

**Meyer Middle School  
Student Handbook  
2015-2016**

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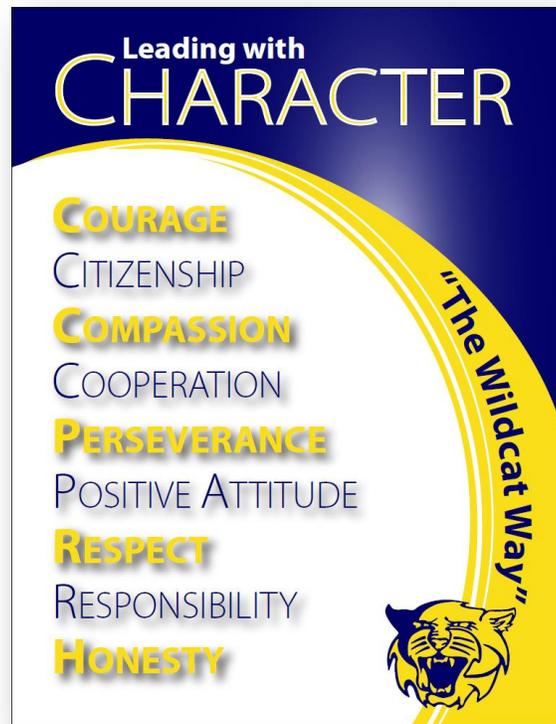
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## WELCOME

On behalf of the entire faculty and staff, we extend to you a very warm and friendly welcome to the Meyer Middle School. We hope the years you will spend with us will be both productive and happy in every way. This handbook has been developed to give you a better understanding of your school's activities, ideals, and expectations. It is intended to assist you in following the standards of your school and community.

While at MMS you will have many opportunities to develop character and make friends. We encourage you to participate in the improvement of your school by developing self-discipline, making choices carefully, thinking of other people, and realizing the consequences of your actions.

Opportunities exist for you to explore a wide variety of interesting areas. Questions and answers often begin taking on new meanings. This is the time when many of you start bridging the gap between childhood and adulthood. We are proud to have you be a part of MMS. You are a unique individual, created with special talents and abilities. The staff members of MMS want to be a part of your future. The challenge is yours.



If you have a question or problem, always feel free to discuss it with us. Have a good year!

Mr. Mark Chapin, Principal

\*\*\*The River Falls School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or premarital status, sexual orientation, religion, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities. Federal law prohibits discrimination in both education and employment on the basis of age, race, color, national origin, sex, religion or handicap. \*\*\*

### **MEYER MIDDLE SCHOOL MISSION STATEMENT**

At Meyer Middle School, it is our mission to offer a compassionate and nurturing environment for all students and to foster their emotional, social, intellectual and physical needs through a variety of academic offerings, research-based instructional methods, and rigorous curricula.

We strive to promote positive lifelong learning opportunities model and develop social responsibility, meet each individual learner's needs, and communicate positively between home and school.

\*Decisions made as individuals, teams, houses, or as an entire staff should be in support of our mission.

### **PARENTAL CONNECTION**

When students leave elementary school and transition into middle school, they sometimes feel this time is an independent stage of "young adulthood." While their parents had volunteered many hours at the elementary levels, students may feel that it is "uncool" to have their parents around the halls of MMS. At MMS, we enjoy having parents around the building. We view parents as valuable connections and partners in education.

Parents can volunteer by contacting the main office via email or telephone, and you will be forwarded to the Volunteer Coordinator. You may also connect with the Parent Advisory Committee, Administration or your child's house Team Leader.

There are a variety of options available to enlist the help of parents at school. For example, such opportunities include the following: Veteran's day program, field trips, activity afternoons, reward days, 7<sup>th</sup> Grade softball tournament, 6<sup>th</sup> Grade track meet, 8<sup>th</sup> Grade honors program, just to name a few.

With the input and assistance of students, staff, and especially the parents, we feel that student success and community pride in our schools will improve tremendously.

## **MESSAGES/ITEMS FROM HOME**

In an effort to limit interruptions to the classroom learning environment we will limit calls to the classrooms for messages and delivering forgotten items from home. It is the student's responsibility to check the office if they are expecting items to be delivered during the day. Please be assured that prearranged interruptions like doctor and dentist appointments will still be honored. Texting your student during the school day is not allowed.

## **VISITORS**

Students and/or adult visitors to the middle school are required to report to the Middle School office upon entering the building.

## **OUR RIGHTS**

- The right to an education – teachers should be free to teach and students free to learn without being interrupted by inconsiderate, unruly, or disrespectful students.
- The right to develop ones own personality (so long as it doesn't interfere with the rights of others) without disrespectful criticism or pressure from others.
- Freedom from physical and mental abuse, such as name calling, intimidation, or harassment.
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, friendship group, age, culture, handicap, financial status, clothing or classroom performance.
- Freedom from being harassed in the classroom and hallways and the right to be treated respectfully and safely.
- The right to have personal and school property respected is a part of human rights. Our school community should be a safe place for property as well as people.
- THESE RIGHTS APPLY TO ALL PERSONS, STUDENTS AND STAFF AT MEYER MIDDLE SCHOOL FOR THE ENTIRE SCHOOL DAY INCLUDING TRANSPORTATION TO AND FROM SCHOOL AND ALL SCHOOL-SPONSORED ACTIVITIES.

## **DAILY SCHEDULE**

All students are to report for Teacher Advisory (TA) by 7:45 AM each day. Lunch is served by grade level at three times during the day.

The Meyer Middle School operates on a seven-period day, starting after Teacher Advisory time (TA). Each house offers a modified, flexible schedule at various parts of the year to enhance student learning and address students' educational needs. Descriptions of each grade's schedule are listed on the Meyer Middle School website. Dismissal is at 2:50 each day.

