i>

Staff email: first initial of first name.last name@benton.k12.ia.us
 Staff phone#: 319-228-8701 ext: (3 digit # behind name)

BENTON COMMUNITY SCHOOL DISTRICT
 2011-2012 School Calendar – Calendar Committee Revision 2-10-11

Start – Finish
 (August 22 - May 24)

Summary of Calendar
 Days in classroom:
 Term 1 45 days
 Term 2 45 days
 Term 3 44 days
 Term 4 46 days
TOTAL CALENDAR DAYS 180

CALENDAR LEGEND

- Start ■
- Term ■
- Prof Dev ■
- P/T Conf ■
- Holidays ■
- Vacation Days ■
- End ■
- Comp Days ■

- HOLIDAYS:**
- Labor Day (9/5)
 - Thanksgiving Day (11/24)
 - Christmas Day (12/25)
 - New Year's Day (1/1)
 - Martin Luther King (1/16)
 - Presidents Day (2/20)
 - Easter Sunday (4/8)
 - Memorial Day (5/28)

- Professional Development Dates:**
- August 16 (TQ day)
 - August 17-19
 - September 21
 - October 19
 - November 23 (Comp day)
 - January 2 (TQ day)
 - February 10
 - April 9 (Comp day)
 - May 25

- Dates designated for Make-up:**
- January 16
 - February 20
 - April 5
 - May 25

Month	M	T	W	Th	F	S	S	Student Days
August	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
September				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
October	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
November	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
December				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
January	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
February		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29						
March			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
April	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
May	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
June				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	

180 Day Calendar

Date	Events
Aug 16-19	K-12 Prof Dev
August 22	Begin Term 1
Sept 5	Labor Day (No School)
Sept 7	PK-12 PD 1:00 p.m. Dismiss
Sept 13	School Elections
Sept 21	PK-12 PD NO SCHOOL
Sept 21	7-12 P/T Conf. 3-8 p.m.
Oct 5	PK-12 PD 1:00 p.m. Dismiss
Oct 19	PK-12 PD - NO SCHOOL
Oct 28	End of 1 st Term (45 days) 1:00 p.m. Dismiss – Grade Report
Oct 27	Start of Term 2
Nov 2	PK-12 PD 1:00 p.m. Dismiss
Nov 2	K-6 P/T Conf 3-8 p.m.
Nov 10	K-6 P/T Conf 4-8 p.m.
Nov 16	PK-12 PD 1:00 p.m. Dismiss
Nov 23	No School – Staff Comp Day
Nov 24-25	Thanksgiving Holiday (No School)
Dec 7	PK-12 PD - 1:00 p.m. Dismiss
Dec 7	7-12 P/T 4-8 p.m.
Dec 22	1:00 p.m. Dismiss
Dec 23-30	Winter Break (No School)
Dec 25	Christmas (No School)
Jan 1	New Year's Day (No School)
Jan 2	PK-12 PD - NO SCHOOL
Jan 11	End of 2 nd Term (45 days) 1:00 p.m. Dismiss – Grade Report
Jan 12	Start of Term 3
Jan 16	Martin Luther King Day (No School)
Jan 18	PK-12 PD 1:00 p.m. Dismiss
Feb 1	PK-12 PD – 1:00 p.m. Dismiss
Feb 10	PK-12 PD – NO SCHOOL
Feb 20	President's Day (No School)
Feb 22	PK-12 PD – 1:00 p.m. Dismiss
Feb 22	7-12 P/T Conferences 4-8 p.m.
March 7	PK-12 PD – 1:00 p.m. Dismiss
March 16	End of Term 3 (44 days) 1:00 p.m. Dismiss Grade Report
March 19	Start of Term 4
March 21	PK-12 PD – 1:00 p.m. Dismiss
March 21	K-6 Conf 3-8 p.m.
March 29	K-6 Conf 4-8 p.m.
April 4	PK-12 PD – 1:00 p.m. Dismiss
Apr 5-9	Spring Break
April 9	NO School – Staff Comp Day
April 18	PK-12 PD – 1:00 p.m. Dismiss
April 18	7-12 P/T Conf 4-8 p.m.
May 2	PK-12 PD 1:00 p.m. Dismiss
May 16	PK-12 PD 1:00 p.m. Dismiss
May 20	Commencement Exercises 2 p.m.
May 24	End of Term 4 (46 Days) 1:00 p.m. Dismiss Grade Report
May 25	PK-12 PD
May 28	Memorial Day (No School)

Middle School Schedule

First Day Schedule -- August 22, 2011

8:15 - 8:58	Period #1	8th Exploratory (8 th Exploratory staff meets students in auditorium and after opening remarks and then walk students to class.)
9:02 - 9:45	Period#2	7th Exploratory (7 th Exploratory staff meets students in auditorium and after opening remarks and then walk students to class.)
9:49-10:32	Period #3	
10:36 - 11:19	Period #4	
11:19 - 11:33	Channel One	
11:33 - 11:58	Lunch	
12:00 - 12:34	Activity Period #5	
<p>ALL STUDENTS REPORT TO HOMEROOM FOR REVIEW OF THE FOLLOWING HOMEROOM AGENDA: Staff help students locate MS Study Skills expectations, review and MS handbook and planner and use of these tools, discuss student schedules, Power School, review lunch procedures, explain activity period, answer questions.</p>		
12:38 - 1:21	Period #6	
1:25 - 2:08	Period #7	
2:12 - 2:55	Period #8	
2:59 - 3:20	HOMEROOM	

7th Grade Report to the auditorium on
Monday, August 22, 2011 during homeroom.

8th Grade will report to the auditorium on
Tuesday, August 23, 2011 during homeroom.

Middle School Schedule

Regular Schedule

2011-2012

8:15 - 8:58	Period #1 (8 th Exploratory)
9:02 - 9:45	Period #2 (7 th Exploratory)
9:49 - 10:32	Period #3
10:36 - 11:19	Period #4
11:19 - 11:33	Channel One
11:33 - 11:58	Lunch
12:02 - 12:34	Period #5 (Activity Period)
12:38 - 1:21	Period #6
1:25 - 2:08	Period #7
2:12 - 2:55	Period #8
2:59 - 3:20	HOMEROOM

Middle School Schedule
ONE HOUR LATE START
2011-2012

Period #1	9:15 - 9:58
Period #2	10:02 - 10:45
Period #3	10:49 - 11:32
Lunch (Period #5)	11:33 - 11:58
Channel One (Viewed in Period #4 classroom)	12:02 - 12:17
Period #4	12:17 - 1:00
Period #6	1:04 - 1:47
Period #7	1:51 - 2:34
Period #8	2:37 - 3:20

Middle School Schedule
TWO HOUR LATE START
2011-2012

Period #1	10:16 - 10:53
Period #2	10:57 - 11:34
Period #3	11:38 - 12:15
Lunch (Period #5)	12:15 - 12:40
Period #4	12:44 - 1:21
Period #6	1:24 - 2:01
Period #7	2:05 - 2:42
Period #8	2:45 - 3:20

