

Urbandale Community School District



Urbandale Middle School Handbook 2016-2017

Urbandale Middle School

7701 Aurora Avenue
Urbandale, Iowa 50322
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Urbandale Schools District Mission and Vision

Mission: Teaching All / Reaching All

Vision: Urbandale will be a school district that brings learning to life for everyone.

School Hours:
7:55 am - 3:05 pm

Late Start Wednesdays:
9:30 am - 3:05 pm

Contact Information

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Urbandale Middle School Mission, Vision, and Goals

The mission of Urbandale Middle School is to educate all middle level learners in a safe and supportive environment through collaboration and building strong relationships.

The vision of Urbandale Middle School is to bring 21st century learning to life by engaging all students in their education.

We value and commit to:

- Developing strong, positive relationships
- Monitoring and supporting student learning
- Planning and engaging in student-centered lessons and activities
- Providing a positive, safe learning environment
- Collaboration and teamwork
- Differentiating to meet the needs of all students
- The continuation of learning by all

Goal One: Classroom Continuous Improvement

By the end of each grading period, 100% of students will meet or exceed each subject's learning requirements as measured by a score of 70% or better on summative assessment(s).

Goal Two: Positive Culture and Climate

UMS students and staff will provide a positive, safe learning environment by being respectful, responsible, caring, and safe as measured by student, staff, and parent culture/climate surveys, discipline data, and implementation of safety team plans.

Goal Three: District Annual Improvement – Reading, Math, and Science

Using matched cohort data, there will be an increase in the percentage of students in each grade level making the expected growth (as defined by Iowa Testing Programs, "Expected Student Growth on Iowa Assessments") in each of the three proficiency levels: High, Intermediate, and Low, as measured by the 2015 Iowa Assessments.

District expectation of 90% of students, kindergarten through grade 8 and grade 10, will be proficient on grade level learning expectations/benchmarks as measured by District Assessments.

Goal Four: Communication

For the 2015-16 school year, teachers will communicate effectively with parents to support student success as measured by the PTA Parent Survey, the UMS Parent Survey, and the UMS communication data.

UCSD Equity Statement:

No student enrolled in the Urbandale Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District's programs on the basis of race, color, creed, sex, religion, marital status (for program), ethnic background, national origin, disability, sexual orientation, gender identity, age (for employment) or socio-economic background (for program). The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential.

If you have questions please contact the district office at 11152 Aurora Ave, Urbandale, IA or call 515.457.5000. The district's Equity Coordinators are Dr. Keri Schlueter, Coordinator of Student Services, Mark Lane, Director of Human Resources, and Crista Carlile, Director of Teaching and Learning.

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Abuse of Students by District Personnel

It is the policy of the Urbandale Community School District that school employees and volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, towards students. It is the policy of the District to respond to allegations of abuse by school employees or volunteers by investigating or arranging for the full investigation of any allegations, and to do so in a reasonably prudent manner. Anyone believing that a student has been abused by a District employee or volunteer may report the abuse to their building principal, each of who has been designated as the District Level-One investigator in their building, or to the Superintendent at 515-457-5000.

See [Board Policy 519 - Investigating Allegations of Abuse of Students by School Personnel](#). [\(Note: To view the Board Policy library, click here.\)](#)

See [Board Policy 634 - Assessment Program](#).

Activities

All students are encouraged to participate in school activities. Such activities "round out" a person's experiences and character, and contribute to a feeling of "belonging" to the total school community. Activities allow students of all abilities to show something special about themselves and their talents - whether in athletics, music, leadership, or recreation.

For more information about activities, visit J-Hawks.com to view the activities handbook

Academic Eligibility

[Click here to view Academic Eligibility Policies at UrbandaleJ-Hawks.com](#)

See [Board Policy 510 - Co-Curricular Activities - Eligibility Code](#).

Activities Program

The Urbandale Middle School’s activity program is an important part of the development of our students. Students are encouraged to participate in activities and athletics.

Through these activities students have the opportunity to:

- Develop appreciation and interest, which will lead to wide and enjoyable use of leisure time.
- Use organized group activities as a means of developing artistic, creative, and social interests and abilities.
- Work with teachers and other adults on informal basis and learn the qualities necessary to develop friendships.
- Be tolerant of the mistakes of others and offer assistance and encouragement in working together.
- Select friends and develop a clear view of one’s self.

- Develop and apply a code of responsible behavior, to learn by mistake, and grow through success.
- Develop character qualities and social courtesies needed in contacts with small groups and individuals.
- Develop talents in music, writing, drama, and athletics.
- Develop traits of leadership and cooperation.
- Have the opportunity to perform before an audience, develop poise and confidence and accept disappointment or success with good will.

UMS Activities include:

- Band
- Chorus
- 7th/8th Volleyball
- 7th/8th Football
- 7th/8th Wrestling
- 7th/8th boys/girls Track
- 8th Cheerleading
- 7th/8th Cross Country
- 8th boys/girls Basketball
- 8th girls Softball
- Show Choir and Jazz Band (auditions required)

There are many other after-school activities sponsored by UMS staff (see counselor to inquire).

[Click here for activities handbook at UrbandaleJ-Hawks.com](http://UrbandaleJ-Hawks.com)

Activity Attendance

Students must be in attendance at least 3.5 hours of school in order to participate in any school activity or event that day or evening.

See **Board Policy 508 - Attendance Requirements**.

UMS Band & Choir

Urbandale Middle School Band and Choir Department Policy on Adding/Dropping: It is important for all students in a performing ensemble to commit to the ensemble for a specified period of time. Therefore, students wishing to drop band or chorus will be expected to wait until the end of the semester. In instances when a student and the parent agree that the student cannot continue through the end of the semester, they may drop the class with the understanding they will receive an F. The first three weeks of the year will be considered a trial period, where a student may drop the class without penalty. A student will not be allowed to drop at any time without parental permission in the form of a signed note or a phone call. All students are encouraged to participate in the performing ensembles and may join at any time, with the understanding that joining the ensemble means adhering to this policy.

Band students will be released from classes for music lessons. Students should not go to band lessons if a test is scheduled during a lesson. Students are responsible for keeping track of their lessons and for getting to and from their lessons on time.

Philosophy of Music Education In the Urbandale Community School District

All students in the Urbandale Community School District experience music as a significant and sequential curricular subject. General, vocal, and instrumental music provide experiences that are meaningful, enjoyable, integrated, and enhance all learning. This music program provides a basis for lifelong involvement and appreciation of the arts. Participation in music develops habits of the mind including creative thinking, critical thinking, and self-regulation.

Standards of the Music Department Of the Urbandale Community School District (UCSD K-12 Music Content Standards)

In order that all students may achieve the maximum benefit from their talents and abilities, the music education students should be able to...

- Sing or perform on instruments, alone and with others, a varied repertoire of music.
- Read and notate music.
- Listen to, analyze, and describe music.
- Understand music in relation to culture and careers.

See [Board Policy 509 - Student Behavior and Discipline](#).

Affirmative Action

See [Board Policy 426 - Equal Employment Opportunity/Affirmative Action](#).

Appeal Procedures

See [Board Policy 229 - Complaint Procedures](#).

Attendance

Regular and punctual patterns of attendance will be expected of each student enrolled in the Urbandale Community School District. Students should strive to maintain a good attendance record because there is a direct correlation between attendance and academic success in school.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents, guardians, teachers, and administrators to keep absences and tardiness to a minimum. Frequent absences of students from classroom learning experiences disrupt the continuity of the instructional process. The school cannot teach students who are not present on a daily basis. Parents/guardians and students are strongly advised to limit absences to cases of emergencies, illness, doctor and dental appointments, occasional family trips, or a death in the family.

Students who are absent from school without the knowledge and consent of the parents/guardian

and the administration, or students who leave school during any session without the consent of the principal, shall always be considered unexcused or truant. Even though parents/guardians may excuse a student, the administration has the final authority in determining if an absence is excused or unexcused. Every effort will be made to work with the parents/or guardians.

See [Board Policy 508 - Attendance Requirements](#).

Excessive Absences

When a student has reached an excessive number of absences during a school year, the school will examine the reason(s) for the absences and identify interventions to support better attendance.

If it is determined that further support is needed, the school principal/designee will send notification to the parents/guardians informing them the school will need further documentation to excuse future absences from that point forward. This documentation should include, but is not limited to, notes from a doctor to excuse illness, notes from a dentist to verify an appointment, or being seen and sent home by a school nurse. The school's health office may also request that a medical release of information form be signed by the parent/guardian so that the school can work with the student's parents and healthcare provider to best meet the student's educational and medical needs.

Unexcused Absences

If requested documentation is not provided in a timely manner (within 48 hours) for future absences, said absences will be considered unexcused. When a student of compulsory attendance age has five or more full days of unexcused absence in a school year, the student's school health office and/or administration will notify the district's Juvenile Court/School Liaison (JCSL). The JCSL will then communicate with the building administrator/designee to verify that a referral needs to be made for the student's parents/guardian to the Polk County Truancy Program. This program is intended to support families and encourage positive attendance at school.

All Day Absence - Reporting

Parents/guardians are requested to call the attendance line (457-6605) by 8:00 a.m. or the main office line (457-6600) after 8:00 a.m. if a student is going to be absent from school. Voicemail will take messages between the hours of 4:00 p.m. and 7:30 a.m. When calling during that time, please state: student's name, person calling, reason for absence, phone number where absence may be verified.

Valid/excused reasons for being absent are: illness, illness or death in the immediate family, medical and dental appointments which cannot be made at other times, and absences approved in advance by administration (school-sponsored activities, religious holidays, etc.).

Arrival/Departure Times and Procedures

UMS Arrival/Departure Times

Student arrival 7:30 - 7:45 a.m.

School begins 7:55 a.m.

Dismissal 3:05 p.m.

Students are expected to be out of the building by 3:25 p.m. unless with a teacher or supervisor

Late Start Wednesdays:

Student arrival 9:05 - 9:20 a.m.

School begins 9:30 a.m.

Dismissal 3:05 a.m.

Students are expected to be out of the building by 3:25 p.m. unless with a teacher or supervisor

Parents are asked to not drop students off prior to 7:30 a.m. Teacher contract time begins at 7:30 a.m. This is teacher planning and meeting time and student supervision will **not** be provided prior to 7:30 a.m.