**Day 1/ Day 2-** Each school day is named either Day 1 or Day 2 to assist in keeping track of classes that meet on an alternate day. The number is posted in the hallway outside of the office and is announced in the morning.

**Class Length-** Core classes (LA, Social Studies, Science, Math) are blocked for 88 minutes per day every other day. Allied Arts classes (Art, Music, P.E., Spanish, Gateway to Technology, Careers, and Health) and Reading/Literature are scheduled for 44 minutes.

**Arrival and Vacating Building-** Please note that students should remain outdoors until the 7:20 bell unless it is raining or too cold to wait outdoors. Please do not arrive too early. Wait in front lobby. Likewise students are asked to leave the building by 3:00 PM, due to supervisory concerns.

**School Closing-** School closings will be announced over the Infinite Campus system, WEVR, WIXK, WCCO radio stations and most Metro-area television stations. Closing information is also available on the school district website.

### **SCHOOL ACTIVITIES**

There are many positive activities that happen during the course of the school year: assemblies, programs, activity afternoons, dances, cook-outs, and field trips. To participate in these activities, it is strongly suggested that students must be in attendance for the entire day, unless there is a pre-excused absence.

### **ACTIVITY AFTERNOON**

Students will be allowed to participate in Activity Afternoon (AA) if they meet the following criteria:

- Students that are currently at 80% or higher in their classes can go to AA even if they have missing assignments.
- Students that are currently not at 80% or higher in their classes, but have all their work completed and no missing assignments can also go to AA.
- Students that are held back from AA, for missing work, can attend the second half of AA if they are working hard and behaving with character. The decision if the student should attend will be left up to the discretion of the supervisor.
- Late work turned in one day before AA.
- Students at step 2 or lower on the discipline step system will be eligible for all of AA.
- Students at step 3 on the discipline step system will be eligible for half of AA.

## CO-CURRICULARS

- 7<sup>th</sup> and 8<sup>th</sup> Grade: BOYS: Football – Cross Country – Basketball – Wrestling – Track
- GIRLS: Volleyball – Cross Country – Basketball – Gymnastics – Track
- 6<sup>th</sup> Grade: BOYS: Wrestling GIRLS: Gymnastics
- BOTH BOYS AND GIRLS: Vocal and Instrumental Solos and Ensembles – Jazz Band
- All 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Graders: Drama Club – Student Council - Yearbook – Select Choir – Art – Forensics

*A student must be in school attending classes during the entire day in order to participate in a school co-curricular activity. (See Attendance Guidelines).*

## STUDENT OF THE MONTH

Students from each house will be selected for Students of the Month at each grade level. Allied Arts teachers will assist house teachers in making the selections. The students receive certificates of recognition, pose for pictures posted in school, and provide reasons why they were selected. Stories on their accomplishments are published in the River Falls Journal.

The following criteria will be used for selection:

- A student whose effort and attitude in the house has been consistently positive,
- Has shown marked improvement in performance,
- Has shown excellent achievement, and/or
- Has written or created an outstanding or unique project.

## MEYER MIDDLE SCHOOL GRADING GUIDELINES (6-8)

### Purpose of Grading/Assessment

The purpose of grading/assessment at River Falls School District is to communicate the measured growth and achievement of students according to defined standards. Communication of goals, strengths and deficits are achieved by a collaborative effort between students, parents, and teachers to provide ongoing written and oral information. Measurement is achieved through formal and informal assessments by both teachers and students to reflect student intellectual and social growth, determine a child's performance level and program placements, and aid the teacher in modifying curriculum, instruction, and assessment to make it more effective. The district curriculum sets educational expectations for all students within a scope and sequence across grade levels, using national and state standards as a guide.

### Grading Scale

Letter grades are used for identifying bands of student achievement as follows:

A – Outstanding

D – Below Average

B – Above Average

F – Failure

C – Average

## RIVER FALLS MEYER MIDDLE SCHOOL GRADING GUIDELINES

**Purpose of Grading:** To formally communicate student learning and knowledge.

### **Important Definitions:**

**Formative Assessments** – In process formal and informal processes used to gather evidence for the purpose of improved learning. Examples could include: exit tickets, quizzes, verbal whip around, journals, brief writing prompts.

**Summative Assessments** – Assessments used in which students demonstrate their acquired knowledge. Commonly, summative assessments are administered at conclusion of the unit of study

**Assignments** - A task given to students to independently practice a skill, set of skills, or concept.

**Please see Meyer Middle School Grading Guidelines table on page 11.**

Grade formation	Late work	Summative Retakes	Assignments
<ul style="list-style-type: none"> <li>▪ Report academic achievement of student</li> <li>▪ Student performance compared to learning targets and essential questions with clear descriptions of achievement expectations.</li> <li>▪ Use individual achievement for summative assessments (no group grades).</li> <li>▪ Extra credit is not offered</li> <li>▪ 85% summative assessments</li> <li>▪ 15% formative assessments and assignments</li> </ul>	<ul style="list-style-type: none"> <li>▪ No reduction on scores for late work</li> <li>▪ Full credit for formative and summative assessments</li> <li>▪ Assign a zero as a placeholder for late work – at end of unit zero turns to 50% (case against zero).</li> <li>▪ Utilize in-classroom behavioral interventions to address late work.</li> <li>▪ Use Academic Success Action Plan (ASAP) program to ensure summative completion and remedy habitual late work</li> </ul>	<ul style="list-style-type: none"> <li>▪ All students are allowed re-takes on summative assessments with evidence of new learning.</li> <li>▪ Students <u>will</u> reassess if receive a grade of 65% or lower on summative</li> <li>▪ Standards based grading; students will reassess if receive a mark of “Does Not Meet”</li> <li>▪ Refer student for ASAP if reassessment hasn’t occurred one week after unit.</li> <li>▪ Student receives the last score attained when completing retakes (do not average).</li> <li>▪ Provide a minimum of one re-teaching opportunity before retake.</li> <li>▪ Apply behavioral consequences for academic dishonesty – reassess to determine level of achievement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Rationale: to practice and reinforce prior learning</li> <li>▪ Differentiated for ability</li> <li>▪ Purposeful and linked to learning targets</li> <li>▪ Used to reinforce positive academic habits</li> </ul>

