

Missouri Valley High School

"Built on Pride, Destined for Greatness"

Academics
Arts
Athletics
Books
Clubs
Dances
Family
Fun
Graduation
Homework
Honor Roll
Life
Lunch
Teachers
Theatre
Technology
Yearbook

MVHS Student Handbook

Table of Contents

Absences and Activities.....	16/41	Homework.....	36
Academic Eligibility-Extra-Curricular	41	Honor Roll	36
Academic Excellence Letter.....	33	Illegal Items Found in School/Possession....	28
Academic Non-compliance.....	33	Illness at School	23
Activity Bus.....	25	Immunizations	22
Advanced Placement.....	37	Internet Appropriate Use.....	29
Annual Public Notifications	38	Interrogation by Outside Agency	28
Anti-Bullying/Harassment Board Policy....	6	Lockers.....	31
Anti-Bullying/Harassment Forms	8	Lost and Found	31
Attendance Policies.....	14	Lunch/Meal Fees.....	20
Behavioral Expectations.....	13	Medications	22
Book Fees	21	Multicultural Non-Sexist Curriculum.....	2
Bus Rules/Consequences	17	Negative Account Balances/Policies	21
Care of School Property	27	Open Enrollment.....	36
Cell Phone Appropriate Use	30	Out-of-School Suspension.....	20
Cheating/Academic Integrity.....	17	Parent Approved Early Release	36
Closed Campus.....	17	Perfect Attendance	16
Co/Extra-Curricular Handbook	40	Parent Code of Conduct/Coach Relations....	46
Communicable Diseases.....	23	Penalties for Behaviors Infractions	18
Course Load Requirements	33	Personal/Valuable Items.....	26
College Visits	16	Physical Examinations.....	22
Daily Schedules	14	Policy for Personal Student Devices.....	28
Dances.....	25	Posting of Information	31
Dangerous Weapons.....	17	Saturday In-School Suspension	20
Dealing with Illegal Substances	20	Schedule Change Policy	33
Definitions.....	13	School Announcements	32
Detentions	18	School-based Interventionist	13
Directory Information	26	School Vision	2
Dress Code	27	School-Sponsored Organization.....	25
Dropping Classes.....	33	Search and Seizure.....	32
Dual Enrollment Students	27	Senior Year-Plus Program	36
Early Graduation	35	Social Events	25
Electronic Devices	27	Standardized Tests.....	38
Emergency Drills	23	Student Activity Tickets	25
Emergency Forms.....	26	Student Complaints	32
End of Semester Tests.....	37	Student's Due Process	32
Equal Educational Opportunity	2	Student Publications.....	32
Equal Education Opportunity Policy.....	3	Student Rights and Responsibility.....	26
Expected Student Outcomes.....	2	Student Visitors/Guests	32
Expulsion.....	18	Tardiness.....	16
Extended Learning Program.....	34	Technology Violations & Consequences	30
Field Trips.....	25	Telephone Use During School Day.....	33
First Aid	23	Truancy/Unexcused Absences	16
Freedom of Expression.....	27	Two-Sport Policy.....	44
Goals of the High School	2	Transfers In/Out of the District	26
Good Conduct Policy	41	Use of Motor Vehicles	31
Grade/Progress Reports.....	34	Use of School District Facilities by Student Organizations.....	26
Graduation	35	Violence, Harassment, and Discrimination ..	24
Graduation Requirements.....	34	Yearbook Picture Use Policy	33
Hall Passes.....	28	Wellness Policy	10
Head Lice.....	23		

Missouri Valley Community High School

School Vision

The Missouri Valley Community School will create an engaging environment that fosters inquisitive learners who can effectively apply their skills in an ever changing world.

District Goals

The school shall support and assist the home, church, and community in providing learning experiences for the child, regardless of race, color, creed, or sex.