Middle School Schedule
1:00 DISMISS SCHEDULE
2011-2012

8:15 A.M. --	8:45 A.M.	Period #1
8:49 A.M. --	9:19 A.M.	Period #2
9:23 A.M. --	9:53 A.M.	Period #3
9:57 A.M. --	10:27 A.M.	Period #4
10:31 A.M. --	11:01 A.M.	Period #6
11:04 A.M. --	11:34 A.M.	Period #7
11:34 A.M. --	11:59 A.M.	LUNCH
12:00 P.M. --	12:30 P.M.	Period #8
12:34 P.M. --	1:00 P.M.	ACTIVITY PERIOD

Middle School Schedule
2:00 DISMISS SCHEDULE
2011-2012

8:15 A.M. --	8:51 A.M.	Period #1
8:55 A.M. --	9:31 A.M.	Period #2
9:35 A.M. --	10:11 A.M.	Period #3
10:15 A.M. --	10:51 A.M.	Period #4
10:55 A.M. --	11:31 A.M.	Period #6
11:33 A.M. --	11:58 A.M.	Lunch
12:02 P.M. --	12:27 P.M.	Activity Period
12:30 P.M. --	12:44 PM	Channel One (Viewed in Period #7 classroom)
12:44 P.M. --	1:20 P.M.	Period #7
1:24 P.M. --	2:00 P.M.	Period #8

**Seventh Grade Exploratory Rotation
2011-2012**

Session One

August 22, 2011
October 3, 2011 30 Days

Session Two

October 4, 2011
November 14, 2011 30 Days

Session Three

November 15, 2011
January 11, 2012 31 Days

Session Four

January 12, 2012
February 27, 2012 30 Days

Session Five

February 28, 2012
April 12, 2012 30 Days

Session Six

April 13, 2012
Last Day of School 29 Days

Health	Kauder	Room 19
Visual Arts	Platt	Room 23
Agriculture	Wright	Room 127
Careers	Nesbitt	Room 21
Technology	Suiter	Room 13
Ind. Tech	Allman	Room 128

Adjustments in length of session will be made as we incur snow days and other unexpected events.

**Eighth Grade Exploratory Rotation
2011-2012**

Session One

August 22, 2011
October 3, 2011 30 Days

Session Two

October 4, 2011
November 14, 2011 30 Days

Session Three

November 15, 2011
January 11, 2012 31 Days

Session Four

January 12, 2012
February 27, 2012 30 Days

Session Five

February 28, 2012
April 12, 2012 30 Days

Session Six

April 13, 2012
Last Day of School 29 Days

Health	Kauder	Room 18
Visual Arts	Platt	Room 23
Spanish	Donald	Room 206
Careers	Cretin	Room 21
Technology	Suiter	Room 13
Family Science	Stoakes	Room 211

Adjustments in length of session will be made as we incur snow days and other unexpected events.

Middle School

ACADEMIC PROGRAM

7th INTEGRATED SCIENCE

The standards for the class consist of: understands the nature of scientific inquiry; knows the structure and function of cells in living organisms; knows the characteristics that all living things have in common; understands the essential ideas about the composition and structure of the universe and the Earth and its weather patterns; and understands motion and the principles that explain it. Evaluation is based upon project work, daily assignments, labs, class participation, and test scores.

7th LANGUAGE ARTS

The course will focus on the English concepts of spelling, vocabulary, grammar, and composition. Spelling and vocabulary will be leveled according to individual student ability. Emphasis will be placed on the comprehension of selected pieces of literature, and students will learn to identify a specific set of literary terms and their usage in selected pieces of literature. Assessment will include daily assignments, homework, quizzes, tests, and projects.

7th SOCIAL STUDIES

This course is designed to provide students with a background in the geography of the Western Hemisphere (1st Semester) and the Eastern Hemisphere (2nd Semester). An emphasis is placed on skills for working in groups and use of social studies skills. Evaluation will include daily assignments, chapter projects, quizzes, and tests. Students will meet the following National Geographic Standards: understands the relationships between people, places, and environments by mapping information about them into a spatial context, knows the identities and lives of individuals are rooted in particular places and in those human constructs called regions, comprehends physical processes shape the Earth's surface and interact with plant and animal life to create, sustain, and modify ecosystems, knows people are central to geography in that human activities help shape the Earth's surface, understands the physical environment is modified by human activities and human activities are influenced by the Earth's physical features and processes, and comprehends the knowledge of geography enables people to develop an understanding of the relationships between people, places, and environments over time.

7th MATHEMATICS

This course will focus upon the following six standards in which each student will strive to: understand the general uses of mathematics; use a variety of strategies in the problem-solving process; link concepts and procedures to develop and use computational techniques; apply the concepts of geometry; use data collection, analysis, statistics and probability to solve problems; and apply basic properties of algebra. Students will be exposed to a variety of benchmarks in order to achieve these standards. Assessment of student work will be based on but not necessarily limited to: daily work; quizzes; checkups; tests; standardized tests; journal reflections; individual projects; and group projects. The seventh grade also offers integrated projects in the areas of: The Middle Ages; Ancient Egypt; and the Fitness Trail Activity.

7th PHYSICAL EDUCATION

Physical education will utilize movement as a means of expression and learning. Through individual and group activities, the student will be provided the opportunity to develop strength, endurance, coordination, cardiovascular fitness, balance, and flexibility. Student assessment will be based on participation, skills performance, cardiovascular development, physical fitness level, and teacher observations.

7th VOCAL

This course includes the study and review of basic music theory, musical theater and opera, music history, and world music. Special units within the curriculum include: playing recorders, playing boom whackers and music technology (including music sampling). The monthly music magazine "Music Alive!" serves as the text for this course. This course also includes the study of the human voice through the rehearsals and performances of 3 concerts per year as the 7/8th grade Boy's or 7/8th grade Girl's choirs. Students will also have the opportunity to audition for Illusions (Middle School Show Choir), special acts for the Middle School concerts, and the Iowa OPUS Honor Choir.

7th HEALTH EDUCATION

Health education is a continuous process designed to expose students to health concepts, including wellness and health care, and to help attain knowledge that can be used to develop desirable attitudes and health behaviors. Topics addressed in this course will include wellness, physical health, mental health, social health, nutrition, and safety and first aid. Student assessment is based on performance on tests and quizzes, daily work, group work and teacher observations.

7th VISUAL ARTS

Visual Arts enables the student to develop a visual language that allows them to communicate their creative ideas and engage them to stretch to greater levels of perceptual ability, skill and thought. Students will learn productive thinking skills and strategies that teach them how to develop varied and unique ideas. Areas to be explored are design, drawing, painting, printmaking, ceramics, digital imaging using Photoshop Elements, mixed media and an Art History Web Quest, collaborative critique processes and assessment tools.