## LOCKERS

Students will be provided with a locker where they can store coats and books during school. **The lockers are the property of the school district and school officials have the right to inspect lockers at any time,** according to district policy and Wisconsin State Statute. Locks with combinations are provided by the school. Unauthorized locks placed on lockers will be removed. If a student has difficulty with their lockers or combination, he or she should report the problem to the office immediately. Students are advised to not share their combination with others, nor bring valuables to school since we cannot guarantee the security of items in their lockers. Locker combinations cannot be changed during the school year. Only items needed for school should be brought to school and kept in lockers. MMS does not allow the sharing of lockers or “locker buddies.”

## BUSES

The River Falls School District does supply bus service to students. There will be two separate bus runs this year. The early one will be for middle and high school students and the second one for elementary students. Please contact the transportation supervisor at 425-1808 for the time schedules, routes, etc. While riding a bus, you are to remain seated. Each bus driver will expect your cooperation, courtesy, and respect. Students are allowed to exit only at their designated drop-off point. Upon being dismissed at the end of the school day, students are to board the bus only at the middle school. Unless permission is given riding the elementary bus is not an option for Middle School Students. **A parent/guardian note is required by the driver or bus garage (425-1808) to go home with another student or ride with that student to a different location.**

## SCHOOL COUNSELING DEPARTMENT

**Counselors:** Mr. Campbell, Mr. Morrison

**Psychologist:** Mrs. Bowers

Counseling services are available to every student in the school. These services include assistance with personal problems, friendship concerns, educational planning, interpretation of test scores, career information, tips for studying, group counseling, help with family, school and/or social concerns, or any questions the student may feel they want to discuss with the counselor.

Mr. Campbell is responsible for 6 Blue house and Grade 7. Mr. Morrison is responsible for 6 Gold house and Grade 8. Students wishing to visit the two counselors, Mr. Campbell or Mr. Morrison should contact one of them directly to arrange an appointment. This can be done before school or between classes. The counseling center is in Room 218. Parents are urged to contact a counselor regarding any concern at 425-1821. The counseling secretary will help arrange all appointments.

## LIBRARY MEDIA CENTER

**Librarian:** Mr. Lancette

**Aide:** Mrs. Mason

### Policies

**Hours:** The library media center will be open from 7:20 a.m. to 3:00 p.m. daily. The 7:20 – 7:40 period will be a period in which students may study, read, or relax before school in a quiet manner. The library media center is closed during TA time. The library also provides computers for students to work on class projects.

### **Checking Materials Out:**

All materials may be checked out of the library for a varying length of time.

- Books – two weeks
- Old Magazines – one week
- Reserve & Reference Materials – overnight

Fines are not assessed for overdue materials. If, however, a book or magazine is lost, the student will be expected to pay for lost materials.

Student Conduct in the Library Media Center: Students wishing to use the library media center or, computer lab during study hall must report to study hall first, then sign the appropriate slip for the area you wish to go to. You will be dismissed from the study hall by the study hall supervisor at that time. These areas have limited seating; therefore, some students may not be able to sign in. Students coming to the library media center or computer lab from an individual classroom should have a pass signed by the teacher of that class.

Students may lose library media center or computer lab privileges for displaying disrespect toward students or staff, defacing materials/equipment, or taking materials without first checking them out. The librarian will determine the length of time that a student may not use the library media center, materials, or applications lab.

## **POLICE LIAISON – Officer Gottfredsen**

The School District of River Falls and the River Falls Police Department jointly provide the services of a Police Liaison for the schools in our district. The Goal of the Police Liaison is to have students see the officer as a positive, helping individual. The officer will also engage in crime prevention and investigation activities as needed. At Meyer Middle School, the Police Liaison Officer is a resource speaker for many other student and parent events.

## **SUBSTITUTE TEACHERS**

If the regular teacher is absent from the classroom, students will have a substitute teacher to guide learning for that day. The substitute teacher assumes all the responsibility of the regular teacher as well as the authority in the classroom. It is expected that all students will treat the substitute teacher with respect and provide assistance in making the day productive and enjoyable.

## ATTENDANCE GUIDELINES – SCHOOL DISTRICT OF RIVER FALLS

### Attendance Philosophy

In accordance with state law and Pierce/St. Croix County and River Falls Municipal ordinances, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in Wisconsin Statutes §118.15, or have graduated from high school.

Enforcement of student attendance policies and truancy procedures shall be a shared responsibility between the schools, social service agencies, law enforcement officials, students, parents, and the community at large.

### School Attendance Officer

The principal or his/her designee will serve as the school attendance officer.

### Attendance Definitions/Consequences

**Tardy-** means a student who is late to school or late between periods, but less than 15 minutes late. Students that have three tardies *per quarter* will be placed on step 2 of the discipline step system. Each additional grouping of three tardies will result in the next step on the discipline step system.

**Truancy-** over 15 minutes late to school or class, no credit for assignments missed. Students that have two truancies *per semester* will be placed on step 2 of the discipline step system. Each additional grouping of two truancies will result in the next step on the discipline step system.

**Unexcused Absence-** means any absence of more than 15 minutes or all of the one (1) or more school days during which the school attendance officer has not been notified of the legal cause of such absence by the parent or guardian of the absent student. Unexcused absence also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

**Habitual truant-** means a student who is absent from school without an acceptable excuse for part of or all of five (5) days on which school is held during a semester.