- To provide each child with knowledge of the fundamental processes of thinking, reading, writing, speaking, and listening.
- To provide each child with the opportunity to evaluate the importance of the home and family to himself/herself and society and to be aware of the conditions conducive to successful family life.
- To provide each child with opportunity to evaluate, explore, and discover through traditional and technological advances his/her higher capabilities whether it is for employment or future education and training.
- To provide each child with an effective health and wellness program and suitable physical activities to cooperate with home and community in safeguarding and promoting health interests.
- To provide each child with the opportunity to develop his/her talent, interest, appreciation, and enjoyment in recreation, art, music, literature, and nature.
- To provide each child with the opportunities to develop respect for self and other persons, to grow in his/her insight into ethical values and principles, to be able to live and work cooperatively with others.
- To develop in each child an understanding of the global society and changing environment in which we live as well as an understanding of our American heritage by providing each child with the opportunities to understand and practice democratic ideas and ideals.

Expected Student Outcomes

The Missouri Valley Community School District Student upon completion of their educational program will be able to:

- Relate to and work with a variety of individuals,
- Work with and manipulate a variety of technologies,
- Demonstrate, understand, and appreciate global cultures, as well as their own native culture,
- Move into the next phase of post-secondary training/education,
- Demonstrate the ability to effectively communicate with others visually, verbally, or by writing,
- Solve problems effectively and think critically,
- Appreciate the need to become a part of a community of life-long learners,
- Show confidence in self and pride in their role of responsibility to the community,
- Appreciate the importance of a substance free and healthy lifestyle.

Equal Educational Opportunity

The School district does not discriminate in its educational programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, socio economic status, sexual orientation, gender identity, creed or disability. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is the School Counselor and can be reached at (712) 642-4140. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Suite 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Guidance Counselor is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the Missouri Valley Green Hills AEA office at (712) 642-4112.

Multicultural Non-Sexist Curriculum

The Missouri Valley Community School District will do everything in its power to promote and integrate a curriculum that will foster respect and appreciation for the cultural and diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, non-sexist society. Complaints may be directed to the School Counselor, equity coordinator at 642-4140.

EDUCATIONAL PHILOSOPHY AND OBJECTIVES

Policy Title: EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of: race, color, national origin, creed, socioeconomic status, religion, sex, disability, sexual orientation, gender identity or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from employment on the basis of race, color, national origin, socioeconomic status, religion, age, creed, sex, disability, sexual orientation, gender identity or marital status. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, creed, religion, national origin, sex, age, sexual orientation, gender identity, marital status, socioeconomic status, or disability of the individual or individuals, or creates an intimidating, hostile, or demeaning environment for education.

Inquiries by students regarding compliance with equal education opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to:

High School Guidance Counselor, MVCS District Equity Coordinator,
605 E. Lincoln Hwy., Missouri Valley, IA 51555; or calling: 712-642-4149

Legal Reference: (Code of Iowa) 20 U.S.C. §§ 1221 et seq. (1994). 20 U.S.C. §§ 1681 et seq. (1994). 20 U.S.C. §§ 1701 et seq. (1994). 29 U.S.C. § 794 (1988). 42 U.S.C. §§ 12101 et seq. (Supp. 1 1994). 34 C.F.R. Pt. 100 (1996). 34 C.F.R. Pt. 104 (1995). Iowa Code §§ 216.9; 256.11, .11A; 280.3 (1995). 281 I.A.C. 12.

Date of Adoption: February 13, 1984

Date of Revision: April 20, 2015

Policy Title: EQUAL OPPORTUNITY-STUDENT AND PARENTAL RIGHTS

The Missouri Valley Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability, and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided to students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made, and notice prior to evaluation and placement of your child, and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;

- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to:

High School Guidance Counselor-District Equity Coordinator, Missouri Valley Community School District
Phone (712)642-4149

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code 280.3.