7th AGRICULTURAL SCIENCE

Students will understand the complexity and diversity of Iowa's Food and Fiber system; the role agriculture has played in the evolution of civilizations and in the history of the United States and Iowa; the role of science and technology in agriculture; the importance of teamwork and interpersonal skills in the workplace; and the variety of career options available in agriculture. Students will identify opportunities and the performance skills required, and identify their own areas of career interest.

7th CAREERS

This course is designed to give students practical experience in communication skills, relationship skills, problem-solving skills and goal setting and how these components relate to the world of work. Grading will

be based on daily and weekly work, task completion, participation and group work.

7th INDUSTRIAL TECHNOLOGY

This course offers the student opportunities to develop skills within wood working and computer simulation. Students will complete several projects within this exploratory.

7th TECHNOLOGY

The student will become familiar with basic hardware/software computer terminology; key alphabetic characters using the touch method; key two-minute timed writings with a minimum of 15 words per minute and a maximum of 5 errors; utilize word processing software; and apply appropriate spacing to all punctuation used.

8th INTEGRATED SCIENCE

Students will be exposed to three main areas of science; earth and space science, physical science, and life science. Areas of study include investigating sedimentary rocks and fossils from the Grand Canyon to discover clues that reveal Earth's history, the processes that created the rocks, use the knowledge and data from rock observations to make inferences about organisms, environments, and events that occurred over Earth's history. Also, learn the atomic theory of matter and use this notion to think theoretically about familiar materials and chemical interactions, such as the behavior of oil and water, rusting, dissolving of common materials, plastics, and melting ice with salt. Lastly, raise populations of organisms to discover population dynamics and interactions over a range of conditions. Materials graded will include laboratory exercises, daily work, vocabulary quizzes, and tests.

8th LANGUAGE ARTS

A reading-writing connection underlies all course work of this class. Students receive formal instruction and practice in reading various genres of literature. A major emphasis is placed on student writing, both formal and creative. A portfolio of student writing is compiled throughout the course. Units teaching practical listening and speaking skills round out a course, which stresses knowledge and practice of effective communication strategies. Various assessment exercises determine student comprehension of reading selections. Other major assessments include student writings in different forms, in different voices, and for various audiences. Projects demonstrate student understanding of communication strategies.

8th SOCIAL STUDIES

United States History: From beginnings to 1877

This course is designed to introduce the student to United States History. It begins with the study of the early exploration era and continues up to and includes the American Revolution era and the adoption of the United States Constitution and concludes with an examination of the causes and outcome of the civil war. Students who successfully complete this course will have achieved the standards of: conflict resolution, principles application, cultural diversity, citizenship, information processing and lifelong learners. Assessments will include testing, assignments and individual/group project work.

8th MATH

This course is used as an introduction to algebra. It is designed to both motivate a wide range of students and to make the transition into high school algebra much easier. This course focuses on expanding and reinforcing numeration work, and problem solving skills. Assessment is based on daily work, quizzes, tests, and projects. Areas of study include whole numbers, fractions, number theory, pre-algebra, measurement, ratio, proportion, percent, geometry, integers, statistics, and probability.

ALGEBRA I

Algebra I is designed to incorporate problem-solving, both with and without the use of a calculator, writing equations and inequalities, graphing those same equations and inequalities, interpreting graphs, adding, subtracting, multiplication and division of numbers and algebraic expressions, using exponents, parentheses, and other symbols of grouping. There will be skills reinforcement and new skill learning.

8th FAMILY SCIENCE

This exploratory course reviews the basics of food preparation, appliance operation, and the basics of sewing. Students demonstrate competency through several hands-on projects throughout the exploratory rotation.

8th HEALTH

Health Education is a continuous process designed to expose students to health concepts, including wellness and health care, and to help attain knowledge that can be used to develop desirable attitudes and health behaviors. Topics addressed in this course include tobacco, alcohol, drugs, diseases, consumer health, environmental health, and health careers. Student assessment is based on performance on tests and quizzes, daily work, group work, and teacher observations.

8th VISUAL ART

Visual Arts course further explores methods of developing a visual language to communicate personal experience, creative ideas and engage the student to expand levels of perceptual ability, skill and thought. Students will continue to use productive thinking skills and strategies to develop creative ideas. Areas to be explored are design, drawing, painting, printmaking, ceramics, digital imaging using Photoshop Elements, mixed media, post modern performance and installation art, collaborative critique processes and assessment tools.

8th CAREERS

Students will continue to experience career education instruction, which shall include employment opportunities, experiences in career decision-making, and experiences to help students integrate work values and work skills into their

lives.

8th FOREIGN LANGUAGE

Students are introduced to the Spanish language by studying vocabulary for conversational greeting, expressions of courtesy, numbers, classroom objects, family members, days, months, time, colors, rooms in a house, weather, seasons, and food. Hispanic culture is also introduced using video, slide presentations, and personal experiences of the instructor.

8th TECHNOLOGY

The student will become familiar with basic hardware/software computer terminology; key alphabetic and numeric characters using the touch method; key two-minute timed writings with a minimum of 20 words per minute and a maximum of 5 errors; utilize word processing software; and apply appropriate spacing to all punctuation used.

7th & 8th STUDY SKILLS

Study Skills is a highly individualized programs utilizing identified goals and objectives based on the students Individualized Education Program (IEP). The Study Skills instructor is able to serve identified students within the general education classroom and in specialized instruction.

ABOVE AND BEYOND

Activities are designed to promote higher level thinking, creative thinking, career exploration, decision making, problem solving, and communication.

ACTIVITY PERIOD

Activity Period meets daily and will involve all middle school students and staff. Activities will vary and will include competition among homerooms in kickball, volleyball, basketball, paddle and racket, and softball. Other activities throughout the year may include assemblies for music and dramatics, special programs and speakers, reading, recreational games, special practices, special rehearsals and meetings.

Middle School **Activity Programming Options**

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Board of Directors of the Benton Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors.

STUDENT COUNCIL

Student Council organizes activities for all homeroom groups such as contests, special days and activities, movies, dances, roller skating parties, etc. The student council also represents student interests and opinions as its' student government. Each homeroom elects two (2) student council members to represent them. This group meets 1-2 times per month and serves all year.

7th/8th VOLLEYBALL

7th and 8th grade volleyball practices are held at the elementary centers in Atkins, Keystone and Norway. All matches are held at Atkins. Practice begins on the second day of school. Shuttle buses transport athletes to the appropriate practice site and then return them to the MS/HS in order to meet regular shuttles. Athletes must have a current physical form on file in the office prior to participating in practices or games. An emergency card also must be filled out prior to an athlete participating in an event. Individual grade matches involve "A", "B", and "C" squads, depending on the number of participants.