A number of “shortened” school days are scheduled each year to allow time for teacher training and planning. On these days the middle school will start at 9:30 a.m. UMS will then dismiss at regular time. This is a good time to plan to take care of family needs. These dates are noted on the calendar. Plan to use these free hours to take care of some of your student’s out-of-school needs (medical & dental appointments). Each school will provide information regarding late start times. It is also available on our website at www.urbandaleschools.com

UMS students will be allowed to enter the building at 7:45 a.m. with classes beginning at 7:55 a.m. on “regular” Wednesdays. On “late start” Wednesdays, doors will open at 9:20 a.m. with classes beginning at 9:30 a.m. School will be dismissed for all students at 3:05 p.m. Students will not be allowed to enter the building before 7:45 a.m. unless they have a pass from their teacher. Students that are eating breakfast at school may enter the Commons beginning at 7:30 a.m. During inclement weather it may be determined to allow students in the building prior to 7:45 a.m. as long as they are supervised.

Students should leave the school building and grounds immediately after school. Students will not be allowed to loiter on school property after 3:25 p.m. The school will work with the Urbandale police to discourage loitering on school property and property adjacent to the school.

To ensure student safety, students being dropped-off/picked-up by car through the drive-up lane must exit/enter vehicles from the curb-side lane. Vehicles will exit the lot through the left lane. Students should use the sidewalks and should not walk across the drive through lanes during active pick-up/drop-off times.

Attendance Requirements

See **Board Policy 508 - Attendance Requirements**.

Make-Up Work

Make-up work should be completed as rapidly as possible. Students who have been absent have the responsibility of arranging for make-up work upon their return to school. This should be arranged with the teachers. It must be stressed that arranging to make-up work is the responsibility of the student.

See [Board Policy 508 - Attendance Requirements](#).

Partial Day Absences

Students who must attend appointments or who are absent any time during the school day for reasons other than a school related activity would be considered absent for the periods they miss.

There are 9 periods in a school day with both excused and unexcused absences accumulating toward a full day of absence.

See [Board Policy 508 - Attendance Requirements](#).

Tardiness

Middle school students are expected to be punctual. A student is considered tardy when he/she is not in his/her assigned place when the class is assigned to start. Generally, all tardiness will be considered unexcused except for a doctor's appointment. The building administration will determine if a tardy is to be excused or unexcused. Except for administratively approved tardies, students arriving more than 20 minutes late will make up time after school or at Saturday School. If tardies to school are within 20 minutes of school starting, the tardy will be treated like any other tardy throughout the day.

Excessive tardiness to individual classes throughout the day will result in the following consequences:

- 1 tardy to class = teacher warning
- 2 tardies to class = teacher warning
- 3 tardies to class = parent phone call
- 4 tardies to class = parent phone call, detention until 3:30
- 5 tardies to class = referral to counselor/core teacher team, student responsibility plan established and shared with parents
- If problem persists, referral to Associate Principal, meeting required with parents and student, possible consequence of Saturday School

See [Board Policy 508 - Attendance Requirements](#).

Bicycles/Motor Vehicles/Mopeds/ Skateboards/Rollerblades/Scooters

Bicycles must be parked in the area provided and locked when not in use. Anyone borrowing or damaging a bike will be subject to disciplinary action. Students and parents/guardians should be aware that while the school will sincerely work with theft and damage problems, UCSD is not

responsible for any damage. Bikes are ridden and parked at the school at the student's own risk. Please be sure they are covered by insurance.

It's very important for students to ride carefully around buses and cars when using the street after school to. Students who violate safety rules on bikes may be denied the privilege of riding their bikes to school.

Mopeds will not be allowed at school.

Skateboards, rollerblades, bicycles and scooters are not to be ridden or used in any way on school property. They are to be carried/walked on and off school property.

The Urbandale Community School District facilities are not designed for safe use of skateboards or inline skates. The District appreciates the cooperation of students and parents in not using any areas on school property for skating of any kind. Notices will be posted if this becomes a problem.

See [Board Policy 529 - Use of Bicycles and Motor Vehicles; Minors' School Motor Vehicle Licenses](#).

Bullying/Harassment and Sexual Harassment

Harassment and bullying of students is against the policy of the State of Iowa as well as of the Urbandale Community School District. The District shall promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student's actual or perceived trait or characteristic, including the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee's contract, and/or exclusion of a volunteer from District activities or premises.

Definition. Any electronic, written, verbal or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct

- places the student in reasonable fear of harm to the student's person or property; or
- has a substantially detrimental effect on the student's physical or mental health; or
- 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 District services, activities, or privileges.

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning grades, awards, property, achievements, or opportunities, etc., that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Examples of prohibited behavior may include, but are not limited to the following:

- unwelcome touching;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters;
- requiring, explicitly or implicitly, that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

Sexual Harassment.

General. It is the policy of the Urbandale Community School District to maintain a learning environment that is free from sexual harassment. All employees, visitors and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined in this policy.

Definition. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or
- Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or
- Such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to the following:

- requests or pressure for sexual activity;
- unwelcome touching;
- other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature;
- repeated remarks to or about a person with sexual or demeaning implications.

(Note: any sexual overtures made by a staff member to a student, whether welcomed or unwelcomed, shall be grounds for discipline, including discharge of the staff member. See also policy 519.)

Complaint Procedures. Any person alleging a violation of this policy may file a complaint using the Student Complaint Procedure of Policies 536 and 229. Employees who are aware of harassment or bullying shall file a written complaint or shall report the conduct to a principal or to the compliance officer. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the Superintendent. Policy 519 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.

The complainant may be required to complete a written complaint form and to turn over copies of evidence of discrimination, harassment or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. District employees, students and volunteers shall fully and fairly cooperate in the investigation.

A written investigative report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination or harassment.

Grievance Procedure – Disability. The District has also established a grievance procedure to handle complaints of discrimination based on disability and to handle concerns regarding accommodations of disabled students. A parent, guardian, or student may utilize such grievance procedures.

Compliance Officer. The Director of Student Services shall be designated as the District's compliance officer to insure that students are treated in accordance with District policy prohibiting discrimination, harassment and bullying. In the event the Director of Student Services is the alleged perpetrator, the Superintendent shall be the alternate compliance officer.

Confidentiality. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

To the extent provided in Iowa Law, any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false report or complaint or give false statements in an investigation may be subject to appropriate disciplinary action.

No Retaliation. No person shall retaliate against a student or other person because the student or other person has filed a discrimination or harassment complaint, assisted or participated in an

investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion or termination of employment.

Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school officer or board director found to have retaliated in violation of this policy shall be subject to measures up to, and including, public reprimand and removal from office, in accordance with applicable board policies and procedures and the law. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Other persons found to have retaliated in violation of this policy shall be subject to appropriate measures as determined by the school district.

Corrective Actions. The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures which may include discharge, suspension, expulsion, or exclusion of a perpetrator, to remedy all violations of this policy.

Notification. Notice of this policy shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks and shall be published in such other manner, as the compliance officer shall determine.

Training. The District shall educate staff, parents and students about harassment and bullying, effective methods of prevention, and what to do in the event of such actions. The District shall participate in assessments of the effectiveness of this policy and education programs and shall make reports as required.

Other Agencies. Students and their parents may also contact the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education for assistance.

See [Board Policy 427 - Sexual and Other Harassment](#).

See [Board Policy 545 - Equal Educational Opportunities; Prohibition of Harassment and Bullying of Students](#).

Cancellation Policy/Early Dismissal/Delayed Starts

School Days - Early Dismissal Due to Inclement Weather (K-12) or Other Emergencies

Upon weather-related early dismissal, the following time guidelines will be observed:

Middle School 1:30 p.m.

School cancellation announcements are made on radio stations: KAZR 103.3 FM, KJYY FM 92.5, KGGO 94.5 FM, KHKI THE HAWK 97.3 FM, KIOA FM 93.3, KISS 107.5 FM, KLTJ LITE FM 104.1, KMXD Radio Mix 100.3 FM, KRNT AM 1350, KSTZ STAR FM 102.5, KVJZ 106.3 FM, KYTK 940 AM, KWKY New Life 1150, WHO News 1040 AM, 98.3 the River soft rock, KCCI Channel 8 TV, KDSM Channel 14 TV, WHO Channel 13 TV, WOI Channel 5 TV.

See [Board Policy 531 - Emergency School Closings](#).

Character Does Count

We truly believe that everything we do, or don't do, is a choice that can affect the course of our lives and the lives of others. Ethics refers to the standards of conduct, standards that indicate how one should behave based on moral duties and virtues, which themselves are derived from principles of right and wrong. There are two basic aspects to ethics: 1. The ability to discern right from wrong, good from evil, and propriety from impropriety, and 2. The commitment to do what is right, good, and proper. Values, on the other hand, are core beliefs or desires that guide or motivate attitudes and actions.

Trustworthiness:

- Be honest
- Keep promises
- Follow through with what you say you'll do
- Make wise choices
- Move responsibly from place to place
- Stand by your family, friends, and country

Respect:

- Respect yourself and surroundings
- Treat others as you want to be treated
- Respect others' right to learn
- Respect others' diversity
- Deal peacefully with anger, insults and disagreements

Responsibility:

- Meet obligations
- Take care of materials
- Exhibit self-control
- Do your personal best
- Be accepting of your task

Fairness:

- Share
- Take turns
- Play by rules

Caring:

- Help others in need
- Be considerate
- Show genuine concern for others
- Do acts of kindness

Citizenship:

Obey rules and laws
Work cooperatively (teamwork)
Be a positive role model (leadership and fellowship)
Respect Authority

Guidelines for Success

	Hallway	Outdoor Area	Restroom	Education Commons	Lunchroom
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Students at Urbandale Middle School will take pride in following our school-wide expectations of ***Be Respectful, Be Responsible, Be Caring, and Be Safe.*** These will be the expectations with specific Guidelines for Success established for all common areas in the building.