Date of Revision: April 20, 2015

Policy Title: EQUAL OPPORTUNITY GRIEVANCE PROCEDURE

No. 102.1R2

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or Personnel Contact Person

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

Employees with a complaint of discrimination based upon their gender, race, national origin, creed religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age, sexual orientation, gender identity or disability is encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, creed, religion, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personnel contact person directly involved.

I. Level Two - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event, giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

II. Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights, or Office of Special Education Programs,

the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

III. Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The District Equity Coordinator is:
High School Guidance Counselor
District Equity Coordinator
Missouri Valley Community School District
605 E. Lincoln Hwy
Missouri Valley, Iowa 51555
Telephone (712) 642-4149
Office Hours: 8:00 A.M.-4:00 P.M. during school year

Date of Adoption: September 16, 1996

Date of Revision: April 20, 2015

**GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS
REQUIRING NON-DISCRIMINATION**

I, _____, am filing this grievance because _____

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible: _____

(Attach additional sheets if necessary)

Signature _____

Address _____

Phone Number _____

If student, name _____ Grade Level _____

Attendance center _____

Date of Revision: June 15, 2015

Policy Title: ANTI-BULLYING/HARASSMENT POLICY Board Policy No. 104.2

The Missouri Valley Community School District is committed to providing all students with a safe school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students will not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words will have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” will mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the student in reasonable fear of harm to the student’s person or property.
 2. Has a substantial detrimental effect on the student’s physical or mental health.
 3. Has the effect of substantially interfering with a student’s academic performance.
 4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints must be filed within 180 (one hundred eighty) days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant will receive assistance as needed.

ANTI-BULLYING/HARASSMENT POLICY

Board Policy No. 104.2

School employees, volunteers, and students will not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Level I Investigator (hereinafter “Investigator”) will be responsible for handling all complaints

alleging bullying or harassment. The Investigator will consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee is also responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student will be disciplined by appropriate measures, which may include up to suspension and/or expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee will be disciplined by appropriate measures, which may include termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer will be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith report an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, will be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as will any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy will be subject to measures up to, and including, suspension and/or expulsion. Any school employee found to have retaliated in violation of this policy will be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy will be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,

Legal References: 20 U.S.C. §§ 1221-1234i.
 29 U.S.C. § 794.
 42 U.S.C. §§ 2000d-2000d-7.
 42 U.S.C. §§ 12101 *et. seq.*
 Iowa Code §§ 216.9; 280.28; 280.3.
 281 I.A.C. 12.3(6).
 Morse v. Frederick, 551 U.S. 393 (2007)

Date of Adoption: July 16, 2007
Date of Review: March 12, 2012
Date of Revision: November 16, 2015

SERIES 100 COMPLAINT FORM No. 104.2E-A (Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of
Complainant: _____

Are you filling out
this form for
yourself or
someone else
(please identify the
individual if you are
submitting on
behalf of someone
else): _____

Who or what entity
do you believe
discriminated
against, harassed,
or bullied you (or
someone else)? _____

Date and place of
alleged incident(s): _____

Names of any
witnesses (if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

WITNESS DISCLOSURE FORM

No. 104.2.E-B

Name of Witness:

Date of interview:

Date of initial complaint:

Name of Complainant (include whether the Complainant is a student or employee):

Date and place of alleged incident(s):

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed:

Additional information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature:

Date:

WELLNESS POLICY

The board encourages healthy lifestyles for students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle choices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Good health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, will be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to the students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to endure high-quality meals.

The school district will utilize the School Improvement Advisory Committee as the consulting group for wellness issues. This committee will monitor and review the effectiveness of the policy at least every three years. The Food Service Director and principals will be responsible for monitoring, implementation and evaluation of the policy. A report may be presented to the board and community regarding the content and effectiveness of this policy and recommend updates if needed. When monitoring implementation, school buildings will be evaluated individually with reports prepared by each school. The reports will be compiled into a district wide report. The report will include which schools are in compliance with this policy, the extent to which this policy compares to model wellness policies and describe the progress made in achieving the goals of this policy.