Students who are “habitually truant” will be referred to River Falls Municipal Court and/or Human Services in the county which they claim residency concerning subsequent offenses.

### Illness

Students will be allowed four (4) parent excused illness days per semester.

A doctor’s note may be needed once a student exceeds the four day limit. Failure to provide a doctor’s note may result in truancy.

It is strongly recommended that if you go to a doctor, at any time, to request a note from the doctor and bring it back to school with you upon your return from an illness.

### Illness at School

If a student becomes ill while at school, a call will be made to a parent, guardian or emergency contact from the nurse's office or attendance desk. The parent must speak with someone from the attendance or nurse's office prior to leaving the building grounds. An illness day, excused by a parent during the school day, will count towards the four (4) allowable parent-excused illness days for the semester.

### Student Absences and Excuses

The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian(s). Any absence not verified by a note or phone call within 24 hours following the absence will be considered unexcused.

All excused absences require a parent/guardian or legal custodian to provide written/verbal verification, which is to be submitted to the school attendance officer in advance or prior to the re-admittance to school. The school attendance officer has final authority in determining if an absence is excusable.

The school attendance officer may approve a legal excuse for any student for the following reasons:

- Evidence that the student is not in proper physical or mental condition to attend school or an educational program. If the student exceeds beyond four (4) illness days in any semester, the district will request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuses shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days
- An illness in the immediate family that requires the absence of the student because of family responsibilities
- Medical, dental, chiropractic, optometric, or other valid professional appointments
- A death in the immediate family
- Religious holidays
- A court appearance or other legal procedure upon submission of proof
- Quarantine as imposed by a public health official
- Attendance at special events of educational value as approved in advance by the school attendance officer
- Approved school activities during class time

- Special circumstances that show good cause, which are approved 48 hours in advance by the school attendance officer

### Pre-Arranged Absences

Under Wisconsin State Statute §118.15(c), students are allowed to be absent up to ten (10) times per school year for any reason. However, each of these absences must be excused prior to the student leaving. If the absence is not pre-arranged, or there are extenuating circumstances not approved by the attendance officer, the absence will be classified as unexcused. The role of parents is paramount in this process to ensure that your child is not needlessly penalized due to the fact the procedure was not followed. These days should be used judiciously, in that after the ten (10) days, all absences will require attendance officer approval.

### Unexcused Absences

Students who are absent from school with the consent of their parents(s) or guardian, but whose absence does not fall under the reasons listed above, as determined by the attendance officer, shall be considered *unexcused*. According to state statute §118.16 (c), all students with an *unexcused* absence will be permitted to make up an examination missed during an absence. However during such occasions, credit **will not** be given for daily class work missed.

The administration is also authorized by the board to establish a building procedure to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to habitual truancy, including detention or supervised directed study program. All detentions must be completed as a requirement for participation in graduation ceremonies.

### Student Passes/Definitions

**Permit to Leave the Building-** No student is to leave the school building/grounds before dismissal time without first securing permission from the office. Students should bring a dated note signed from their parent/guardian stating where the student is to go and the time the student is to leave and return. Parents are asked to use discretion for the reasons students leave the building during school. Students are not to leave school grounds after they arrive at the middle school in the morning unless a permit to leave has been issued.

**Corridor Pass-** Students are not allowed in the halls during class time without a pass indicating their destination. Students should use the passes in their assignment books.

**Lunch Passes-** Students desiring to go home for lunch are to present a note from their parents/guardians to the school secretary to get a lunch pass for the year. Students are not to leave the school grounds during the noon hour unless they have a lunch pass or a permit to leave the building. ***Students may not accompany other excused students or other parents to lunch. Students are not allowed to go downtown for lunch.***

**Tardy Passes-** Students who arrive after school has begun must report to the office before going to class.

Tardies will be excused if the tardy was the result of circumstances beyond the student's control. Oversleeping or missing the bus will not be excused.

#### Extra-Curricular Participation and Attendance

A student must be in school attending classes during the entire day in order to participate in a school activity. If the attendance officer is notified in advance as to extenuating circumstances, a final determination as to whether a student is allowed to participate will be at the discretion of the attendance officer.

#### Suspended Students

Students suspended from school by a building administrator for disciplinary reasons are regarded neither excused or unexcused and should be recorded as suspended from school versus absent from school. Such students must be allowed to make-up all class assignments, quizzes, examinations, and projects missed during the term of the suspension. During the suspension, the student is not allowed to participate or attend any after school activities.

## HEALTH SERVICES

### Immunizations

The Student Immunization Law requires that all students through grade 12 meet the minimum number of required immunizations prior to school entrance. These requirements can be waived by medical/health, religion or personal conviction reasons - waivers are available in the Health Service and on the district website. These students may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized.

Those students who do not have the required immunizations and/or properly completed waiver on file in the Health Service may result in a fine or possible exclusion from school.

Please contact your practitioner or Health Services for required immunizations.

### Illness/Injury

- Students who become ill or injured during the school day should report to the Health Aide.
- If a student is sent home due to illness or injury the Health Service must speak with either the student's parent/guardian or an emergency contact prior to the student leaving school. Please keep your child's school informed when changes to phone numbers occur.
- A parent/guardian should inform the Health Service if their child needs accommodations during the school day due to crutches, casts, etc.

### Medication

- If your child will be taking daily and/or as needed medication at school a Medication Request Form needs to be completed – forms are available in the Health Service and on the district website.
- Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours.
- Student medication, either daily or as needed may be administered in the Health Service.
- Students should NOT be carrying medication on their person or in their locker. In a few cases prescription medications may be carried by the student and self-administered ONLY with written parent AND written practitioner permission on file in the Health Service.
- All prescription and non-prescription medications should be brought into the Health Service by the parent/guardian. If it is not possible for the parent/guardian to bring the medication to school, the medication bottle should be put in a sealed envelope, and the child's name and number of pills in the bottle on the front of the envelope. The child should be instructed to bring the medication to the Health

Service when he/she arrives at school. The parent/guardian shall then call the Health Service and inform them of the medication coming to school with the child.