Be Respectful	<ul style="list-style-type: none"> - Keep traffic patterns moving - Use inside voice levels - Shut locker gently - Respond appropriately to adult requests 	<ul style="list-style-type: none"> - Enter and exit building in an orderly manner - Keep hands and feet to yourself - Use inside voices when entering the building - Respond appropriately to adult requests 	<ul style="list-style-type: none"> - Patiently wait your turn - Use inside voice levels - Clean up after yourself - Respond appropriately to adult requests - Respect others' privacy 	<ul style="list-style-type: none"> - Treat computers, chairs, and tables with respect - Use inside voice levels - Respond appropriately to adult requests 	<ul style="list-style-type: none"> - Keep hands and feet to self while in line and at tables - Use inside voice levels - Use good manners - Respond appropriately to adult requests
Be Responsible	<ul style="list-style-type: none"> - Have a pass during class time - Be on time to class - Put belongings away properly - Pick up trash - No horseplay 	<ul style="list-style-type: none"> - Have a pass if in building before or after school - Keep outdoor areas clean - No horseplay 	<ul style="list-style-type: none"> - Must have pass during class time - Get in and out within reasonable amount of time - Don't loiter - Report problems to staff immediately 	<ul style="list-style-type: none"> - Have an educational commons pass visible at all times - Report any problems to staff immediately 	<ul style="list-style-type: none"> - Clean area when finished eating - Follow through with assigned cleaning duties - Dispose of open food/drinks before leaving commons or going to recess/gym
Be Caring	<ul style="list-style-type: none"> - Help others in need - Socialize in a positive manner 	<ul style="list-style-type: none"> - Hold the door for others - Make others feel welcome 	<ul style="list-style-type: none"> - Be polite to others 	<ul style="list-style-type: none"> - Be aware of your impact on other learners in the area 	<ul style="list-style-type: none"> - Allow others to join your table group - Be polite to lunchroom staff
Be Safe	<ul style="list-style-type: none"> - Walk - Stay to the right - Keep hands and feet to self 	<ul style="list-style-type: none"> - Walk bikes, carry rollerblades and skateboards while on school grounds - Use sidewalks at all times 	<ul style="list-style-type: none"> - Wash hands when finished 	<ul style="list-style-type: none"> - Chair legs on the floor at all times - Keep chairs still - Push chairs in when finished 	<ul style="list-style-type: none"> - Enter in an orderly manner - Avoid crowding aisles - Follow guidelines set by supervisors - Stay in designated areas

Code of Conduct

The Board of Directors believes that there is a minimum standard of conduct, which must be expected of students to maintain a favorable environment for learning. The Board also believes that students must assume the consequences for failing to meet the minimum standards of good conduct. It is the policy of the Board of Directors of the Urbandale Community School District to expect and require responsible behavior of all students in their dealings with school staff members, other students and visitors in the schools. District staff members, parents, and students are charged with the responsibility to cooperate in developing mature, responsible individuals capable of self-control.

Discipline infractions vary in their degree of seriousness. Therefore, a corresponding degree of latitude will be given to school personnel in administering consequences. The full range of disciplinary sanctions will be considered in each case where prohibited behavior occurs. The actions listed are intended as guidelines. Either in-school or out-of-school suspension will result in loss of all school activities, including all after school activities for the day(s) the suspension is in effect. The full range of disciplinary sanctions may be found in the Board Policy book, Code Number 509.7. Parents/guardians will be notified of all serious disciplinary infractions.

Office Referrals

Students who have exhausted the steps of the classroom management plan, or who have violated any of the building student behavior policies will receive an office referral. The severity of the offense and the number of previous incidents will have a bearing on the consequences assigned for a referral. Consequences can include detention, Saturday school, in-school suspension, out-of-school suspension, or expulsion.

The principal has the discretion to fit a consequence to an infraction using the plan below. It may not be followed sequentially due to the varying degree of infractions. Another plan may include other or additional interventions to best fit the situation or better promote changed behavior.

Infraction	Clarification	Action
POSSESSION, DISTRIBUTION USE OR MISUSE TOBACCO		
a. Possession, distribution, or use of tobacco	The possession or use (including sale or distribution) of tobacco by students is prohibited. Tobacco products in the possession of students will be confiscated. Police may be notified.	1. First offense for use or misuse: 3 days suspension. 2. Second offense: 5 days suspension. 3. Third offense: 10 days suspension.
ALCOHOL, DRUGS, CONTROLLED SUBSTANCES AND LOOK-ALIKE SUBSTANCES		
a. Possession	Possession of beer, alcohol, controlled substances, or look-alike substances are prohibited. Any of these items in the possession of students will be confiscated. Police may be notified.	1. First offense: 5 days suspension. 2. Second offense: 10 days suspension and possible recommendation for expulsion.
b. Use of alcohol, drugs, controlled substances or look-alike substances	Consuming alcohol, drugs, controlled substance or look-alike substances and attending school or school-sponsored events under the influence of alcohol, controlled substances or look-alike substances is prohibited. Any of these items in the possession of students will be confiscated. Police will be notified. Over-the-counter medications and drugs prescribed by a licensed physician are an exception to this statement when used in accordance with building policy.	1. First offense: 5 days suspension and notification of police. 2. Second offense: 10 days suspension and possible recommendation for expulsion.
c. Sale, distribution or transmittal of beer, wines, alcohol, drugs, controlled substances or look-alike substances	Sale, distribution, or transmittal of beer, wine, alcohol, drugs, controlled substances or look-alike substances is illegal.	1. First offense: 10 days suspension pending recommendation for expulsion.
DISRESPECT FOR THE RIGHTS OF OTHERS		
a. Loud and boisterous conduct;	Loud or boisterous conduct, which	1. First offense: Warning and possible

written or verbal profanity and obscenity; name calling	disturbs the orderly and disciplined atmosphere of the school, is prohibited; this includes temper tantrums, disturbing classes or meetings, and verbal or physical behavior, which results in inappropriately exuberant, disorderly, or rowdy actions and/or reactions.	detention. 2. Second offense: 1 – 3 days suspension 3. Third offense: Saturday School 4. Fourth offense: 3 – 5 days suspension. 5. Fifth offense: 5 – 10 days suspension.
b. Insubordination	Insubordination is the refusal to comply with reasonable requests or directions of school personnel.	1. First offense: Warning and possible detention. 2. Second offense: 1 - 3 days suspension 3. Third offense: Saturday School 4. Fourth offense: 3 – 5 days suspension. 5. Fifth offense: 5 – 10 days suspension.
c. Show of intolerance or bigotry toward others (Harassment)	Racial, ethnic, religious, sexual or cultural slurs, and derogatory or disrespectful statements, images or acts are prohibited. This includes the wearing of all apparel not approved by the administration.	1. First offense: Warning and possible detention. 2. Second offense: 1 – 3 days suspension. 3. Third offense: 3 – 5 days suspension. 4. Fourth offense: 5 – 10 days suspension.
d. Threats (I) To a student	Intimidating, using extortion or threatening to harm another student is prohibited. Police will be notified.	1. First offense: 1 – 3 days possible detention. 2. Second offense: Saturday School 3. Third offense: 3 – 5 days suspension. 4. Fourth offense: 5 – 10 days suspension and possible recommendation for expulsion.
(ii) To District personnel or visitors	Intimidating, using extortion or threatening to harm a school staff or visitor is prohibited.	1. First offense: 1 – 3 days suspension. 2. Second offense: 3 – 5 days suspension. 3. Third offense: 5 – 10 days suspension and possible recommendation for expulsion.
e. Physical Attack (I) Students	Fighting and assault are prohibited. Mutual combat in which both parties contribute to the situation by verbal or physical action. Attempting to apply or applying force to another student is prohibited. Police may be notified.	1. First offense: up to 3 days suspension. 2. Second offense: up to 5 days suspension. 3. Third offense: up to 10 days suspension and possible recommendation for expulsion.
(ii) To District personnel or visitors	Attempting to apply or applying force to a school staff member or visitor is prohibited.	1. First offense: 10 days suspension and possible recommendation for expulsion. 2. Second offense: Police will be notified.
f. Possession or use of dangerous objects.	Students are not to have knives, guns, chemical substances, other dangerous instruments or objects that resemble dangerous instruments.	1. First offense: 10 days suspension and possible recommendation for expulsion. 2. Second offense: Police will be notified.

g. Engaging in any activity forbidden by law that interferes with school purposes: malicious use of the telephone, false fire alarm, bomb threat, arson, etc.	Students are not to make a false fire alarm, nor are any students to convey threats or give false information concerning the placement of a bomb or other incendiary device. Students are not to set fire to any building, fixture or other items. Police will be notified of these activities.	1. First offense: 10 days suspension. 2. Second offense: 10 days suspension and possible recommendation for expulsion.
DISRESPECT FOR THE PROPERTY OF OTHERS		
a. Minor malicious damage to the property of others.	Damaging the property of the school or of other individuals is prohibited; this includes writing, making marks, or drawing on walls, furniture, fixtures, etc. It also includes not cooperating with or assisting those who clean and maintain the schools. Restitution is required in all cases of disrespect for the property of others.	1. First offense: Detention and/or removal of free time options and/or restitution 2. Second offense: 1 - 3 days suspension 3. Third offense: Saturday School 4. Fourth offense: 3 - 5 days suspension 5. Severe and/or repetitious acts may be considered grounds for a recommendation for expulsion.
b. Vandalism	Major malicious destruction of school and/or others' property is prohibited. The police may be notified if vandalism occurs. Vandalism that incurs over \$500 in damages may result in an immediate recommendation for expulsion. Restitution is required in all cases of vandalism of the property of others.	1. First offense: 1 - 5 days suspension. 2. Second offense: 5 - 10 days suspension. 3. Third offense: 5 - 10 days suspension and possible recommendation for expulsion. 4. Fourth offense: 10 days suspension and possible recommendation for expulsion.
c. Theft	The taking of property of the school or another person is prohibited. The police may be notified if theft occurs. Restitution is required in all cases of theft of the property of others.	1. First offense: 1 - 5 days suspension. 2. Second offense: 5 - 10 days suspension. 3. Third offense: 5 - 10 days suspension and possible recommendation of expulsion. 4. Fourth offense: 10 days suspension and possible recommendation for expulsion.
TRESPASSING		
Trespassing	Students are not to be in school buildings/on school property without proper authorization. After the first warning, the police will be informed.	1. First offense: Warning. 2. Second offense: 1 - 5 days suspension. 3. Third offense: 5 - 10 days suspension and possible recommendation for expulsion. 4. Fourth offense: 10 days suspension and possible recommendation for expulsion.
INTERFERING WITH TEACHING AND LEARNING		
Interfering with teaching and learning	Any action that impedes or obstructs school purposes.	1. First offense: Warning and detention. 2. Second offense: Removal of free time options and longer detention time. 3. Third offense: Saturday School. 4. Fourth offense: 1 - 3 days