I Nutrition Education and Promotion

The school district will provide nutrition education and engage in the promotion of nutrition that helps students develop lifelong healthy eating habits:

- Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- Emphasizes caloric balance between food intake and physical activity.

II Physical Activity

The school district will provide students and staff with age and grade appropriate opportunities to engage in physical activity that meet the federal and state guidelines:

- Is for all students in grades K-12 and is taught by a certified physical education teacher;
- Includes students with disabilities and students with special health-care needs.
- Engages students in moderate to vigorous activity during at least 50 percent of physical education class time.
- Is not used for or withheld as a punishment

Elementary schools may provide recess for students that:

- Is at least 20 minutes a day.
- Is preferably outdoors.
- Encourages moderate to vigorous physical activity as space and equipment as available.

III Other School Based Activities That Promote Wellness

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will:

- Offer classroom health education facilitates the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
- Encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate;
- Operate a breakfast program, to the extent possible; and
- Notify parents and students of the availability of the school breakfast program.

- The school district discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diet.

The nutrition guidelines for all foods available will focus on promoting student health and reducing childhood obesity. The guidelines include:

School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by local, state and federal law;
- Ensure foods made available through the school lunch program comply with the state and local food safety and sanitation regulations;
- Offer a variety of fruits and vegetables;
- Serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA);
- Ensure whole grains are served;
- Make drinking water available where school meals are served during mealtimes; and,
- Share information about the nutritional content of meals with parents and students. (The information could be made available on menus, a website, on cafeteria menu boards, placards or other point-of-purchase materials.)

Free and Reduced Priced Meals

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced price meals. Toward this end, the school district may:

- Utilize electronic identification and payment systems and,
- Promote the availability of meals to all students.

Qualification of Food Staff

Qualified nutrition professionals will administer the meal programs. As part of the school district's responsibility to operate a food service program, the school district will:

- Provide professional development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility; and
- For the safety and security of the food facility, access to the food service operations are limited to child nutrition staff and authorized personnel.

Miscellaneous

Food's Sold Outside the Meal (e.g. vending, a la carte, sales)

All foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day will meet nutrition standards as required by state or federal law. The school district will not withhold food or beverages (including food served through meals) as a punishment. For current state guidelines, go to:

http://educationiowa.gov/index.php?option=com_content&view=article&id=1769&catid=838&Itemid=2545

Snacks/Celebrations

Snacks served during the school day or in after-school care or enrichment programs meet standards set by the district in accordance to the law. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. The school district will disseminate a list of healthful snack items to teachers, after-school program personnel and parents.

Fundraising Activities

There are two types of fundraising, regulated and other. Regulated fundraisers are those that offer the sale of foods or beverages on school property before school during school and thirty minutes after school and that are targeted primarily to PK-12 students by or through other PK-12 students, student groups, school organizations, or through on-campus school stores. Regulated fundraising activities must comply with the USDA state nutrition guidelines. All other fundraising activities are encouraged, but not required, to comply with the state nutrition guidelines if the activities involve foods and beverages.

School-Sponsored Events

Foods and beverages offered or sold at school-sponsored events outside the school day are encouraged to meet the nutrition standards for meals or for foods and beverages sold individually.

- For the safety and security of the food facility, access to the food service operations are limited to child, nutrition staff, and authorized personnel.

Monitoring and Evaluation

The superintendent will ensure compliance with the established school district nutrition and physical activity wellness policies.

In each building:

- The principal will ensure compliance with those policies in the school and will report on the school's compliance to the superintendent; and,
- Food service staff, at the school or school district level, will ensure compliance with nutrition policies within food service areas and will report on this matter to the superintendent or principal.

In the school district:

- The school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school district has not received a SMI review from the state agency within the past five years, the school district will request from the state agency that a SMI review be scheduled as soon as possible;
- Assessments will be conducted every 3 years to review policy compliance, assess progress and determine areas in need of improvement. The school district will, revise the wellness policies and develop work plans to facilitate their implementation as needed; and,
- The superintendent will develop a summary report based on the assessment data and input from school personnel.