7th/8th CROSS COUNTRY

Middle School Cross Country offers an introduction to the high school program. It offers a low-key approach to the development of proper distance running technique and to the development of a sound distance running base through various methods. A seven meet schedule is offered for those who want to experience distance running competition. The season runs from the end of August through the middle of October. Practices are held after school from 3:30 p.m. until shuttle Monday, Tuesday, Thursday, and Friday nights.

7th/8th FOOTBALL

Seventh grade football will begin the second day of school in the Fall. Five playing dates are scheduled for interscholastic completion. Two games (A & B) are usually played each date to provide an opportunity for all players to experience game competition. All participants must have a valid physical examination in order to participate. Further expectations are distributed on the first day of practice. Practices are held after school every day except

Wednesday and run until shuttle bus time.

7th GIRLS BASKETBALL

The season for seventh girl's basketball runs from November through December. Emphasis is placed on the development of basic fundamentals of basketball. Participation, knowledge of the game and sportsmanship are the key elements of the program. A nine game schedule is developed with schools of similar size, which allows all athletes to participate, and provide an opportunity to compete and gain game experience. A current physical examination is required for all participants. Practices are after school every night except Wednesday and run until shuttle bus time.

8th GIRLS BASKETBALL

Participants in 8th girl's basketball will continue to develop skills and fundamentals introduced in 7th basketball. Dribbling, passing, shooting, defense, teamwork and sportsmanship are stressed at all times. During game situations, participation of all athletes is the emphasis. A nine game schedule is developed with schools of similar size, which allow all athletes to participate, and provides an opportunity to compete and gain game experience. A current physical examination is required for all participants. Practices are after school every night except Wednesday and run until shuttle bus time.

7th/8th BOYS BASKETBALL

Participants in boy's basketball will strive to develop skills and fundamentals. Dribbling, passing, shooting, defense, teamwork, and sportsmanship are stressed at all times. During game situations, participation of all athletes is the emphasis. A nine game schedule is developed with schools of similar size, which allows all athletes to participate and provide an opportunity to complete and gain game experience.

7th/8th WRESTLING

Middle School Wrestling gives all kids, regardless of their size or weight, the opportunity to perform at their own ability level in a combined 7th and 8th grade setting. Wrestling is a winter sport, with practices starting around the last week of October and running through December. At Benton Community, we incorporate a "split season" which ends prior to the Holiday break, and allows our athletes to pursue additional activities following the return from break. A nine meet schedule is developed, with home meets being held in the Benton HS gymnasium. All athletes are given the opportunity to wrestle at every meet if numbers of participants, comparable weights, and matching abilities are available from the opposing team. A physical examination is required prior to participation.

7th/8th BOYS TRACK

This activity provides an opportunity for participants to receive an introduction to the sport of track and an opportunity to develop interests and skill levels in the various events. A competitive seven meet schedule is provided, which allows individuals ample opportunity to compete.

7th/8th GIRLS TRACK

This activity provides an opportunity for participants to receive an introduction to the sport of track and an opportunity to develop interests and skill levels in the various events. A competitive seven meet schedule is provided, which allows individuals ample opportunity to compete. Opportunities are also provided to participate in the State Track and Field Association meet for those wishing to experience a higher level of competition.

MIDDLE SCHOOL ANNUAL

Production of this document occurs during the second semester of the school year and involves the organization and creation of the middle school annual with the support of the HS yearbook staff.

CONCERT BAND

Concert Band is open to all 7th and 8th graders interested in playing a band instrument. Several concerts are presented throughout the year, and a variety of music is studied and performed. Band members may participate in solo and ensemble contest, the annual trip to Adventureland Park and Jazz Band.

JAZZ BAND

Jazz Band is open to *members* of the MS Concert Band who play instruments appropriate for the jazz band. Those instruments are: saxophones, trumpets, trombones, drum set, piano, bass, and guitar. Jazz, Swing, Blues, Pop and Rock music are studied and performed throughout the year. The Jazz Band plays at all Middle School band concerts during the year.

7th/8th SHOW CHOIR

7th and 8th grade music students audition in the fall for this group of approximately 50 singers and dancers. They perform at the various show choir contests, MS Vocal concerts, Jr. Java, and Adventureland. Students in seventh or eighth grade may audition for the group. Parents of auditioning students should be aware that there may be some extra time required of their son/daughter if selected to participate in the group. The choir will focus on performing show tunes and classic jazz selections. The show choir will also use choreography to enhance the visual presentation.

8th VOCAL

Choir is an elective open to all eighth grade students. This will be an extension of material covered in 7th grade general music including sight-reading, proper vocal technique, independent part-singing, and rehearsal skills. The choir will perform in four concerts throughout the year as well as at Jr. Java at the end of the year.

Middle School

POLICY AND BUILDING OPERATIONS

ABUSE AND HARASSMENT BY SCHOOL EMPLOYEE

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has developed a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. Benton Community has designated Jason West, Principal or Kelly Buscher, Counselor 319-446-7525, as Level I investigator. A Level II investigator has been contracted to serve by the district.

ADMINISTRATION OF MEDICATION

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

Medication is held in a locked cabinet and distributed by the school nurse or designee. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

ATTENDANCE/ABSENCES/NOTIFICATION

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

Students who know they will be absent must notify the office prior to the

absence. If advance notification is not possible, parents must notify the office at 319-228-8701 ext. 360 on the day of the absence prior to 8:30 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is re-admitted after an absence, the family must provide verification by the student's family to the office explaining the reason for the absence. If notification is not received, the student will be considered truant and may face disciplinary action.

When a student anticipates an absence, every effort should be made to obtain assignments in advance. This effort should include a parent call verifying the extent of the absence and confirmation of other course material that will need to be completed. Students will receive full credit for school work missed due to excused absences, school related activities or suspensions if the work is made up within a prescribed number of days (number of days missed plus one day). For absences of an extended period of time, additional time may be granted at the teacher's discretion. Students are not allowed to make up schoolwork nor to submit late schoolwork due to an unexcused absence. Credit for work not completed within the prescribed time frame will be at the teacher's discretion.

******SEE HOMEWORK (PAGE 28) TO FIND OUT HOW TO OBTAIN HOMEWORK DURING AN ABSENCE******

ABSENCES UNEXCUSED PER QUARTER CONSEQUENCES:

1. First offense: Teacher reports absence to parents and the student is assigned a detention.
2. Second offense: Teacher will notify the parent and the student will serve detention time in the office making up all time missed due to the absence.
3. Third offense: The student, parent, counselor, and building principal will meet to discuss the absences and develop an action plan related to school attendance.

ATTENDANCE AND PARTICIPATION

Students participating in school activities must be in school at least one-half day on the day of the event or performance in order to participate. Once a student enters a school event to participate or as a spectator, they will not be allowed to leave the event and then re-enter. The Administration may waive these regulations in extraordinary circumstances.