		suspension. 5. Fifth offense: 3 - 5 days suspension.
Cheating/Plagiarism	Cheating/Plagiarism will not be condoned.	Recomplete the assignment. May result in a grade reduction. May result in detention or suspension.
TRUANCY		
Truancy/Leaving School Grounds	Leaving the school grounds without permission or being absent from school without permission is not allowed.	1. First offense: Warning and make up the time in an alternative education setting. 2. Second offense: 1 - 3 days in-school suspension. 3. Third offense: 3 - 5 days suspension. 4. Severe and/or repetitious acts may be considered grounds for a recommendation for expulsion.
INAPPROPRIATE INTERNET USAGE		
Internet	Students who access restricted items or communicate in a manner prohibited by the school discipline policy will be subject to the following consequences. Because the nature of each violation may vary, the building administration is given latitude in determining the appropriate consequences. In all offenses, when applicable, law enforcement agencies may be involved.	1. First offense: Up to three (3) weeks loss of Internet access. Additional disciplinary action may be imposed consistent with existing disciplinary practices regarding inappropriate language or behavior. Written notification of this loss of access will be given to the parent(s)/guardian(s), the student, and the director of technology. 2. Second offense: Up to six (6) weeks loss of Internet access. Additional disciplinary action may be imposed consistent with existing disciplinary practices regarding inappropriate language or behavior. Written notification of this loss of access will be given to the parent(s)/guardian(s), the student, and the director of technology. 3. Third offense: A third violation of Internet access will result in a minimum of eighteen (18) weeks loss of Internet access and consideration for permanent loss of access privileges. Additional disciplinary action may be imposed consistent with existing practice regarding inappropriate language or behavior. Written notification of this loss of access will be given to the parent(s)/guardian(s), the student, and the director of technology.

Detention

Detentions are assigned before school, after school, or during the student’s lunch period. If a student is placed in detention, he/she should report to the office or to the teaching area of the

teacher assigning the detention. Students must work on school assignments or other duties as assigned in detention. Students who do not stay busy will be expected to repeat the detention. Failure to report to detention will result in additional disciplinary action.

Saturday School

Saturday School is a detention study hall that affords students an opportunity to serve disciplinary obligations, attend school full-time, and take advantage of the educational opportunities regular school attendance affords. Saturday School is an option as a replacement for any suspension and will be assigned by building administration only. Saturday School is to be used in a positive educational fashion. Students are to bring homework and/or study materials with them. Students are expected to complete homework, study for tests, and/or complete reading of material that encourages growth as a high achieving student.

In-School Suspension (ISS)

In-School Suspension may be assigned to students based on the severity of the infraction or the level they have reached in the office referral process. In-School Suspension is a supervised quiet study time. Students will be expected to complete individual classroom work and other work as assigned.

Out Of School Suspension (OSS)

Out-of-School Suspension may be assigned as a further consequence in the office referral plan. Students are responsible for making up any work missed during the time of suspension. Every attempt will be made to collect work and send it with the student at the time of the suspension. If it is not possible to prepare materials before the students leaves, arrangements will be made with the parents/guardians to pick up the work in the school office at a later time.

See [Board Policy 509 - Student Behavior and Discipline](#).

See [Board Policy 543 - Student Expressions](#).

See [Board Policy 634 Exh A - Assessment Program](#) .

Complaint Procedures

See [Board Policy 229 - Complaint Procedures](#).

See [Board Policy 536 - Student Complaint Procedures](#).

Controversial Issues

See [Board Policy 620 - Teaching of Controversial Issues; Academic Freedom](#).

Copying Copyright Materials

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets “fair use” standards or unless written permission from the copyright holder has been received. The Board does not sanction illegal duplication in any form.

See [Board Policy 627 - Instructional Materials; Reconsideration Procedures](#).

Corporal Punishment

Corporal punishment is prohibited in the District. Corporal punishment is defined as the intentional physical punishment of a student, including such actions as shoving, pinching, spanking, paddling or slapping a student. School personnel may exercise reasonable and appropriate physical restraint to quell a disturbance or to prevent an act that threatens physical harm to any persons, to obtain possession of a weapon or other dangerous object within a student's control, to protect property, or to move a disruptive student from class, from school premises, or from school-sponsored activities.

The Urbandale Community School District Board of Directors has adopted a set of policies (Article 500, Students) which has several polices regarding student responsibility and discipline. The Board affirms these policies, procedures, and sanctions as outlined in the Student Behavior Code of Conduct. In addition, the Urbandale Schools Board of Directors supports staff enforcement and implementation of these policies, procedures, and sanctions.

See [Board Policy 500 - Students](#).

See [Board Policy 509 - Student Behavior and Discipline](#).

Cumulative Records

See [Board Policy 535 - Student Records](#).

Curriculum

See [Board Policy 605B - Curriculum -- Middle School](#).

Physical Education

All students are required to participate in physical education. A written note from the health care provider is required to excuse a student from participating-in and having to make-up missed classes. Parents/Guardians may provide a written note to excuse their student; however, any classes excused in this manner must be made up by the student at a later date that is scheduled with the PE teacher.

Gym clothes are required for participation. The school recommends that students print their names on all P.E. clothing.

A padlock will be issued. Students are responsible for these padlocks and may be charged if the lock is lost or stolen.

It's very important for students to keep their P.E. lockers locked. If students must bring money or valuables to school, please feel free to let the P.E. teacher keep them, or bring them to the office.

Talented and Gifted

There is a full-time talented and gifted teacher at the middle school. All questions involving talented and gifted need to be referred to this teacher – 457-6600.

Custody/Visitation Agreements

See [Board Policy 540 - Student-Family Relationships](#).

Daily Schedule

Full Day			Late Start		
Period	Time	Minutes	Period	Time	Minutes
1	7:55 – 8:39	44	1	9:30 – 9:58	28
2	8:43 – 9:26	43	2	10:01 – 10:29	28
3	9:30 – 10:13	43	3	10:33 – 11:00	28
4	10:17 – 11:00	43	5	11:04 – 11:19 11:19 – 11:30 11:34 – 11:49	45
5	11:04 – 11:19 11:19 – 11:30 11:34 – 11:49	45	6	11:53 – 12:08 12:08 – 12:19 12:23 – 12:38	45
6	11:53 – 12:08 12:08 – 12:19 12:23 – 12:38	45	7	12:42 – 12:57 12:57 – 1:08 1:12 – 1:27	45
7	12:42 – 12:57 12:57 – 1:08 1:12 – 1:27	45	4	1:34 – 2:01	27
8	1:31 – 2:15	44	8	2:05 – 2:32	27
9	2:19 – 3:05	46	9	2:36 – 3:05	29

Dances

See [Board Policy 524 - Social Events](#).

Discrimination Against Persons with Disabilities/Federal Section 504 Policy Statement

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Urbandale Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Urbandale Community School District has the responsibility under Section 504, which includes the obligations to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the School District, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent/guardian the right to: 1) inspect and review his/her student's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the student's right; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Keri Schlueter, Section 504/ADA Coordinator for the Urbandale Community School District at 11152 Aurora Ave., Urbandale, IA 50322, or by phone at 515-457-5000.

See [Board Policy 602 - Equal Educational Opportunities](#).

See [Board Policy 613 - Special Education](#).

Displays of Affection

Students are not to demonstrate overt displays of affection at school or school activities. This includes prolonged embraces, kissing, or other inappropriate physical contact.

See [Board Policy 509 - Student Behavior and Discipline](#).

Distribution of Organization Materials

UCSD Administration frequently receive requests during the school year from various organizations to hand out (e.g. Scouts, etc.) to students. District policy provides that ALL handouts be cleared through the Administration Office (11152 Aurora Avenue, Urbandale, Iowa 50322-2838, 515/457-5000) PRIOR to distribution among students. In addition, the materials should be pre-counted and marked by grade level. Please contact the Administration Office early regarding materials that you or your organization wish to distribute through the schools.

See [Board Policy 441 - Solicitations From Outside](#).

Dress Guidelines

1. Students are expected to dress and groom themselves in a way that is not offensive or distracting

to students and/or staff.

2. Except for walking to and from lockers at the beginning and ending of the school day, hats, caps, bandanas, masks, sunglasses, or head coverings of any type may not be worn in the building without prior administrative approval.
3. Shoes or sandals must be worn at all times for students' protection and to avoid the spreading of contagious skin diseases.
4. Clothing or jewelry which displays, expresses, implies, or promotes products illegal for us by minors, including but not limited to the use of alcohol, drugs, or tobacco is prohibited. Clothing or jewelry that carries images, slogans, pictures, or diagrams promoting negative or degrading sexual, gender, ethnic, or racial messages that can be construed in a reasonable fashion to do so is also prohibited. Clothing or jewelry interpreted as expressing, depicting, promoting, or implying obscenity, profanity, vulgar, or lewd statements, gang symbols, sexual innuendo or violence is prohibited. Additionally, clothing or jewelry determined to be unsafe, either for a student or for those around them is prohibited. The District may prohibit any apparel or manner of dress that interferes with school or school activities or is determined to be disruptive of the overall operations and educational process of the school.
5. The following student attire is deemed inappropriate for school:
 - Excessively tight, suggestive, incomplete, or attention-getting clothing; Leggings are okay as long as undergarments are not visible.
 - Exposed undergarments
 - Backless, strapless, spaghetti strap, one shoulder, off-the-shoulder, halter tops, or racerback tanks (unless covered by another shirt).
 - The measurement standard used for straps is that shoulder straps must be wider than the width of two fingers held together against the strap.
 - Open mesh clothing without proper clothing underneath
 - Sagging pants
 - Clothing with holes in inappropriate places which show intimate apparel or skin
 - Suggestive clothing that exposes midriff or cleavage
 - Skirts and shorts that are too short; skirts and shorts must be at a length that allows students to sit and bend with modesty.
 - The measurement standard used for **skirts** is that when your arms are held relaxed at your side, the tips of your fingers should not touch your leg skin.
 - The measurement standard used for **shorts** is that when your arms are held relaxed at your sides, the tip of your thumb, extended straight down, should not touch your leg skin.
 - Any clothing that calls undue attention and may disrupt the educational climate.
6. Students must store outerwear (coats, hats, gloves, scarves, etc.) in their lockers upon arrival at school. Outerwear will not be permitted inside school building after arrival unless authorized by the school's administration.
7. Purses and backpacks are not permitted in classrooms. Allowance of such items for special circumstances will require administrative approval.