The report will be reviewed by to the school board and also distributed to the school improvement committees, parent/teacher organizations, principals and health services personnel in the school district.

Student Conduct & Behavioral Expectations

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

Education is a key to future success for the students so they are expected to act in a manner that portrays the seriousness of the task of learning. It is the students who control their education, the opportunity is provided by the school and the students must choose to take full advantage of that opportunity to help ensure their future success.

The school staff expects all students to perform at the best of their abilities every day. We expect the students to be inquisitive, aware, and motivated to perform in a manner that helps ensure their success. The school staff will be available to assist students with their education every day, but the student is expected to let their teachers know when they need assistance. We have an excellent staff in the schools that provide all the help that is needed for their students to succeed, but in the end it is the student who will determine the extent of their success.

All students in the school will make choices throughout the school day, week and year that will determine their success or failure, their choice to do right or wrong, or how the staff, student body, or public will interact with them. The students must understand that with every choice there is a consequence, be it good or bad, and with every choice there is a responsibility that comes with that choice. The school will do all that they can to help the students make positive choices, but the students will be held responsible for all choices they make that affect their life in school.

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

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

Definitions

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

School Based Interventionist

Missouri Valley implements an intervention program for students who may be at-risk of not graduating from high school. The School Based Interventionist (SBI) is housed at the middle and high school levels to assist students, parents, and staff on their journey to a high school diploma. School Based Interventionists work primarily with counselors and administrators as a liaison between parents students, and the school. The SBI is supervised by Steve McPhillips at Green Hills Area Education Agency. Please contact Steve with any concerns at smcphillips@ghaea.org or (712)366-0503.

DAILY SCHEDULES

REGULAR SCHEDULE

1 st Period.....	8:10-9:00
2 nd Period.....	9:04-9:54
3 rd Period	9:58-10:48
4 th Period	10:52-11:42
LUNCH	11:46-12:12
5 th Period	12:16-1:06
6 th Period	1:10-2:00
7 th Period	2:04-2:54
Homeroom	2:58-3:25

2:25 DISMISSAL

1 st Period.....	8:10-8:51
2 nd Period.....	8:55-9:36
3 rd Period	9:40-10:21
4 th Period	10:25-11:06
5 th Period	11:10-11:51
LUNCH	11:55-12:22
6 th Period	12:26-1:07
7 th Period	1:11-1:52
Homeroom	1:56-2:25

1:05 DISMISSAL

1 st Period	8:10-8:40
2 nd Period.....	8:44-9:14
3 rd Period	9:18-9:48
4 th Period	9:52-10:22
5 th Period	10:26-11:56
6 th Period	11:00-11:30
LUNCH.....	11:34-12:01
7 th Period	12:05-12:35
Homeroom.....	12:39-1:05

2 HOUR LATE START

1 st Period	10:10-10:43
2 nd Period.....	10:47-11:20
3 rd Period	11:24-11:57
4 th Period	12:01-12:34
LUNCH.....	12:38-1:05
5 th Period	1:09-1:42
6 th Period	1:45-2:18
7 th Period	2:22-2:55
Homeroom.....	2:59-3:25

Attendance Policies

It is the educational philosophy of the Missouri Valley Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators, and the Staff of the Missouri Valley Community School District expect that students shall be in attendance at scheduled classes and activities for 1,153 offered school hours (174 days) per academic year.

Students are expected to be punctual and present for the entire school day. If a student is absent, parents will need to verify the reason with either a note, email, or phone call to the office or the office staff will call the parents. For student safety reasons, please call the office before **9:00 am** if your child is going to be absent. If a student arrives late to school, they must check in with the office.