- Please check expiration date before bringing medication to school. The Health Service staff cannot administer expired medication and medication that is not in its original manufacturer's package.
- The Health Service is unable to take verbal requests from parents to administer prescription and/or non-prescription medications. A properly completed Medication Request Form(s) needs to be on file in the Health Service before medication(s) will be administered.
- It is recommended that students with asthma keep an inhaler at school.
- The Health Service has a nebulizer available for student use. Students must supply tubing, medication and proper documentation.
- A history of severe allergic reaction can be life threatening. Please inform the Health Service with this information and appropriate medication.

#### Is my child well enough to go to school

Many students and parents are frequently concerned about when students should stay home or attend school.

***Remember that a child ill with an infectious disease can spread the disease when in contact with others in the family and community.***

The following information is intended to help with this decision:

- If a student has had a fever of 100 degrees or more, the student should stay home for a minimum of 24 hours after temperature returns to normal without fever reducing medication.
- If a student has vomited or had diarrhea, the student should stay home until a minimum of 24 hours after the last episode.
- If a student has had a rash that may be disease-related or the cause is unknown, check with family practitioner before sending the student to school. The Health Service may request a doctor's note from parents.

#### Communicable Disease

The Health Service works closely with local and state health departments regarding communicable disease detection and control.

A list of communicable diseases, and control measures can be found on the district website.

## **DRESS CODE**

School dress should be appropriate to the school environment and must comply with state health laws.

There will be no:

- Hats or other head covering worn in the building
- Bare feet
- Clothing with inappropriate language, symbols and /or printing on it such as tobacco or alcohol slogans or logos or sexually suggestive remarks or pictures
- Shirts that show the midriff
- Tank tops with straps less than one inch wide
- Plunging neck lines that display any cleavage
- If a student chooses to wear shorts or a skirt, the shorts or skirt must be of appropriate length. The appropriate measurement: mid-thigh or the fingertips when student is standing, hands by their side, fingertips not extending below the hem of the clothing.
- Maintain modesty at all times, excessively form fitting, shorts, pants, or skirts are not allowed. If shorts or skirts need to be pulled down throughout the day when the student is moving, sitting/standing up, walking, then the shorts or skirt are too short and do not meet the dress code length requirements.

*Your TA teacher will be monitoring the appropriateness of your attire first thing in the morning. A referral to the office may be warranted if we do not have your full cooperation in remedying the situation.*

## **ITEMS NOT APPROPRIATE FOR SCHOOL**

The following items are not allowed in our school:

- Lookalike drugs
- Lookalike weapons
- Skateboards
- Roller blades
- Squirt guns
- Laser light pens
- Swearing
- Chains
- Knives of any kind
- Any other items deemed inappropriate by the principal/assistant principal will be dealt with accordingly.

State and Federal laws prohibit firecrackers and other incendiary devices, firearms, knives, pepper spray, or any other weapons on school grounds or at school activities off school grounds. Inappropriate items will be confiscated and may be returned only to parents or not returned at all.

## BRING YOUR OWN DEVICE (BYOD) POLICIES AND PROCEDURES

At the secondary level, students will be able to bring their own technology devices (e.g. tablets, eReaders, Kindles, iPads, iPods, phones, etc.) for use under teacher supervision in classrooms engaging in balanced instructional and assessment practices. Staff support increasing a student's ownership of learning through assessment. Our goal is "assessment **for** learning," something more immediate and reviewable for students and teachers – along with "assessment **of** learning," something summative at the end of the unit, where little review can take place. These practices give teachers the ability to share, connect, and collaborate on assessments and data to improve student achievement.

A filtered Internet connection on our wireless network will be provided for student use. Students may use their technology devices in class. *If students do NOT have their own technological device, another device will be provided to them for the activity.* Each participating teacher has the authority to allow and regulate the use of personal devices in the classroom. Students participating in the Bring Your Own Device policy (BYOD) must adhere to the MMS and RFHS Student Handbooks, Acceptable Use Agreement, all Board policies, and the following guidelines listed below:

- Students must have this signed document and Acceptable Use Agreement on file to use their own device
- Student must register their device with their school/participating teacher. Utilizing TA and Focus periods for this participation may be appropriate, as well.
- Students will follow the classroom/school expectations for this policy:
  1. The device must be concealed and powered OFF in all other instances during the school day
  2. Personal devices will NOT be used for non-instructional purposes during the school day.  
Examples include, but are not limited to the following: personal phone calls, texting/instant messaging, 'surfing' the Internet. Administration reserves the right to determine what is considered a non-instructional purpose.
- Students shall use the appropriate wireless network determined by the district, and under no circumstances should the student use their device to be physically plugged into the school network connection points.
- Students are NOT permitted to use their own 3G/4G network; this is a violation of the Children's Internet Protection Act (CIPA).
- Students will not use devices to establish a wireless network, photograph, record audio or video on district property or while engaged in school-sponsored activities unless approved by staff.

- Students are required to give devices to school personnel when directed. Refusal to comply with this directive will be considered insubordination, and the student will be subject to disciplinary action. Student removal of a battery or memory chip from their own device or other device, in the process of being confiscated, is considered insubordination.
- The district may reserve the right to collect and examine any device brought to school.
- Students who are under suspension of their technology privileges are not allowed to participate.
- The district is NOT responsible for any data plan charges that students incur during assessments.
- Students must charge their devices before bringing them to school.
- Printing will not be possible or necessary from a student's device.
- The district will NOT service any personal device ('troubleshooting,' software, or hardware issues).
- Students will be responsible for securing their devices and ensuring they have appropriate anti-virus software installed, if applicable.
- ***THE DISTRICT IS NOT RESPONSIBLE FOR ANY LOST, DAMAGED, OR STOLEN EQUIPMENT.***
- Student will receive a detention for having a cell phone or computer in the locker rooms.