8. Chains other than for the purpose of attaching a wallet to a belt loop may not be worn. Chain links may be no wider than 1/4-inch, and chain length may not exceed 12 inches.

9. Students not following the dress guidelines will be required to change their clothing. Continued referrals to the office for dress guideline violations will be considered insubordination and appropriate consequences will be issued.

10. Students are expected to follow these dress guidelines for all school-sponsored events.

11. Students or parents questioning the appropriateness of a particular item of dress should contact a school administrator before the item is worn to school.

See [Board Policy 541 - Student Appearance](#).

Due Process

The Urbandale Community Schools follow the Supreme Court ruling outlining the minimum requirements for due process for a suspension of ten (10) days or fewer. Before being suspended, the student will be afforded:

a. oral or written notice of the charges and,

b. explanation of the evidence if the student denies the charges, an opportunity for the student to present his/her side of the story. In all cases of possible expulsion from school, the student will be afforded due process as outlined in the Urbandale Community School District Board Policy. Appeals may be made to the next high school/District administrator.

See [Board Policy 509 - Student Behavior and Discipline](#).

Emergency Dismissal Plan

See [Board Policy 642 - Emergency Plans and Drills](#).

See [Board Policy 919 - Warning System and Emergency Plans](#).

See [Board Policy 920 - Bomb Threats](#).

Emergency Procedures

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year. Fire and tornado drills shall each be conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1.

See [Board Policy 642 - Emergency Plans and Drills](#).

See [Board Policy 919 - Warning System and Emergency Plans](#).

See [Board Policy 920 - Bomb Threats](#).

Fees/Fee Waivers

See [Board Policy 532 - Student Fees; Fee Waivers](#).

Field Trips

See [Board Policy 617 - Field Trips](#).

Fire and Tornado Drills

See [Board Policy 642 - Emergency Plans and Drills](#).

Food and Beverages

Water bottles are welcome in classrooms to promote hydrated, healthy brains. Only clear bottles with unflavored water will be permitted. Restrictions in designated areas such as near technology or other special equipment may be enforced. Carbonated/caffeinated drinks are prohibited.

A daily “healthy” snack time will be designated for each grade level to promote nourished, healthy brains. Students will be responsible for bringing their own snacks, which should be of reasonable portion size (1 cup) and healthy finger foods (nothing requiring spoons). Examples include granola bars, fruit, pretzels, popcorn, and crackers. Non-examples include candy, yogurt and pudding (nothing requiring spoons). Due to possible food allergies, nuts should also be avoided.

Students are encouraged to eat hot lunch or bring a cold lunch from home. Parents/Guardians are discouraged from bringing “fast food” to students during the school day. Students who have “fast food” lunches delivered during the school day will be required to eat the lunch in the office.

Food and Special Treats

It is our policy to promote good nutrition and a healthy school environment in all areas of the school building. Treats may be distributed in the advisory classroom for special occasions, such as a birthday. When bringing treats and snacks to the classroom for other students, please make sure they are nutritious and safe for individual students. There are students in our building that have conditions that may require special diets and careful monitoring of their nutritional intake. They may have food allergies, may be diabetic, or may be monitoring caloric intake.

Homemade treats are not allowed at school. The treat must be commercially prepared and packaged for individual distribution to ensure proper sanitation and avoid cross contamination.

Examples of healthy snacks include: fresh fruit and vegetables prepared in advance, cheese, beef

sticks, saltine crackers, goldfish crackers, pretzels, and 100% fruit juice boxes.

Food Service Program Rules

[Click here to go to the Food Service Page](#)

Free and Reduced Price Meals (State Policy)

To apply for free or reduced-price meals, please fill out an application as soon as possible, sign it and return it to the school. Please answer all questions on the form. The school cannot accept an application. If information is missing, your student may be denied the meal benefits. Call your school if you need help with the form.

For an application to be complete, you must provide: the total household income by the amount and type of income received by each household member receiving income or your food stamp number if your household receives food stamps; the names of all household members; social security numbers of all household members (21 years of age or older) or state that a household member does not have a SSN; and the signature of an adult household member. The school or other officials may verify the information on the application at any time during the school year.

See [Board Policy 702 - School Meal Program](#).

Gangs

The Urbandale Board of Education believes that the presence of gangs and gang activities could cause a substantial disruption of/or material interference with school and school activities. A "gang" as defined in this policy and under Iowa Code 723A means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying a sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang. By this rule the Board of Education acts to prohibit the existence of gangs and gang activities as follows:

No student on or about school property or at any school activities:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing that is evidence of membership in or affiliation with any gang.
2. Shall commit any act or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or in furtherance of the interests of any gang or gang activity, including, but not limited to:

- a. Soliciting others for membership in any gangs.
- b. Requesting any person to pay for "protection" or otherwise intimidating or threatening any person.
- c. Committing any illegal act or violation of School District policies.
- d. Inciting another student to act with physical violence upon any other person.

See [Board Policy 541 - Student Appearance](#).

Gift Law

Except as otherwise provided in Board Policy, no employee of the District or member of an employee's immediate family (spouse or dependent students) shall solicit, accept, or receive any gift or series of gifts, nor shall any employee of the District accept an honorarium if the donor is or is seeking to be a party to one or any combination of sales, purchases, leases, or contracts with the District or if the donor will personally be or is the agent of a person who will be directly or substantially affected by the performance or non-performance of the employee's official duty in a way that is greater than the effect on the public generally.

A "gift" for purposes of the policy shall include anything of value in return for which legal consideration of equal or greater value is not given.

This policy shall not prohibit District employees from receiving non-monetary gifts from or on behalf of students or groups of students for special occasions such as holidays, retirement, end of sessions, or periods of illness, provided the gift is not of excessive value and is not given to influence the employee's judgment in professional or official matters, but rather is given as a token of appreciation. No employee shall accept a monetary gift from or on behalf of a student or group of students.

It shall be the policy of the District to encourage students and their parents to donate an item for the District or for classroom or activity in lieu of donating gifts to an employee.

See [Board Policy 450 - Gifts and Honoraria to District Employees and Their Families](#).

See [Board Policy 534 - Class or Group Gifts](#).

See [Board Policy 810 - Gifts and Bequests](#)

Guidance Policy

Counselors are assigned to work with students who want to discuss personal and/or school problems, or need help with a schedule or locker problem. Students or parents/guardians can contact the counselors at any time. Students could be required to seek counseling from outside the school for behavior problems or drug involvement.

Gum Chewing/Candy

The school realizes that all students will chew gum and eat candy. Each instructor will establish rules for gum and candy in their area. These rules may not all be the same. The school asks students to respect the wishes of all instructors as they move from area to area. The school expects all students to dispose of chewed gum, candy wrappers, and other garbage in the proper containers.

Hazardous Materials/Asbestos-AHERA Notification

The Asbestos Hazard Emergency Response Act of 1986, or AHERA, became law to determine the extent of and develop management plans for asbestos in school facilities. The Environmental Protection Agency began limiting use of products containing asbestos in 1973, and most uses of asbestos in building materials were banned in 1978.

A certified asbestos consultant, as required by AHERA, has inspected all facilities in the Urbandale Community School District. The most recent inspection was in 2013. In 2016, the District is scheduled for an update of the inspection, which must be completed every three years, all building materials containing asbestos were noted and rated as to the condition and hazard potential. The results of the inspection report provided an update of our asbestos management plan, and is available for review at each facility, as well as, at the Administration office.

This notification, methods of educating and training the District's employees, regular surveillance of the asbestos containing building materials, and the established procedures are designed to minimize the disturbance of the asbestos containing building materials in our facilities. Questions regarding the status of the District AHERA Management Plan should be directed to Asbestos Program Manager located at the Administration office, 515-457-5000.

It is the intent of the Urbandale Community School District to comply with all federal and state regulations in this area. All procedures in the District Management Plan will be followed to ensure that District's facilities continue to be a healthy and safe environment for learning.

See [Board Policy 914 - Asbestos](#).

Hazardous Materials/Hazardous Chemical Disclosure

See [Board Policy 433 - Hazardous Chemical Disclosure](#).

Health/Accident/Illness at School

Students wishing to visit the nurse for illness must first obtain a pass from the teacher before visiting the health office. If the nurse is out of the building, the student should report to the main office. Students are not allowed to leave the building due to illness without reporting to the health office and obtaining parental permission to be dismissed.

In case your student is ill or has a serious accident at school, you will be notified. The information on the registration form you supply will be used to contact you. No student is ever sent home until prior arrangements have been made. If a parent/guardian cannot be reached in an emergency situation, the student will be referred to a second contact or the family doctor, local physician, or hospital.

Fever: Students with a temperature of 101 or above should not be in school and the temperature should be below 101 at least 24 hours before the student returns to school without the use of Tylenol, Ibuprofen, or any other medications used to lower a fever.

Vomiting: Students that are experiencing vomiting will be sent home until vomiting has ceased for at least 24 hours.

See [Board Policy 515 - Student Health - Injury or Illness at School](#).

Health Instruction

The Iowa State Legislature and the Iowa Department of Education require that all Iowa students in grades kindergarten through twelve be provided instruction in specific areas as part of their health curriculum. Instructional areas to be provided are: personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and the characteristics of communicable diseases, including acquired immune deficiency syndrome.

Health instruction in each of these areas will be adapted appropriately for student age and understanding levels. Beginning no later than seventh grade, communicable disease instruction shall include information about sexually transmitted diseases.

Those individuals wishing to examine the course objectives and/or instructional materials can do so by contacting the school office. Parents/guardians having objections may file a written request with the building principal to exclude their student from instruction.

See [Board Policy 609 - Health Education](#).

Health Records

An individualized health record will be on file for each student who has any medical conditions requiring specialized health care to be administered at school, or when parents or physicians report any changes in their student's health after they have started school. Health information will be recorded as received. A complete physical exam is encouraged for all pre-kindergarten, 4th, 7th and 10th grade students.

Emergency contact information needs to be on file for each student in each building. Please complete/update the information at registration. If your student has a special health need, please include this information. Students with a medical concern or condition must complete the proper forms so that needed information is available to us. As always, confidentiality will be maintained. Parents/Guardians should notify the school of any change in information during the school year.