If a student is going to be absent for any reason besides illness or an emergency, the absence must be pre-approved. This can be done by contacting the office by phone call, email or note. The note should detail the date, time and reason for the absence. All absences will be classified as unexcused until a proper contact is made with the office. If a student is going to miss for a trip, senior pictures, college visit, etc., the absence will only be excused if it is pre-approved through the office. Any time a student misses a class session regardless of the reason for being gone, they are responsible for all work missed.

Attendance Policy for the School Year

Written notification will be sent to parents regarding their student's absences (excused and unexcused) at the following hours:

- **Notification 1:** 32.5 hours (approximately 5 days)
- **Notification 2:** 52.0 hours (approximately 8 days)
- **Notification 3:** 65.0 hours (approximately 10 days)
- **Notification 4:** 78.0 hours (approximately 12 days)

The following will occur at 52 hours (approx. 8 days) of unexcused absences:

1. A parent-student-SAT (Student Assistance Team) meeting will be held and an attendance agreement will be created and signed by all parties. The purpose of the agreement is for the parties participating to attempt to determine the cause of the child's non-attendance and to address the child's attendance needs.
2. A doctor's note may be required as documentation of an excusable absence. If a student is absent from school 3 or more consecutive days, a doctor's note will be required or you must bring the child to school and have a school official or nurse assess them.

The following will occur at 78 hours (approx. 12 days) of unexcused absences within a school year:

1. Disciplinary action which may include a referral to the County Attorney
2. Modification of schedule
3. Withdrawal from classes without credit

The following reasons for absences are valid and excusable:

- Illness, serious illness or death in the immediate family
- Absences that need to be pre-approved at least 1 day in advance include but are not limited to: family vacations/trips, college visits, driver's license, dental and medical treatment.
- If an emergency need arises, parents should contact the office.

The following reasons are not excusable absences:

- Missing bus, oversleeping, car problems
- Trips not approved in advance
- Shopping, hunting, fishing
- Gainful employment other than school approved
- Personal preparations for dances (Homecoming or Prom) or other social activities; appointments other than medical or mental health
- Lack of transportation to school

**** The determination of an excused or unexcused absence is at the discretion of the building administrator.*

Students with a Modified Schedule

Students who have a modified schedule may be subject to withdrawal from the class without credit if they **exceed more than eight (8) unexcused absences per class, per semester**. The school interventionist, school counselor, and principal will work with the student and parents after five (5) unexcused absences to develop and agree upon a written plan and Dr.'s notes may be required.

Perfect Attendance

“Perfect Attendance” means that a student is at school all day, every day, for the entire school year. This means that the student has no tardies, early sign-outs, or full or partial absences (excused or otherwise) on their record.

Attendance Appeal Action

The student and/or parent or guardian may appeal the designation of the absence (excused or unexcused) to school personnel in the following order:

- Principal, Superintendent, Board of Education
- This appeal action must take place within 3 days of each step of the appeal process.

Tardy Procedures

Tardy includes being late for school in the morning without an excusable reason and will reset each semester. During the school day, teachers will enforce their individual tardy policies. All students are encouraged to serve discipline time with the teacher whose class was missed due to the tardy. Tardy discipline enforced by the administration includes:

Less than 20 minutes tardy:

- 1st TardyWarning and unexcused tardy
- 2nd Tardy.....Warning and unexcused tardy
- 3rd TardyOne - 30 minute Detention
- 4th TardyOne - 45 minute Detention, Parent Contact
- 5th TardyOne Saturday In-School, Parent Contact

Over 20 minutes tardy will be considered an unexcused absence for the period:

- 1st TardyWarning and an unexcused absence
- 2nd Tardy.....One - 45 minute Detention, unexcused absence, & Parent Contact
- 3rd TardyTwo - 45 minute Detentions, unexcused absence & Parent Contact
- 4th TardyOne Saturday In-School, unexcused absence & Parent Contact

***Time missed due to tardies will be treated as absent time and will count toward absences.

Unexcused Absences

- 1st Violation (1-4 Periods) 1 detention for each period missed
- 1st Violation (4 or more Periods) 1 Saturday In-School Suspension
- 2nd Violation (1-4 Periods) 1 Saturday In-School Suspension
- 2nd Violation (4 or more Periods).... 2 Saturday In-School Suspensions
- 3rd Violation (any length)..... 2 Days Out of School Suspension
- Subsequent Violations Student will be treated as a continual violator and possible referral to the SAT Team for assistance.