Consequences for Violation of the Policy:

**First Offense** – a warning will be issued

**Second Offense** – student's device will be taken away until the end of the day

**Third Offense** - student's device will be taken away until the end of the day, parent/guardian will be required to pick up device from the office

**Fourth Offense** - student's device will be taken away until the end of the day, parent/guardian will be required to pick up device from the office. Student will lose BYOD privileges – length to be determined by principal.

**Student Device Insurance Plan**

Insurance is available for all iPads and Chromebooks that are part of the District's 1:1 iPad program. Insurance is elective; it is not required. Students who purchase insurance after receiving a device must have it visually inspected by the technology staff at the time of receiving the device in order to verify that the device is not damaged at the time of insurance purchase. Insurance will cover the instructional school year, from date of purchase after inspection until the end of school in June. Insurance can be purchased prior to student enrollment and up to 15 days after the first day that the student is enrolled.

## Device Insurance Information

	Premium & Deductible	Financial Obligation
Standard Insurance Fee	\$30 with \$20 deductible	Family cap of \$60
Free and Reduced Lunch Fee	\$20 with a \$10 deductible	Family cap of \$40

The replacement cost to families not choosing insurance are below:

- Damaged or broken screen may cost up to \$100 for the Chromebooks, and \$150 for the iPads depending on what layer of the screen is broken.
- Replacement cost for the entire device is \$300

### Covered

The \$30 insurance program offers complete coverage for accidental damage with a \$20 deductible. All iPad and Chromebook parts are covered, including the battery, internal and external components, glass, LCD screen, external buttons, microphone jack, etc. This includes parts and labor.

### Not Covered

- Intentional damage is not covered. Intentional damage is that which is either observed to willfully have occurred or that which is determined by the type of damage to have been willful in nature.
- Damage to the iPad due to liquids is not covered.
- Loss and theft of the device is not covered.
- The charger and block are not covered; however cords and blocks will be sold on site at a reduced rate if needed. The reduced rate will only apply to insured devices.
- The case is not covered. One case will be issued at the start of a student's 1:1 program exposure, and will remain in their possession until they are done at MMS or RFHS. They will then turn it in for district reallocation.

### Financial Support Availability (optional):

- Students who qualify for "reduced" lunch will be charged \$20 for insurance with a \$10 deductible.

### Additional Information

- Students will be allowed a maximum of 2 insurance claims per year, then they will lose their device privileges and will have to use loaner devices checked in and out at school daily.

## LUNCH RULES

All students eating lunch at school are expected to be responsible, cooperative, respectful, and follow the lunch room rules.

- Use indoor voices
- Control your behavior
- Respect classmates' and adults' feelings
- Keep your hands to yourself
- Respect others' property
- Don't throw food
- Clean off tables/discard trash
- Sit quietly until dismissed
- No soft drinks, energy drinks, or coffee products

### Returning Trays

- Deposit milk cartons in trash containers
- Deposit silverware in the pan outside the window
- Deposit lunch trays on the counter inside the window

### Lunch Recess

- Be polite
- Be helpful
- Cooperate with supervisors and other students
- Be quiet when passing in hallways going outside and coming back in
- Eat only in the cafeteria, unless you have a pass from a teacher
- Wear appropriate clothing for outdoor recess

*When the temperature and/or wind-chill are below zero, students will remain inside for recess.*

### Buying Lunch/Milk

The price of a lunch is \$1.75 and the price of milk is \$.25. A la carte items are extra, and the cost will be billed to your account. There may be changes to the price of a la carte items; when those changes occur, you will be notified via email or other school correspondence. Money for lunches & milk can be deposited into family accounts by the following procedures:

- Dropping money off in the Meyer Middle School Office
- Sending money to River Falls Food Service, River Falls High School, 818 Cemetery Road, River Falls, WI, 54022

Please indicate the family name and the names of the students using the account with the payment.

### Recycling

Meyer Middle School takes pride in its efforts to improve the environment of the school and the community.

Recycling is a major concern to both teachers and students. Students are encouraged to be aware of the proper way to discard paper, glass, and aluminum containers used in the lunchroom as well as in classrooms.

## HARASSMENT/BULLYING

### Legal Definition of Bullying

Under the Wisconsin Pupil Nondiscrimination, pupil harassment is any behavior directed toward pupils because of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment. (PI 9.02(9), Wis. Admin. Code).

The following are examples of behavior that can constitute bullying/harassment: name-calling, making threats, spreading rumors, telling offensive jokes, initiation/hazing, making fun of someone, gestures, physical intimidation, hitting, touching, pranks, vandalism or destruction of property.

Students who feel that they are being bullied or harassed, or that their rights, according to the legal statutes written above, have been denied, should report the situation(s) to a staff member or the building principal.

Those students who harass or who create a hostile or threatening environment for others may be subject to disciplinary measures that include, but are not limited to, detentions, suspension, or expulsion.

The harassment/bullying policy for the School District of River Falls is on the district website. It is quite a comprehensive document; this is a policy that all school districts in Wisconsin are required to develop and post.

### Student Friendly Definition of Bullying

Bullying is a pattern of repeated aggressive behavior, with negative intent, directed from one child to another where there is a power imbalance. *Dr. Dan Olweus, Norway*

Peer Cruelty - making fun of others' mistakes or flaws

Bullying - repeated peer cruelty directed at a student others won't defend

## STUDENT BEHAVIOR AT MEYER MIDDLE SCHOOL

As indicated in our school "Bill of Rights," it is important that students understand what is and is not appropriate behavior in school. In learning to behave appropriately, students learn the important life skill of self-control. Most of the students at Meyer Middle School behave very appropriately most of the time. Unfortunately, the attention of students, teachers and the community is drawn to those few students who do not behave appropriately. We feel that is unfair to judge our students by the actions of so few and so we have adopted a program to recognize the vast majority of our students who successfully practice self-control and good citizenship here at MMS.