BUS RIDER EXPECTATIONS

The safety of every child on our buses is a great concern to all of us. Every precaution is taken to see that the children arrive at their destination safely, but this requires the cooperation of the students and parents. Any incidence that happens on the bus to divert the driver's attention from his/her job immediately endangers the safety of the riders. It is therefore absolutely necessary that the children riding the bus conduct themselves in the best possible manner. Students who do not behave in an appropriate manner will be disciplined within the guidelines of the bus rider discipline policy outlined on the school calendar. Students will not be allowed to consume food, candy, pop, or gum on regular and shuttle routes. This does not include activity trips for various events during the school year. Video cameras are in use on school

buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are or are not in use. We sincerely hope you will cooperate in helping keep our buses clean and safe.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism will not be tolerated. Students found to be involved in the damage or destruction of school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

CHEATING AND PLAGIARISM

Students at the Benton Community Middle School are expected to produce work to the best of their ability. Work submitted for credit or recognition is to be done by each individual student and must be his/her own work. There are many ways to cheat, but all of them will be handled according to the following guidelines:

- Any student caught cheating in class may receive a failing score for the assignment in question.
- Any student cooperating in a situation involving cheating will also receive a failing score for the assignment.
- Repeated involvement in cheating will result in disciplinary action, which may include removal from the class with a failing grade and no credit.

DANCES

School-sponsored dances must be approved by the principal at least four weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students at school dances. Students violating school district policies, rules or regulations are asked to leave the dance and school grounds.

DEFINITIONS

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

DETENTION

The Benton Community Middle School Detention Policy is based on the premise that students of middle school age can and should be held accountable for their behavioral choices. This policy has been put into effect to address

the problem of repeated failure by students to adjust their behavior. A student whom, upon being reprimanded for inappropriate behavior, alters their behavior within expectations, will not be affected by the detention system. This system is put into place to address the problem of students who make poor behavioral choices and continue to do so. The detention is viewed as a consequence of continued poor-decision-making and as an aide in influencing our middle school students to begin to make more responsible behavioral choices. A student may be assigned a detention upon receiving three (3) demerits or "warnings" from an instructor for inappropriate behaviors at school. After serving a detention for a violation, a student who continues to display inappropriate behavior will receive one additional warning prior to receiving a second detention.

After earning a second detention from an instructor, a student who continues to display inappropriate behavior may be assigned a detention each time it is necessary for the instructor to reprimand them. If the behavior/action is such that an instructor feels a detention is warranted at any time prior to the third reprimand, they may assign the detention. Examples of possible demerits are as follows:

- Arriving late to class - no pass.
- Unprepared for class - materials, assignments etc.
- Classroom disruption.
- Inappropriate behavior - classroom, hallway, lunchroom.
- Insubordination.
- Harassment of others.
- Use of gum at school.
- Similar behaviors deemed inappropriate by staff/administration.

Detentions may be served before or after school. The assigning instructor will make parental contact/notification prior to the detention. An assigned detention will take priority over other student activities. The detention will be served in the Middle School area and will be supervised by the person assigning the detention. Students will come to detention prepared to do academic work. A student who chooses to skip an assigned detention will make-up the detention and receives an additional detention.

DISCIPLINE

Discipline will be handled at the classroom level whenever possible. The classroom instructor may refer students to the office for violations of conduct when deemed necessary. Consequences for office referrals would be detention, class suspension, in-school suspension, and out-of-school suspension. This discipline policy shall govern students while on school premises, while on school owned and/or operated school or chartered buses, while attending or engaged in school activities, while away from school grounds if the misconduct will directly affect the good order, management, and welfare of the school. Parents and students should be aware of the fact that under certain circumstances school officials are obligated to inform law enforcement authorities of some of the behavior described above. The administration reserves the right to use discretion in determining the severity of any student in violation of a policy, rule, or directive of the district and/or any inappropriate behavior on the part of the student(s).

DRESS CODE

Students are expected to come to school looking neat, clean, and dressed in a manner considered in good taste. This is primarily a parental responsibility. Bare feet are not permitted. Hats are not to be worn inside the building. Garments that promote alcohol, drugs, tobacco, sex, or obscenities are disruptive. Straps on shirts must be at least 1" in width. Shorts and skirts must be long enough so that when a student's arms are at their sides, their fingers are above the bottom of the shorts or skirts. Clothing must cover undergarments. The administration will retain the right to make a final decision as to what constitutes appropriate attire, and whether requested deviations will be allowed. Students whose attire creates a disruption of the educational environment will be asked to change clothing, cover the clothing, or sent home until such time that they present themselves in an acceptable manner.

ELECTRONIC/TECHNOLOGICAL DEVICES

Students may be called out of class for telephone calls only in the case of emergency. Cell phones may only be used in the office area during the day; they are not permitted outside of the office area, unless a student has permission from a staff member. Cell phones and other electronic devices should not be seen or heard from the first bell dismissing students from the Student Center to the dismissal bell at the end of the day. Classroom use of electronic devices will be left to the discretion of the classroom teacher.

Cell phones will not be used or seen in rest rooms or locker rooms. Teachers are expected to confiscate phones and bring them to the office when they are seen or heard during school hours. Repeat offenders will be handled through administration.

No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures. Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

Electronic device violations consequences

1st Offense: Device confiscated, brought to the office and returned to the student at the end of the day.

2nd Offense: Device confiscated and parent/guardian must pick it up in the office.

3rd Offense & beyond: Administration recommendation, electronic device confiscated and parent/guardian must pick it up in the office.

EMERGENCY DRILLS

Periodically the school holds emergency fire and disaster drills to better prepare student and staff response in the event of an emergency. Teachers will notify students of the procedures to follow should they experience a drill or emergency situation. Students are expected to remain quiet and orderly during a drill or actual emergency. Students who pull the fire alarm or call in false alarms will be disciplined under existing school policies, and may be

reported to law enforcement officials.

Fire Drills: The signal for a fire alarm is a single continuous sound from the alarm system. When the alarm sounds, all personnel will vacate the building immediately. Windows and doors are to be closed and lights shut off as you leave the room. Directions to specific exits are posted in each room.

Tornado/Disaster Drills: The tornado/disaster signal is a continuous series of short blasts on the alarm system. Hallways and restrooms shall serve as shelter area. These are posted in classroom.

EMERGENCY FORMS

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 office if the information on the emergency form changes during the school year.

EXTENDED LEARNING CENTER (E.L.C.)

The E.L.C. has been designed to help students through tutoring, mentoring, and guided assistance to complete assignments, complete make-up work, and develop study skills and habits. It is also designed to aide students in developing more appropriate behavior, behavior management skills, and decision making. Certified middle level staff will supervise the E.L.C. The E.L.C. may meet weekly from 3:30 P.M. to shuttle time. All students assigned to or volunteering for the E.L.C. must have an individual educational plan stating the specific purpose of the assignment and specific outcomes desired. Parents must be notified by phone at least 12 hours in advance.