A certificate of immunization, or a religious/medical exemption, must be on file for students prior to their first day of attendance. Any new students to the district, that have attended school in any US state, need to have an up-to-date immunization record, or have it completed within 60 days, as required by the Iowa Department of Health, or they will be excluded from school until they have completed the required immunizations. If a student is new to the district and new to the country,

they will need at least one of each required immunizations to enter school. If they have not completed this, they will not be able to attend school until they have met these requirements. Students will need to continue all required immunizations at the required intervals as directed by the Iowa Department of Health.

The Iowa Department of Health passed a new law beginning the 2013-2014 school year that requires all 7th grade students to have a Tdap booster due to the recent increase in Pertussis disease (Whooping Cough).

See [Board Policy 502 - Entrance Requirements](#).

See [Board Policy 514 - Student Health - Health Certificates](#).

See [Board Policy 516 - Student Health - Administering Medications at School](#).

Health Services

Health services are offered through the school nurse. The nurse is available for consultation for illnesses, injuries, and on-going health concerns. A medical record is maintained on all students with a health concern. Immunization records must be on file in the Health Office and must satisfy the State of Iowa requirements for enrollment. Please contact the nurse at your student's school to discuss any concerns or questions. The nurse can assist you in working with other staff members in meeting health needs.

Medical Conditions/Allergies

Parents should make the school aware of any medical conditions regarding their student, so that if necessary a health plan may be developed.

Medical Information

Students' health needs will best be met when the school nurse is informed of pertinent medical information. Important medical information would include past medical concerns, allergies, and medications taken at home and at school, recent surgeries, recent serious injuries, and recent illnesses. On-going medical conditions, such as asthma, diabetes, seizure disorder, attention deficit disorder, and depression should also be brought to the attention of the nurse. All medical information is confidential and will only be shared on a professional basis with school personnel when deemed necessary by the school nurse. The Medical Information section of the Enrollment Form should be completed each year. Physicals are recommended at the start of each school year, but not required to attend school. Athletic physicals are required annually before participating in sports.

Requests to Stay Indoors

During the winter, we find that a few parents request that their student be allowed to stay inside during recess. To assist us in planning for adequate supervision, you are reminded that you need to send a note if your student is to stay inside. We can honor a note from you for a maximum period of two days. If your student needs to stay inside for an extended period (3 or more days) you will need to send a doctor's written excuse to cover this extended length of time.

Health Screening

Health screenings, such as hearing and vision, can be completed at the request of teachers or parents/guardians.

Medications

Any medication to be administered to students at the middle school must be given under the supervision of the school nurse.

1. All medication, prescription and over-the-counter, must be kept in the health office; Medications such as asthma inhalers, Epi-Pens, or diabetic medication or treatment used to correct blood sugar levels may be carried by students with these medical conditions, with written consent from parents/guardians and physician.
2. Medication must be brought in its original labeled container.
3. A request to administer the medication must be signed by a parent/guardian and include the student's name, name of medication, dosage, prescriber's name, and date and time the medication is to be given.

Tylenol (Acetaminophen) or Advil (Ibuprofen) can be given at school with parental permission, from our stock meds, up to six doses. If a student requires additional doses, parents must supply one of these medications to the school nurse with the "permission to administer medication" form filled out and brought in with the medication. Only medications requiring administration during the school day should be given at school. Home administration of medications that are to be given before and after school is recommended. However, it is helpful if we are aware of medications that are given at home, especially if on a long-term basis. Knowledge of the administration of the medication is necessary if complications or side effects might occur.

See [Board Policy 516 - Student Health - Administering Medications at School](#).

See [Board Policy 518 - Student Health - Communicable Diseases](#).

See [Board Policy 538 - Student Health: Special Health Services](#).

Hearing

Hearing is very important to a student's ability to listen, learn, and progress satisfactorily in school. A hearing loss may indicate a health problem and/or contribute to educational difficulties. For these reasons, the Urbandale Community School District, in cooperation with Heartland Area Education Agency, will provide a hearing-screening test for your student during the school year, upon request.

Students who do not pass this screening may receive individual hearing tests by the audiologist. Parents/guardians will be notified about the results of the hearing tests only if their student does not pass the test. This is a screening process only and does not identify all hearing or ear problems. If your student has had hearing or ear problems recently, feel free to send this information to the school nurse for the audiologist.

See [Board Policy 517 - Student Health - Health Screenings](#).

Immunizations

See [Board Policy 502 - Entrance Requirements](#).

See [Board Policy 514 - Student Health - Health Certificates](#).

Incident Reports

In the event that a student is injured during the school day, the student should report to the school nurse so that their injuries can be assessed and the need for further treatment determined. An incident report will be made by the school nurse for any injuries requiring treatment during the school day.

See [Board Policy 515 - Student Health - Injury or Illness at School](#).

Insurance of Students

Please contact the school nurse if you have questions regarding insurance for students.

See [Board Policy 520 - Student Insurance](#).

Universal Precautions

See [Board Policy 435 - Employee Health: Occupational Exposure to Bloodborne Pathogens](#).

See [Board Policy 518 - Student Health - Communicable Diseases](#).

Holidays and Parties

Seventh and eighth grade students may attend parties that are held two to three times per year on Fridays from 6:00 – 8:00 p.m. Sixth grade students may attend parties that are held two to three times per year on Wednesdays from 3:15 – 5:00 p.m. Social functions are a privilege earned by appropriate behavior. Students are expected to follow school rules while attending all school functions.

1. Students may not attend a party if they were absent from school on the day of the event.
2. The administration reserves the right to deny attendance of social functions to students who are not able to consistently demonstrate appropriate behavior as outlined in the UMS Code of Conduct.
3. Middle School social functions are for Urbandale Middle School students only.
4. The eighth-grade party is not a formal dance. Limousines, formals, tuxedos are not appropriate.

See [Board Policy 524 - Social Events](#).

See [Board Policy 643 - Recognition of Holidays; School Parties](#).

See [Board Policy 643 R1 - Holidays and Parties in the Schools](#).

Homebound

The classroom teacher and/or a homebound instructor can provide homebound education for students absent for an extended period of time. Parents are to notify the principal when this service is needed.

Homeless Statement

The Board of Directors of the Urbandale Community School District is responsible for locating and identifying homeless children and youth within the District. A "homeless child or youth of school age" is defined as:

- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
 - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
 - A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for humans beings.
 - A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
 - A migratory child/youth who qualifies as homeless because of the living circumstances described above.
 - Includes youth who have runaway or youth being forced to leave home.

The District shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs, on the same basis as those services and assistance are provided to resident pupils.

If you need further assistance/information, please contact the building principal, counselor or the Coordinator of Student Services, 11152 Aurora Avenue, Urbandale, Iowa 50322 or 515-457-5004.

See [Board Policy 546 - Homeless Children and Youth](#).

Homework

See [Board Policy 633 - Homework](#).

Honor Roll and Awards

Honor Roll students will be recognized at an Honors assembly each semester. Students who have earned a GPA of 3.50 or greater will receive an honor roll certificate. Grades are established according to the following scale:

4.00 – A
3.67 – A-
3.33 – B+
3.00 – B
2.67 – B-
2.33 – C+
2.00 – C
1.67 – C-
1.33 – D+
1.00 – D
.67 – D-

Related arts and physical education grades are calculated into the grade point on a weighed scale based on the amount of time spent in each subject.

See [Board Policy 527 - Honors and Awards](#).

Internet - Student Usage

Technology is a vital part of the District's curriculum and Internet access is available to staff members and students in the District. Appropriate and equitable use of the Internet will allow staff members and students to access resources unavailable through other means. With access to materials from all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Because information appears, disappears, and changes constantly on the global network, it is not possible to control what students and staff may access. The District believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational objectives of the District.

If a student has a personal electronic mail address, the student may access such personal account only with permission of the supervising teacher. Students are to be under staff supervision while on the Internet and are to be monitored to ensure that the students are not accessing inappropriate sites that have visual depictions that include obscenity, student pornography or are harmful to minors. The District will utilize technology protection measures to protect students from inappropriate access.

Acceptable Use. The purpose of the District's Internet access is to support research and education

consistent with District goals and objectives by providing access to unique resources and the opportunity for collaborative work. The use of a staff or student account must be in support of education and research and consistent with the educational objectives of the District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network; however, students remain subject to the District's general rules governing legal and ethical behavior when using such resources on District property or at District activities.

The creation, access, or transmission of any material in violation of any federal or state law, regulation or District policy is prohibited. This includes, but is not limited to: material protected by copyright, trademark, license, or other trade secret laws, and items which are or may be reasonably considered to be defamatory, obscene, pornographic, lewd, profane, indecent, discriminatory, harassing, or otherwise disturbing or harmful to others, including to minors. Use of network resources for commercial activities, product advertisement, political lobbying, and/or other activities in violation of federal or state ethics and campaign disclosure laws is also prohibited. Only properly licensed software authorized by the District may be loaded onto the District's system, and no programs or files shall be downloaded from the Internet without prior permission of the District.

Privilege. The use of the Internet and network resources is a privilege, not a right, and inappropriate use may result in a suspension or cancellation of those privileges or other disciplinary action. The principal or superintendent will deem what is inappropriate use in accordance with this policy and will take appropriate action. The principal, superintendent, or a system administrator may suspend or close an account at any time. Notification of any suspension or cancellation of an account will be given in writing to the user within two weeks of the action. Students whose accounts are denied, suspended, or revoked may appeal such action using the student complaint procedure.

Network Etiquette (Netiquette). Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. **Be polite.** Do not use abusive or offensive language in messages sent to others. Sign all messages and acknowledge receipt of a document or file.
2. **Use appropriate language.** Do not swear, use vulgarities, profanity, lewd remarks, or any other inappropriate language.
3. **Do not release personal information.** Do not reveal personal addresses or phone numbers or other personal information or that of other students or colleagues except in accordance with law. Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
4. **Note that email, web postings (including blogs, Facebook/MySpace pages, etc.), and other online communications are not private.** People who operate the system and other school personnel do have access to all information transmitted through or stored in the District's system. Messages relating to or in support of illegal activities or activities in violation of District policies may be reported to the proper authorities or used against students in school disciplinary proceedings.
5. **Respect other users.** Do not use the District's network in such a way that would disrupt the use

of the network by other users, or would waste system resources. Remain on the system long enough to get needed information, then exit the system. Delete unwanted messages immediately. Do not send unsolicited e-mail messages (including spam) and do not use the District's network as a way to harass, bully or intimidate others. Such behavior will not be tolerated and will be subject to disciplinary action.