## **DISCIPLINE OUTLINE**

### Purpose

To insure the proper learning atmosphere, a student's individual rights must be balanced with their responsibility for good citizenship. This student conduct code is intended to create an educational climate conducive to learning, to instill responsible and considerate behavior, and to ensure the safety of students and all other persons concerned.

### Policies and Procedures

The development of responsible behavior and self-discipline occurs at two levels in the school setting. The first begins in the classroom where the student spends the majority of their time. The teacher is responsible for gaining the respect and cooperation of the students to ensure an effective learning environment. The teacher must apply a carefully thought out approach to classroom discipline and administer it fairly.

The second phase of school discipline involves the areas outside of the classroom teacher's scope (i.e. between classes, tardies, lunch time, etc.) or are of a serious enough nature to require referral to the Assistant Principal. The Assistant Principal sets the tone for acceptable behavior throughout the school setting. This must be done with a carefully developed set of rules and administered fairly.

### General Discipline Rules

It would be impossible to list all of the situations that could come up in relation to school discipline. Therefore, only a few specific offenses will be defined. Experience shows that students who attend classes on time, and are respectful towards teachers and others have few discipline problems and are successful in school.

### Explanation of the Step System Discipline

When actions taken by the teacher have failed or the rule infraction is of a serious nature, the incident will be reported to a principal for investigation and action. The consequences of the infraction will depend upon the severity of the offense and the previous discipline record of the student. In order to incorporate these two factors, a progression of consequences called the step system has been adopted. A student who is referred for violating a rule contained within this code will receive the consequences that correspond to the entry-level step for that offense. With each successive referral the student will be advanced up the step system at least one step depending upon the severity of the offense.

## The Step System

**Step 1:** Referral to principal for conference, incident filed, possible parent notification.

**Step 2:** Principal conference, assign one detention, parent notification by phone or e-mail.

**Step 3:** Assign two detentions; notify parents by phone or e-mail.

**Step 4:** One day in school suspension.

**Step 5:** Two days in school suspension, parent conference to complete behavioral contract.

**Step 6:** 1-3 days out of school suspension.

**Step 7:** 3 days out of school suspension, parent conference for re-admittance.

**Step 8:** 3 days out of school suspension and all succeeding violations will be treated with a step 7. Parent conference required for pre-expulsion contract.

**Step 9:** Five day out of school suspension pending pre-expulsion hearing before the school superintendent.

## Good Conduct Clause

A student may work his way down the step system by demonstrating good behavior. Each period of 15 days without a referral will result in the reduction of one step. Successful completion of a behavioral contract will also result in the student being placed on a lower step.

## Severe Infraction Clause

Examples of severe infractions are: These examples may lead to a student being placed on Step 4 or higher in the discipline step system on the first offense.

- Fighting, threats, or harassing students or school personnel
- Insubordination or defiance of authority. Disregard of reasonable requests, directions or commands by school personnel
- Disruptions that interfere with the learning process
- Vandalism or theft
- Use or possessing disruptive or explosive devices weapons or any paraphernalia associated with these items. Any student with a gun at school illegally will be expelled for no less than one year by Wisconsin statute
- Involvement in an activity that may threaten the safety of others
- Tobacco use or possession anywhere in the building or on the grounds or at a school sponsored event on or off school grounds. Police referral will accompany this
- Alcohol or drug use or possession on school grounds or at a school sponsored event. Police referral will accompany this, School Board Policy

- Any act that is covered under the disorderly conduct statute, 947.01 Wisconsin State Statute, Violations of the Severe Clause may result in:
  - a. Automatic step 4 or beyond in discipline
  - b. Parent notification
  - c. Police notification when appropriate

### **Disciplinary Consequences Defined**

**Extended Day-** After school or lunch recess time spent with house teacher.

**Detention-** Detention will be held after school on Tuesday and Thursday from 2:55 p.m. to 3:30 p.m. Students must arrive on time, have work to keep occupied, and adhere to detention room rules. Failure to follow these requirements will result in additional detention days and/or possible school suspension. Students on detention are responsible for their own transportation from school and must promptly leave the building at 3:35 p.m.

**Modified Learning Center/In-School Suspension-** An in-school suspension room has been established to deal with students having problems adjusting to school rules and routines. The length of time assigned depends on the infraction and can be from 1 to 3 days.

**Out of School Suspension-** This penalty involves the loss of school attendance privileges for a limited period of time (usually up to 5 days). In all cases of out of school suspension, parents will be notified. For suspensions of two or more days, a parent/guardian, student, and principal/designee conference may take place before the student can be re-admitted. If the re-admittance conference is not held, or the student does not return to school by the designated re-admittance date, the student's absence(s) will be recorded as truancy.

**Expulsion-** To be expelled from school means that a student is removed from school for an extended period of time (up to the date of a student's 21<sup>st</sup> birthday). This penalty can be invoked for actions threatening the health or safety of others, possession of a weapon of any kind, destruction of property, use, possession or sale of drugs or other substances, or repeated refusal or neglect to obey rules. The Board of Education approval is required for a student to be expelled from school.

**Restorative Justice and Practices-** As an alternative to the consequences outlined above, administration may supplement or substitute restorative justice. These procedures focus on problem solving, repairing the harm, and rebuilding relationships. They may include, but are not limited to, mediation techniques, community service, apologies to victims, repairing damages, school counselor interventions. Use of these procedures will be with approval of administration, counselor(s) and/or appropriate staff. The application of disciplinary consequences will follow Due Process as outlined in the Legal Protection of Student Rights section of this handbook.