FUNDRAISING

Students may raise funds for school activities upon approval of the Activities Director prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

GRADE REPORTS

Students receive grade reports in the form of report cards at the end of each quarter and semester. Students who have concerns/questions regarding grades should speak to their instructors to determine how they can improve their performance. Students & parents may check grades on-line via Power School.

GUM, SNACK FOODS, AND POP

Students will be allowed to chew gum in the building during the school day. However, classroom teachers reserve the right to not allow gum to be chewed in their classroom. The administration reserves the right to discontinue this

privilege for any length of time if building cleanliness becomes a problem. All other snack foods, including pop/juice, must be consumed in the Student Center.

HALL PASSES

Students are required to have a hall pass signed by an instructor or administrator to be in the hallways during the time when classes are in session.

HARASSMENT (Initiations, Hazing, Bullying or Harassment)

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.

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

- 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.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should: Tell a teacher, counselor or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including; what, when and where it happened; who was involved; exactly what was said or what the harasser or bully did; witnesses to the harassment or bullying; what the student said or did, either at the time or later; how the student felt; and how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- 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 includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement,

accompanied by implied or explicit threats.

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

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- de-meaning jokes, stories or activities.

As per board policy, the school district has harassment complaint forms available for students to utilize in the case of harassment. Disciplinary consequences are at the discretion of the school administration.

HOME-SCHOOL ENROLLMENT

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

HOMEWORK

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, share and discuss ideas, review materials, become acquainted with resources, organize thoughts, prepare for classroom activities or make up incomplete homework on time. Failure to do so may result in loss of course credit and a failing grade in the class.

Homework during absences can be obtained through our website: www.benton.k12.ia.us. Assignments and lesson plans should be posted on a weekly basis on the school website. You may request books to pick up, but it is your responsibility to pick up the books or get a hold of someone that can pick them up in the office after 2 pm. If you do not have access to the internet, please let us know in the office when you report the absence. Please call in by 10:30 a.m. to request homework. To view your child's current grades, you must sign into Power School with your username and password. These are available in the Guidance Office.

HONOR ROLL ELIGIBILITY

In order for a student to make the Middle School Honor Roll, the student must earn a minimum 3.0 average for the core classes (Social Studies, Mathematics, Language Arts, and Science), and receive a satisfactory (or better) for all explanatory's and PE, and earn a "B" minimum in all other courses the student is enrolled in a given term.

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.

ILLEGAL ITEMS

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

INSURANCE/HAWK-I INSURANCE FOR CHILDREN

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents wanting more information regarding student health and accident insurance should contact the office. Students are required to have student health and accident insurance if participating in extracurricular athletics. Students may provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact their coach.

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

JURISDICTIONAL STATEMENT

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook 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.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

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

LATE ARRIVAL/EARLY DEPARTURE

Students are required to check in the office if they arrive late or need to leave early. Students will not be allowed to leave during the school day unless parents contact the school office prior to school absence. Administrative discretion will be used in certain situations. Any student leaving school without permission will be considered truant which will normally result in suspension from school. All illness related circumstances must check in/out with the school nurse.

LOST AND FOUND

Articles lost or found should be reported to the teacher and office promptly. Putting your name on all of your belongings and locking them in your PE locker can minimize the loss of property. Valuables may also be stored in the office on a daily basis. Check with your building principal for details.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by January 1st 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's office for information and the appropriate documents.

PARENT EDUCATOR PARTNERSHIP (GWAEA)

This program believes that students succeed when families, educators, and communities work closely together. PEP acts on this belief by offering services to parents and educators that foster home, school, and community partnerships. PEP's staff consists of a Parent Coordinator, an Educator Coordinator, a Family Associate, and a Resources Librarian. They provide the following no-cost services: individual assistance; support and consultation to families; school, staff and community agencies involved in services to

individuals with disabilities; support for general education through federally funded Parent Partner Project that establishes local parent school liaisons; a lending library with current information on disability education; and financial and technical support for developing local Parent Resource Centers.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled four times/year. Parents are encouraged to contact teachers during anytime of the year. Teachers may request additional conferences when necessary, and parents/guardians may request a conference by calling the staff member or the office. We encourage parents to have students accompany them to conferences as they are able to share valuable information regarding their progress.

PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's physician stating that the student is physically fit and able to perform in athletics prior to the beginning of the sport season. Failure to provide evidence of a current physical examination will make the student ineligible to compete in practice or competitions. Students who are unable to afford the cost of the physical should consult the coach of their sport or the Principal.

PROCEDURE FOR STUDENT TRANSFER

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 notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a 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.

PROGRESS REPORTS

Teachers will send progress reports throughout the school year on an as need basis.

SCHOOL ANNOUNCEMENTS

When adverse conditions make it necessary to close school, the following radio and TV stations will be notified: WMT, KCRG, and KGAN. The Bobcat VOICELINK will also have the latest information regarding school cancellations or delays, as well as daily school related information, by calling 1-830-2164. The decision as to whether to hold school, or not, rests with the Board of Education who delegates this authority to the Superintendent.

SCHOOL FEES

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the [Family Investment Program \(FIP\)](#), transportation assistance under

open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact office personnel at registration, for a waiver form. This waiver does not carry over from year to year and must be completed annually.

SCHOOL VISITATION

Students wishing to schedule a visitor will apply for permission with the Principal at least one day prior to the visit. Generally, visitation by school age students will be discouraged due to the academic schedule and daily lesson instruction. Students wishing to visit will be required to have administration approval and wear a visitor's badge. If a visitor becomes a distraction for regular attending students they will be required to report to the office and be asked to leave the building.

STUDENT BEHAVIOR

Benton Community Schools expects a great deal from each student in the area of student behavior. It is imperative that we recognize the importance of education and expect students to display this through their compliance with necessary rules and policies relative to their behavior while in school. Students may be disciplined for conduct or behavior which disrupts or interferes with the rights of others, the educational program, or the orderly and efficient operation of the school and the learning atmosphere. The following are examples of unacceptable behavior and, depending upon circumstances, will result in disciplinary action (this list is not all inclusive):

- Possession, use or purchase of tobacco products, regardless of the person's age;
- Possession, use or purchase of alcoholic beverages, including, "near beer."
- Unlawful sale, distribution, or being under the influence of alcohol or drugs;
- Possession, use or purchase of illegal drugs or "look alike" drugs;
- Unauthorized possession, use or purchase of otherwise lawful drugs;
- Fighting, assault, threats or verbal abuse directed toward a student.
- Use of profanity, obscenities, or immoral acts.
- Creating a false emergency.
- Theft or robbery.
- Arson or attempted arson.
- Truancy and tardiness.
- Refusal to follow directions of the school staff.
- Failure or refusal to follow district policy or school rules and regulations.
- Intentional or malicious destruction of property.
- Acts which endanger the safety of oneself or others.
- Visible display of affection.
- Abusive epithets, threatening gestures, or harassment to other students, teachers, administrators, or school personnel.
- Documented conduct detrimental to the best interest of the school district.