6. Protect property rights of others. Respect all copyright and license agreements. Cite all quotes, references and sources.

7. Compliance with Laws. Illegal activities are strictly forbidden. Under no circumstances may any user engage in any activity that is illegal under local, state, federal, or international laws, or that is prohibited by District policies or rules.

Reliability. The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages that students or other persons may suffer. This includes damages due to loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions, whether caused by the District's own negligence or staff or student errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security. Security on any computer system is a high priority, especially when the system involves many users. If staff or students identify a security problem with the District's Internet or network resources, they must notify a teacher, principal or the system administrator immediately. Students should not demonstrate the problem to other users. In addition, staff and students should take all necessary steps to prevent unauthorized access to their accounts, and may not use another individual's account. Any attempt to log on to the Internet as a system administrator is prohibited. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the District's Internet and network resources.

Vandalism. Vandalism by a staff member or student will result in cancellation of a staff member or student's network privileges and may be grounds for other disciplinary action. Vandalism is defined as any malicious act or attempt to harm, modify, or destroy the computer property or data of the District or another user, the Internet or network resources of the District, or any other technologies used in the District. This includes, but is not limited to, participation in hacking or the uploading or creation of computer viruses and other malicious programs.

Restricted Material. Users shall not intentionally create, access, download, or disseminate any text file, picture, or other material that includes material which is defamatory, harassing, discriminatory, obscene, pornographic, libelous, indecent, vulgar, profane, lewd, harmful to others, including minors, or which advertises any product or service not permitted to minors by law, or which is otherwise prohibited by this policy. This includes insulting or fighting words, the very expression of which injures or harasses others, and material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation of the school activities or will cause the commission of unlawful acts or the violation of school regulations. If a user encounters such restricted material, the user should immediately terminate contact with the material and notify District personnel.

Unauthorized Costs. Users shall not access any service or site via the Internet that has a cost

involved without prior consent of the District. Users accessing such a service without prior consent will have access suspended and will be responsible for all costs incurred.

Account Information. The District will require all users to notify the system administrator of all changes in account information. Currently, there are no user fees for use of the Internet.

Monitoring. The District may monitor the use of District equipment, systems, and network resources at any time, with or without notice to users.

Harassment and Bullying. In accordance with Iowa law, the District's policy against harassment and bullying applies to electronic communications such as e-mail messages, Internet-based communications, cell phones, and electronic text messaging while on District property, at District activities or District sponsored events. Staff and students shall not engage in harassing or bullying behavior via any electronic means, including those means that may not necessarily be a part of the District communications network system.

Internet Safety. To the extent required by federal law, the District shall monitor the online activities of minor students and use technology protection measures to protect against their access of inappropriate material online, including sites that contain obscenity, student pornography, or are otherwise harmful to minors. The District shall also educate staff and students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. This District education does not and should not take the place of, but shall supplement, the education parents provide their students at home about the importance of Internet and other on-line safety measures.

Training. The District will provide training for staff and age-appropriate training for students. The training will be designed to promote the District's commitment to:

1. The standards and acceptable use of Internet services as set forth in this policy.
2. Student safety with regard to:
 - a. safety on the Internet
 - b. appropriate behavior while online, on social networking websites, and in chat rooms
 - c. cyber bullying awareness and response

See [Board Policy 606A - Technology - Internet](#).

Leaving School During Day/Off Campus

Students are not permitted to leave the school grounds at any time during the school day without permission from the office. If a student must leave the building because of illness or any emergency, it will be necessary for the student to be released by the school nurse, office secretaries, or principal. If a student plans to leave the building during the day for an appointment or other reason, the student must bring notification from his/her parent/guardian and pick-up an early dismissal

slip. After a student has been cleared to leave the building, the student must sign out in the office. Also, the student must sign in upon returning to school.

See [Board Policy 539 - Student Releases During School Hours](#).

Leaving School for Lunch

UMS maintains a closed lunch period. Students may go home for lunch or leave the building only with his/her own parent/guardian. Advance notice by a note or a phone call is required. Lunch periods are 30 minutes long. A student who returns late, or leaves early, may be denied further privileges to leave for lunch. All lost classroom time must be made up.

See [Board Policy 539 - Student Releases During School Hours](#).

Lockers

Locker use is a privilege. Students should:

1. Be calm and quiet in the hallways,
2. Keep their lockers locked and in good condition,
3. Use only their own lockers,
4. Use only appropriate locker decorations,
5. Not store valuables in lockers.

Inappropriate use of a locker may result in loss of locker privileges or other disciplinary action.

See [Board Policy 512 - Student Searches](#).

See [Board Policy 544 - Student Lockers](#).

See [Board Policy 634 Exh A - Assessment Program](#) .

Lost and Found

Lost and found items may be maintained in the office, the commons or in the gym. If a student has lost an item, he/she should check any of these locations periodically to see if the item has been turned in. If a student finds an item, the item should be turned in to the office as soon as possible. Items are kept in the office for a few days and then moved to the commons. Anything of value such as wallets, eyeglasses, jewelry and electronics will be kept in the office until claimed. All items (with the exception of valuables) will be combined in the commons prior to conferences. After conferences, all unclaimed items will be donated to charity. Valuables will be kept in the office until the end of the school year.

The District and its agents and employees shall not be held responsible for personal items brought onto school property, as to replacing, repairing, or recovering such property.

See [Board Policy 448 - Responsibility for Personal Property](#)

Lunch/Breakfast

[Click here to go to the Food Service Page](#)

See [Board Policy 1010 - Community Use of School Facilities](#).

Media Center Guidelines

The media center is a place for research, reading and studying. Students can use it by having a pass from a teacher during class, lunch and after school. Students may use the media center before 7:45 a.m. with a pass from a teacher.

Listed below are some of the services provided in the media center and some necessary rules.

Books

Books are loaned out for two weeks and may be renewed once. Reference books, such as encyclopedias and atlases, may be borrowed for overnight use. When an item is checked out, the date it is due for return is marked on the item. All materials should be returned to the book return in the library.

Magazines

Magazines are loaned out for one week and may not be renewed. The due date is marked in each magazine.

Audio-Video (AV) and Audio Equipment

Cassette tape/CD players, cameras and headphones are available to students. Some AV equipment requires direct adult supervision. Equipment that is lost or damaged must be paid for before students are permitted to borrow additional items. Students that borrow equipment are responsible for replacement and/or repair costs.

Overdue, Lost or Damaged Materials and Equipment

Notices of overdue materials are given to students. Materials that are lost or damaged must be paid for.

Expected Behavior

Students using the library are expected to be reasonably quiet and to cooperate with the media center personnel. Guidelines for using the media center before, during, and after school will be reviewed at the beginning of the year.

Media Center Computer Policy

The goal of the media center is to provide consistent, equitable and reliable computer and printer access for all patrons.

1. Computers in the media center are for students and staff.
2. When finished, log out and leave the computer on.
3. No software should be installed on media center computers without consulting media center staff. Unauthorized software will be deleted.
4. Students tampering with media center computer equipment or software are subject to the disciplinary action according to the UMS Discipline Policy.
5. The media center is not responsible for lost or damaged computer files.
6. Computer equipment is not to be moved without media center authorization.
7. Any problems should be reported to media center staff immediately.
8. Unauthorized games are not permitted.

See [Board Policy 537 - Student Media Circulation Records](#).

See [Board Policy 632 - Media Centers](#).

See [Board Policy 627 - Instructional Materials; Reconsideration Procedures](#).

Non-Discrimination Policy

No student enrolled in the Urbandale Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District's programs on the basis of race, color, creed, sex, religion, marital status (for program), ethnic background, national origin, disability, sexual orientation, gender identity, age (for employment) or socio-economic background (for program). The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential. If you have questions please contact the district office at 11152 Aurora Ave, Urbandale, IA or call 515.457.5000. The District's Equity Coordinators are Keri Schlueter, Director of Student Services and Mark Lane, Director of Human Resources.

It is also the policy of this District that curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life-styles open to women as well as to men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, age and disability. The curriculum fosters 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.

Inquiries regarding compliance with these policies may be directed to the Superintendent, Urbandale Community School District, 11152 Aurora Avenue, Urbandale, Iowa 50322 or call 515-457-5000, or to the Director of the Iowa Civil Rights, Department of Education, Kansas City, Missouri.

The Urbandale Community School District Complaint Procedure in its entirety is located in the Board of Directors Policy Book. Procedures for staff are outlined in Board Policy 425. Procedures for parents, students, and community members are referred to in Board Policy 229. Copies are in each Principal's office and also in the Administration Office.

If additional assistance is needed, contact the Superintendent, 11152 Aurora Avenue, Urbandale, Iowa 50322 or call 515-457-5000.

See [Board Policy 545 - Equal Educational Opportunities; Prohibition of Harassment and Bullying of Students](#).

See [Board Policy 602 - Equal Educational Opportunities](#).

See [Board Policy 603 - Multi-Cultural, Gender Fair Program](#).

Open Enrollment Option

See [Board Policy 504 - Non-Resident Students](#).

See [Board Policy 626 - Open Enrollment](#).

Organizations

See [Board Policy 522 - Student Organizations](#).

See [Board Policy 525 - Student Use of School Buildings and Equipment](#).

Outside Resource People

See [Board Policy 622 - Outside Resource People](#).

Parent Teacher Organization (PTO)

Many parents/guardians help with projects throughout the year. We hope you will become active. This is another important link between the home and school to help benefit your student.

See [Board Policy 1011 - Political Phone Bank Prohibited](#).

Personal Property/Electronic Devices/Cell Phones

The District and its agents and employees shall not be held responsible for money or personal items brought onto school property, as to replacing, repairing, or recovering such property.

Urbandale Middle School students are allowed to utilize cell phones and other electronic equipment before and after school, during passing time, during lunch, as well as during Guided Study. Cell phones must remain in the student's locker during all other times unless direct consent is given by the teacher.

Urbandale Middle School staff reserves the right to protect instructional time from interruptions caused by cell phones and electronic devices; this includes in hallways, restrooms, and other parts of the building when a student is expected to be in class.