## **USE OR POSSESSION OF DRUGS, ALCOHOL, AND TOBACCO ON SCHOOL PROPERTY**

### **AND/OR USE DURING SCHOOL ON OR OFF SCHOOL PROPERTY**

If a student is found to be in possession of illicit substances or look alike substances, or under the influence of illicit substances, a conference with the student and a principal (or designee) will be held, the parent informed, and the police authorities notified. The student will be referred for school assistance. The student will be subject to suspension (1 to 15 days) and/or expulsion.

Any students bringing drug-related paraphernalia into the school environment does so with the intent to use it. Students found to be in possession of such paraphernalia are subject to the same proceedings as outlined above.

For the purpose of this policy, "drug related paraphernalia" shall be defined as any item commonly used for the purpose of using drugs.

Possession or use of tobacco products by students on school property or at school activities is prohibited at all times. Students who fail to comply with this rule will be subject to suspension (1 to 5 days) and police referral.

In the event that a student is caught in the act of distributing or selling a controlled substance or look-alike substance, the offender will be subject to disciplinary action up to and including expulsion on the first offense. Due process procedures will apply. A police referral will also be made.

### **STUDENTS IN SUBSTANCE ABUSE TREATMENT**

Meyer Middle School recognized that the use/abuse of illicit substances and the problems associated with them are prevalent in our society. The school further recognizes that harmful involvement with illicit substances and/or with someone using them can be a major reason for a student's lack of personal, academic and behavioral success. The counselors, administration and staff attempt to work with parents and students to assist with substance abuse related problems. Please contact the school counselors or administrators if there are concerns. Support services available include counseling and guidance groups, information, education and referral assistance. The school will work with students who seek treatment in a variety of ways. Students who seek treatment which removes them from the school setting will receive support in cooperation with the treatment facility for academic work. The school staff will also cooperate with available students, extending make-up, and the services of the Student Support Team.

## LEGAL PROTECTION OF STUDENT RIGHTS

- A. Equal Educational Opportunity-** The River Falls School District does not discriminate against pupils on the basis of sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical handicap in its education programs or activities. Federal law and school district policy prohibits discrimination in employment on the basis of age, race, color, national origin, religion, sex, or handicap.
- B. Freedom From Harassment-** All students in the River Falls School District are protected by school district policy from harassment of any type. If you feel you are a victim of harassment of sexual, physical, verbal, psychological, racial, religious, handicap harassment or any other reason, contact your principal or the district's Title IX Coordinator, Dr. Elaine Baumann.
- C. Student Grievance Process for Rights Violations-** Students who feel their rights have been violated may file a written statement with the assistant principal within three school days of the date of the occurrence. Students may report harassment of orientation, age or disability. An investigation will follow and appropriate action will be taken. If a grievance cannot be resolved to the student's satisfaction, the student may appeal through personnel in the following order: The Principal, the Superintendent, the Board of Education.
- D. Due Process Measures-**
1. Notification of school rule(s) violated
  2. A fair hearing of infraction of school rules
  3. Written notification of reasons for disciplinary action, suspensions, and expulsions
  4. Appeal to a higher administrative authority as follows: Principal, Superintendent, Board of Education, State Superintendent, the judicial system.
- E. Students are expected to cooperate in school investigations. Students have the right to silence; however, they accept the responsibility of earning a negative consequence for impeding an investigation.**

## STUDENT RECORDS NOTIFICATION TO PARENTS OF STUDENTS IN

### THE SCHOOL DISTRICT OF RIVER FALLS

The School District of River Falls maintains student records for each student attending school in the District. These records include: (1) "progress records" which include a statement of the courses taken by the student, the student's grades, the student's co-curricular activities, the student's immunization records and the student's attendance records; and, (2) "behavioral records" which include tests relating specifically to achievement or measurement of ability, psychological tests, the student's physical health records other than his/her immunization records, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, law enforcement agency records obtained by the District and any other student records which are not progress records.

The following shall apply in the District:

1. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established procedures. The District shall respond to such requests without unnecessary delay. A copy of the Board's student records policy and procedures can be obtained from the Director of Academic Services at the school district administrative offices located at 852 E. Division St., River Falls, WI 54022. Regular office hours are 8 a.m. to 3:30 p.m. during the summer and 8 a.m. to 4:30 p.m. during the school year.
2. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established procedures. Copies of the District's procedures are available upon request as outlined above.
3. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the student records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or

assisting another school official in performing his/her tasks. A school official has a “legitimate educational interest” if the official needs to review a student record in order to fulfill his/her professional or District responsibility. The District shall transfer a student’s records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

- 4. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Further, the following categories of information are hereby designated as directory data.

CATEGORIES OF DIRECTORY DATA	GRADE LEVELS AT WHICH DIRECTORY DATA CATEGORIES APPLY (MARKED WITH “X”)		
	K-5	6-8	9-12
Student name, grade level, and name of school presently attending	X	X	X
Student photographs	X	X	X
School activities in which student participates	X	X	X
Awards and honors received	X	X	X
Height and weight (athletic teams only)			X

Directory data may be disclosed to any person UNLESS the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. To require consent before the District can release directory data, a written statement to that effect must be completed and signed by the adult student or parent, legal guardian or guardian ad litem of a minor student and given to the building principal within 14 days of receipt of this notice.

Secondary School Students

A secondary school student or the parent(s)/guardian(s) of the student may request that the student’s name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The District shall comply with such request.

Unless access to such information has been restricted by the secondary school student or the student's parent(s)/guardian(s) as outlined above, the District shall provide access to secondary school students' names, addresses and telephone listings, on request made by military recruiters or institutions of higher education. The District shall also provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.