STUDENT CENTER AREA

The Student Center is a multi-purpose area in the building. It serves as a study hall throughout the day and as our cafeteria. It is also used as a commons area before and after school and during our many school activities in the evening.

- Students are to remain in the area until the morning first bell.
- Students should bring study or reading materials to all assigned study halls.
- Keep the area clean, pick up paper and wrappers, put cans and bottles in the recyclable containers.
- Please put chairs back at all times in the correct manner when leaving the student center. Square tables should have four chairs and round tables should have six.
- Inappropriate behavior will result in office detention and/or suspension

STUDENT ILLNESS AND INJURY

A student who becomes ill at school must notify his/her teacher or another school employee as soon as possible and report to the nurses' office. In case of serious illness or injury, the school will attempt to contact parents according to the information provided on the student's emergency card. If the student is too ill to remain at school, the student will be released to the student's parents, or with parental permission, to another person directed by the parents via the nurses' office. While the district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid. The school will contact emergency medical personnel if necessary and attempt to notify parents if it becomes necessary to transport the student for treatment.

STUDENT LOCKERS & DESKS

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times.

The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulately suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

STUDENT MESSAGES

Students with messages in the office will be notified. Only messages from parents or immediate family members will be delivered to students. Encourage your family to contact you via the office only when absolutely necessary,

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board of education, and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from Jamie Bieschke, High School Principal. A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, teach restrictions against unlawful speech. No student shall express, publish, or distribute in an official school district publication material, which is:

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

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure provided by the school district.

STUDENT RECORDS

For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office.

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated.

Student directory information is released without parental permission unless the parents ask the school district not to release it. Parents must notify the school district at the beginning of each school year if they do not want the school district to release directory information. Directory information may

include: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

STUDY HALL EXPECTATIONS

Many of our students are scheduled in a study hall during the academic day. Please be aware that this time is designated for study and is a part of your total academic schedule during the year. The same expectations regarding student attendance and behavior apply to study halls as any other academic class. Our student center is used for study hall purposes with the exception of 4th period study hall which is held in the auditorium for half the period. The following procedures will apply to all study hall settings:

- Students are to be assigned seats in all study halls.
- All students are expected to be in their assigned seats when the bell rings.
- No radios, stereos, electronic games, or card playing will be allowed.
- Students are expected to work by themselves, unless they have permission from study hall monitor.
- Students are not given passes to any other teachers from the study hall monitor.
- Students may sign out and be given a pass out of a study hall to use the rest room.
- Students may also be given a pass to the media center, guidance office, or principals' office.
- Students given a pre-signed pass must sign out of study hall, go directly to the area designated on the pass and must return to the study hall and sign in, prior to the end of the period.
- Students bringing passes to study hall from other teachers will be allowed to go to that classroom after roll has been completed.

It is the student's responsibility to secure passes to other areas or teachers prior to the start of the period.

SURVEILLANCE CAMERAS

The Benton Community School Districts Board of Directors has authorized the use of video cameras on school property. The video cameras will be used to monitor student behavior in order to maintain order and promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. 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.

Students are prohibited from tampering with video cameras. Students found in violation of this regulation shall be disciplined in accordance with the school districts policy and shall reimburse the school district for any repairs or replacement necessary as a result of tampering.

TARDINESS

Students will be allowed ample time to move from one class to their next class. If a teacher detains a student at the end of a class period, the student should obtain a pass from that teacher and present it to the teacher in the next class to avoid any penalty for tardiness. Tardiness due to bad roads, inclement weather, or conditions beyond normal control is acceptable and passes to class will be issued from the office. In cases where a bus is late, go immediately to the class in session. Teachers will be informed that students are to be admitted without passes. Tardiness due to carelessness, not getting up on time and loitering in the halls, etc., is not acceptable. Six or more tardies in one semester may result in an in-school suspension and a conference with the student and his/her parents.

THEFT-STEALING

Students who take school property or any object of any value from another student, school employee, teacher, or visitor to the school or is in possession of said property or object, may be suspended from school for 1 to 5 days. Violations may be reported to the Benton County Sheriff's Office.

TOBACCO, INTOXICANTS, CONTROLLED SUBSTANCES

The use of illegal substances on school property or at school functions is strictly prohibited in accordance with state law. The following behaviors are a violation of school policy and students violating these rules may be suspended or expelled from school:

- Possession, use or purchase of tobacco products, regardless of the person's age;
- Possession, use or purchase of alcoholic beverages, including, "near beer."
- Unlawful sale, distribution, or being under the influence of alcohol or drugs;
- Possession, use or purchase of illegal drugs or "look alike" drugs;
- Unauthorized possession, use or purchase of otherwise lawful drugs;

Students who come to school or to school functions while under the influence of or in possession of any of the above may be subject to law enforcement intervention.

WEAPONS

The board of education believes weapons and other dangerous objects in the school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. For further explanation of this policy reference; Board Policy Manual; Code No. 502.6; Series 500; Date of Adoption 9/16/92 – reviewed 12/19/07.

Middle School **Accountability Model**

Classroom Modification(s) (includes structured study-hall)

Persons involved: Parent, Grade Level Team

Qualifications: Struggles on Assignments, Individual Education Plan, Success Center placement, 504 Accommodations.

Extended Learning Center

Persons involved: Parent, Grade Level Team, Principal

Qualifications: Student not consistent with assignment completion/test taking, illness. (See page 34 for further details)

Weekly communication of Grade Level D/F List

Students with D/F Grade Marks may attend the next scheduled Extended Learning Center. Students in failing status will become ineligible for all activities the next calendar week. Students may be required to attend Extended Learning Center and will not be allowed to miss school time for extra-curricular activities. (I.E. Activity trip leaving early for event and student would miss scheduled classes.)

Eligibility Criteria for Extra-Curricular Activities

Persons involved: Parent, Grade Level Team, Principal

Qualifications: Failing Class (remains ineligible until passing status achieved)

Success Center Referral Referral

Persons involved: Parent, Grade Level Team, Counselor, Principal

Qualifications: Failing Class, Displays Inconsistent Study Habits. This referral may be automatic based on student receiving a failing mark during the first academic quarter.

Child Study Referral

Persons involved: Parent, Grade Level Team, Counselor, Principal, AEA Staff

Qualifications: Student continues to not be successful. Testing criteria becomes standard; placement guided by Child Study Team. Individual Education Plan becomes academic guide.

Schedule Adjustments @ the High School level

Persons involved: Parent, Instructor, Counselor, Principal

Qualifications: Attendance, Fails two courses two quarters.