It is the student's responsibility to know and understand his/her teachers' expectations for electronic devices/cell phones.

All storage devices (e.g. mp3s, iPods, flash drives, cell phones, iPads, laptops, etc.) are subject to school rules. Staff may inspect electronic devices and examine files on student storage devices for possible violations.

Parents may expect a school environment for their students free from the distractions caused by inappropriate use of electronic devices. Laser pointers or other distracting devices should not be brought to school.

Violation of the electronic device/cell phone policy could result in a student being asked to turn over his/her device to an adult.

Infractions of the "Electronic Device/Cell Phone" policy will result in the following:

First Occurrence

- Cell phone will be taken by the teacher and the student can pick it up in the office at the end of the day
- Documentation in PowerSchool

Second Occurrence

- Cell phone will be taken by the teacher and the student can pick it up in the office at the end of the day
- Student will serve a 30-minute detention
- Documentation in PowerSchool

Third Occurrence

- Cell phone will be taken to the office. A parent will need to pick the phone up
- Documentation in PowerSchool

Fourth Occurrence

- Cell phone will be taken to the office. A parent will need to pick the phone up
 - Student will serve Saturday School
- Documentation in PowerSchool

Reoccurring issues can result in the student losing the privilege of having the device at school.

Refusal to turn over an electronic device or cell phone will be considered insubordination and will result in an office referral.

See [Board Policy 448 - Responsibility for Personal Property](#).

Progress Reports/Conferences

Every effort will be made by the Urbandale Middle School staff to provide an education for each student that is commensurate with that student's abilities and needs. There are several ways to report student progress:

1. Written reports are sent or phone calls made by teachers to parents/guardians.
2. Report cards are issued at the end of each nine-week period.
3. Parent/teacher conferences are held in the fall and spring. Parents/guardians can also initiate contact with teachers or counselors whenever there is a concern.
4. Parents/guardians can also meet with teachers during the teachers' team planning time. This is an excellent opportunity to discuss your student with several teachers present.

Grade placement and promotion or retention shall be the responsibility of the principal, based upon the recommendation of the classroom teacher, counselors, and/or parent or guardian. Failure to complete assigned course work may result in denial of promotion until work is satisfactorily completed.

Parents/Guardians are encouraged to utilize PowerSchool to review student grades throughout the reporting period. PowerSchool logon information will be sent home with students at the beginning of the school year. If you have questions about PowerSchool, please contact your student's counselor.

See [Board Policy 637 - Student Progress Reporting](#).

Public Conduct on School Premises

See [Board Policy 1013 - Public Conduct on School Premises](#).

Records of Students

See [Board Policy 535 - Student Records](#).

See [Board Policy 634 Exh A - Assessment Program](#) .

Religion – Teaching Religion in the District

See [Board Policy 621 - Teaching of Religion in the District](#).

Religious Based Exclusion from School Program

See [Board Policy 612 - Religious-Based Exclusion From School Programs](#).

Request for Reconsideration of Instructional Materials

See [Board Policy 229 - Complaint Procedures](#).

See [Board Policy 627 - Instructional Materials; Reconsideration Procedures](#).

School Board Meetings

The Urbandale Community School District's Board of Directors invites you to attend and to participate in its meetings. District voters elect the seven-member Board to rotating three-year terms. Board members serve without pay. Elections are held annually on the second Tuesday in September. Board meetings are regularly held in the Council Chambers at Urbandale City Hall.

The Board has the responsibility for maintaining the educational program in the Urbandale District. They meet on the second and fourth Mondays, except in June, July, and August when only one meeting is held each month. The meetings, open to the public, begin at 6:30 P.M. during the regular year and 5:30 P.M. during the summer. Call the administration office, 457-5000, to verify location. Board agendas are on the website at www.urbandaleschools.com.

See [Board Policy 209 - Board Meetings](#).

See [Board Policy 210 - Notice of Meetings](#).

School District Curfew

See [Board Policy 917 - School District Curfew](#).

School Pictures

See [Board Policy 542 - Student Photographs](#).

See [Board Policy 535 - Student Records](#).

School Resource Officer/Juvenile Court Resource Officer/DARE Officer

The District Officers link the police department and the Polk County Juvenile Court, with the school environment, providing services including investigation, information services, interventions, behavior modification programs, safety concern solutions, D.A.R.E., parent contact, truancy, home visits, and communication with the student judicial system. The officers assist the District administrators with attendance, building and grounds concerns including parking and traffic problems, supervision of events, parent communication systems, substance abuse programs, and enforcing city and state laws on school grounds. The Officers serve all schools in the District.

See [Board Policy 512 - Student Searches](#).

Smoking Policy

See [Board Policy 916 - Smoking Policy](#).

Solicitations

See [Board Policy 441 - Solicitations From Outside](#).

Special Education Services

The Urbandale Community School District strives to provide services to students with diverse learning and behavioral needs in their neighborhood schools. Services at these sites can be direct and/or collaborative in nature, while the curricular approach utilized can consist of being academic and/or life skill in nature. Although it is the District's belief that Urbandale teachers should educate Urbandale students, for students unable to have their needs met through the District's delivery system, contractual arrangements will be made with appropriate agencies/school districts that provide these services.

Parents/guardians or teachers can begin the referral process for assisting students who are in need by submitting the name of the student to the building assistance teams located at each site. Through consultation with parents, teachers, and members of the support team from Heartland Area Education Agency, recommendations will be made for implementation with the student. These recommendations could include, but are not limited to, collaboration between the regular education teachers and special education teachers, peer tutoring, cooperative learning systems, behavioral programs, or further evaluation by Heartland professionals. The Heartland team includes professionals with expertise in the areas of curriculum, school psychology, school social work, occupational therapy, physical therapy, adaptive physical education, and speech. Itinerant assistance is also available for those working with students who are visually and/or hearing impaired.

See [Board Policy 613 - Special Education](#).

See [Board Policy 615 - At-Risk Student Program](#).

Student Directories

See [Board Policy 535 - Student Records](#).

See [Board Policy 535 Exh. B - Release of Student Directory Information](#).

Student Expressions

See [Board Policy 543 - Student Expressions](#).

See [Board Policy 634 Exh A - Assessment Program](#) .

Student Searches

See [Board Policy 512 - Student Searches](#).

See [Board Policy 634 Exh A - Assessment Program](#) .

Supplies

Students are responsible for having basic and adequate supplies. A list for each class is provided at your student's school and on the website at urbandaleschools.com

Telephone Usage

Students are allowed to use the telephone for emergency purposes either in the classroom or the office.

Textbook Use

Excessive abuse of textbooks may result in the assessment of a full or partial replacement fee/fine.

See [Board Policy 532 - Student Fees; Fee Waivers](#).

Transportation/Bus Rules and Regulations

Students will be required to board and exit from their assigned buses at the location designated at the time of obtaining a bus pass. Changes, other than at the time of receipt, will require a one-week notice prior to the change. Students will be required to present their bus pass before boarding the bus. There are two safety practices per year so all students know how to exit a bus in the event of an emergency.

Bus Conduct

Urbandale Community School District contracts all student-busing services to Durham Services, Inc.

Rules for riding the Urbandale school buses include:

1. Stay in your seat at all times,
2. Keep your hands, feet, books, and objects to yourself,
3. Swearing, rude gestures, teasing, and disrespect is unacceptable,
4. Use classroom voices on the bus,
5. Keep arms, hands, head, etc. inside bus at all times, and
6. Follow the driver's directions.

The operation of a safe, efficient, and economical transportation program requires that all

passengers observe a set of regulations. In order to avoid any misunderstanding that might develop at a future date, the procedures below will be followed:

1. The driver will counsel with the student on proper bus behavior.
2. The driver will write a referral and submit it to the principal and bus company official.

1st Referral - Warning by the principal.

2nd Referral - Suspension from the bus for 3 days.

3rd Referral - Suspension from the bus for 10 days.

4th Referral - Suspension from the bus for an indefinite period of time.

Parents will be notified after each referral. A meeting will be conducted involving the driver, Bus Company official, and parent after the fourth referral.

For extremely dangerous behavior, immediate suspension will be warranted and utilized.

Video cameras may be placed on school buses to monitor student behavior. The film may be used as evidence in a student disciplinary hearing.

Students Riding a Different Bus

Students riding a bus and/or going to a stop other than their regularly assigned stop is strongly discouraged. However, in the event of a special circumstance, please call the transportation office at Durham School Services at 515-276-4407 for prior approval. In the event of a true emergency, exceptions can be made. This is done on an individual basis through our transportation office. Any permanent change of stop should be requested through district office with Sandy Schultz at 515-457-5000.

In order to maintain efficient bus routes, load sizes must be consistent. Therefore, non-eligible bus riders will only be allowed to ride the bus when space permits and when accompanied with a written note signed by the parent/guardian that has been approved by the transportation department.

See [Board Policy 703 - Transportation](#).

District Busing

The District will provide transportation for elementary students and middle school students living more than two miles from a designated attendance center, and high school students living more than 3 miles from Urbandale High School. Kindergarten students will be provided free transportation, unless they live within the designated "walk zones" established at Olmsted, Rolling Green, and Webster. Please contact your school or the district administration office for the established "walk zones."

Paid transportation is available to those middle school students living east of 86th Street south of Douglas, and the area east of 70th Street.

Transportation Prices

One way per semester	\$103.00
Two way per semester	\$206.00
One way, two semesters	\$196.00
Two way, two semesters	\$392.00

See [Board Policy 703 - Transportation](#).

Trips with Students

See [Board Policy 617 - Field Trips](#).

Tutoring and Conducting Personal Business

See [Board Policy 422 - Tutoring and Conducting Personal Business](#).

Video Cameras

Video cameras may be placed on school buses or school property to monitor student behavior. The film may be used as evidence in a student disciplinary proceeding.

See [Board Policy 703 - Transportation](#).

Visiting School and Vendors

See [Board Policy 1010 - Community Use of School Facilities](#).

Volunteers

Volunteers are encouraged in our building. Please call the school office if you are interested in working with students or on other projects within the school.

See [Board Policy 1009 - Community Service](#).

See [Board Policy 434 - Volunteers](#).

See **Board Policy 1010 - Community Use of School Facilities.**

Weapons and Firearms

See **Board Policy 509 - Student Behavior and Discipline.**

See **Board Policy 512 - Student Searches.**

See **Board Policy 634 Exh A - Assessment Program**