Summer School

Persons involved: Parent, Instructor, Counselor, Principal

Qualifications: Attendance, Fails two courses two quarters.

Consideration will be given to grades, medical issues, attendance, and special programming.

Benton Community Technology Acceptable Use Policy

This policy applies to all technology resources in the Benton Community School District. The use of these resources is a privilege and must be treated as such by all users. The actions listed below are violations of acceptable use of technological resources in the Benton Community School District:

1. Unauthorized copying or theft of software or other intellectual property. It is unacceptable to copy or download software of any kind unless expressed permission has been obtained from its creator.
2. Damaging, vandalizing, hacking, or destroying technological systems or equipment, including computer hardware or software. All users shall respect the technological resources at Benton Community. Users shall not in any way vandalize or misuse school district equipment.
4. Harassment using any technological systems. Use of any district technological resource to send or receive inappropriate, obscene or harassing messages anywhere or to anyone is prohibited.
5. Invasion of the property of individuals or the school including computer files. All users shall respect the privacy of others. A user's files are private and shall be accessed only by the owner. School files are strictly off limits. All users must observe appropriate password security and should never share their passwords with others. Users are encouraged to change their password as needed to maintain security of their files.
6. Accessing or publishing pornographic, demeaning, unacceptable or inappropriate materials. Materials accessed or published must be educationally appropriate.

7. Unauthorized use of any of Benton Community's technology resources is prohibited.

The consequences of the above violations will be in keeping with the Benton Community School District School Board Policies. Violations may result in the loss of access to technology resources within the Benton Community School District.

Signature of Student Printed Name of Student

Signature of Parent/Guardian Relationship to Student

Date: _____

Graduation Year of Student: _____

MIDDLE SCHOOL

STUDY SKILLS

Quality Features

1. I will make every effort to do all homework assigned not just some of it.
2. I will take notes, writing down all information that could help me respond to quiz and test questions later.
3. I will ask questions in class as soon as I don't understand.
4. I will read all material assigned in my text.
5. I will ask for extra help as soon as I don't understand.
6. I will seek out a partner or "study buddy" in my class and call him/her if I have questions.
7. I will set aside a specific amount of time to do my homework.
8. I will participate in class discussions and activities.
9. I will believe in myself.
10. I will use my parents as a helpful resource and keep them informed on my progress in classes.

Things to Avoid

1. Don't just "let it go". I really need to understand today's material in order to understand tomorrow's.
2. Avoid waiting until the night before to study for a test; begin reviewing 2-3 days ahead.
3. Don't just do some of my homework -- do it ALL.
4. Don't visit during instruction or lecture -- listen and take notes.
5. Don't do homework with distractions (TV, loud music, etc.).

BENTON COMMUNITY SUPPORT SERVICES

The Benton Community School District is fortunate to have several different support services available to assist teachers and parents when concerns arise about children. These people include support staff from the Grant Wood Area Education Agency. We have the services of a school psychologist, social worker, consultant, and speech-language pathologist. In addition, we also have services from building counselors and nurses. Teachers and parents may ask for assistance from these staff members in discussing a concern, in identifying strategies or methods to address the concern, or in monitoring a student's progress. Teachers and parents may ask for help on an informal basis, or a more formal written plan may be developed using a short-term or "brief intervention". Prior to using the "brief intervention", parents will be notified and an explanation of the plan will be summarized for you.

Utilizing all the skills and experience of our local child study team and AEA staff is one way we are able to provide the best education possible for children in the Benton Community School District. If you would like more information about the types of services available to help your child, please contact your building principal.

The following staff is available to discuss available services for students in the Benton Community School District **(319)228-8701**:

AEA Support Staff: Melody Williams

School Nurse: Stephanie Timmerman

School Counselors: Natalie Nesbitt, Aaron Cretin

Level One Investigators: Jason West, Kelly Buscher

MULTICULTURAL AND NONSEXIST EDUCATION

It is the policy of the Benton Community School District to provide equal educational and employment opportunities and not to illegally discriminate on the basis of race, color, national origin, disability, religion, creed, age, marital status, sex, sexual orientation or gender identity in its educational program and activities, or its employment and personnel policies. Affirmative steps will be taken to integrate students in attendance centers, programs and classes on the basis of race, national origin, gender, and disability.

This agency shall provide activities, a curriculum, and instructional resources which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, color, national origin, creed, ethnicity, religion, age, marital status, sexual orientation, gender identification and disability. The curriculum, programs and services shall 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 pluralistic society.

It is the policy of this agency to affirmatively recruit women, men, members of diverse racial/ethnic groups, and persons with disabilities for job categories where they are under represented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status, or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, marital status, or religion, made from one employee to a student or vice versa, or from one student to another is a violation of this policy.

The school district, in its educational program, has a process to assist students who experience behavior and learning difficulties. The building child-study team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the building principal.

Inquiries or grievances related to this policy may be directed to Jo Prusha Equity Coordinator, 600 1st Street, Van Horn, IA 52346, Office 319/228-8701, Fax 319/228-8747, or to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Regional VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319.

FIRST FLOOR
ROOM# AREA

10	MATH
11	MEDIA
11A	MEDIA
11B	SUCCESS CENTER
12	I.C.N.
13	COMP. LAB
14	MATH
15	SPECIAL EDUCATION
16	MATH
17	MATH
18	SOC. STUDIES
19	SOC. STUDIES
20	LANGUAGE
21	LANGUAGE
22	M.S. SPECIAL EDUC.
23	ART
24	S.C.I. H.S.
25	R.T.P. H.S.
26	R.T.P. H.S.
27	R.T.P. M.S.
110	SOCIAL STUDIES
111	SOCIAL STUDIES
112	SPECIAL EDUCATION
113	MATH
114	SOCIAL STUDIES
115	AUDITORIUM
116	INSTRUMENTAL MUSIC
117	VOCAL MUSIC
118	STUDENT CENTER/CAFETERIA
119	KITCHEN
120	GYM
121	LOCKER RM GIRLS H.S.
122	LOCKER RM GIRLS M.S.
123	LOCKER RM BOYS M.S.
124	LOCKER RM BOYS H.S.
125	SHOP
126	INDUSTRIAL TECHNOLOGY
127	VOCATIONAL AGRICULTURE
128	INDUSTRIAL TECHNOLOGY

SECOND FLOOR
ROOM# AREA

201	ENGLISH
202	ENGLISH
203	FOR. LANG.
204	FOR. LANG.
206	SCIENCE
207A	SCIENCE/MATH
208	SCIENCE
209	SCIENCE
210	SCIENCE
211	HOME EC.
212	HOME EC.
213	ENGLISH
214	ENGLISH
215	BUSINESS ED.
218	WRESTLING
217	STORAGE RM
210A	R.T.P. H.S.
205	HEALTH SCIENCE
216	FITNESS CENTER

Red: Alarm Zones
Blue: Fire Exit Numbers