College Visits

Seniors and juniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused up to 3 school days and juniors may be excused up to 2 school days to visit college campuses. Students must submit a completed college visit approval form to the school counselor at least 1 day before each scheduled absence. Students needing assistance with setting up college visits can work with the school counselor.

Absences and Activities

Students must attend 4 full periods, or for at least half of the school day for students on a modified schedule, in order to attend or participate in an extra or co-curricular event that evening. If the absence is not pre-approved or is not an excusable absence, the student will not be allowed to attend evening events. Appointments scheduled on activity days must be pre-approved a day in advance. Any student who leaves school ill before the end of the day will not be allowed to

participate in, or attend, any extra or co-curricular event that evening. This attendance provision applies to student participation in all extra and co-curricular activities sponsored by the school. If a student misses school the morning or day after a school event, it will be noted. A student who misses two or more mornings or days after school events may face disciplinary sanctions. Students are reminded that participating in extra-curricular events is a privilege and good attendance is required of those students who choose to participate in events.

Closed Campus

All students will remain in school during the day and at lunch. Any student who must leave the building during school hours must secure permission and sign out in the office area. Students are not to be outside the building between classes.

Food cannot be ordered by students and/or delivered to the school to be eaten during the lunch period or school day. No bottled beverages, except water in a clear or transparent drinking bottle, will be allowed outside of the cafeteria during the school day. Only water may be brought into the school from outside the building during the school day. Water bottles should not be used around technology. This includes all computer labs and classrooms. MVHS will make a concerted effort to follow the guidelines of the Healthy Kids Act. Food or drink that does not fall within the guidelines may be confiscated or disposed of.

DISCIPLINE

Bus Rules & Consequences:

- Obey the driver at all times.
- Remain seated while the bus is in motion.
- Keep head, arms, body and feet inside the windows.
- Keep hands and feet out of the aisles.
- Do not scuffle, yell, throw objects, litter, destroy school or personal property of others, or create disturbances deemed unsafe by the driver or proprietor.
- Use appropriate language at all times. Use of abusive, profane, or obscene language and gestures is prohibited.

High School
Written Warning From Driver/Principal
<u>1st Written Violation</u> 10 day suspension from riding. Parents notified by principal.
<u>2nd Written Violation</u> Lose all bus privileges for 20 consecutive school days. Parents notified by principal.
<u>3rd Written Violation</u> Lose all bus privileges for one calendar year. Parents notified by Superintendent.

Once a student has received a written violation, Bus Conduct Notice, he or she may automatically be assigned a seat for the remainder of the school year by the driver.

Cheating/Academic Integrity

Students are expected to do their own schoolwork. Copying from sources, including the internet and others’ work, will not be tolerated. Discipline sanctions may include, but are not limited to: detention(s), in-school suspensions, or out-of-school suspension. Teachers may also determine appropriate course level sanctions after consulting with the building principal. This may include assignment or test retakes/redos and/or reduced or zero credit for the assignment or course. Parents will also be contacted.

Dangerous Weapons

Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. At the discretion of the administration, law enforcement will also be contacted. The student will be subject to further disciplinary action, as stated in #8 of the Penalties for Infractions.

Detentions

All school staff has the authority to write detentions. The detention period will be after the school day and will last no longer than 45 minutes. A teacher may recommend that the detention time be served in the office or with the teacher in the classroom. If a student cannot make detention on the day it is scheduled, they must make arrangements with the principal for an alternate time to serve the detention. If it is not taken care of within a reasonable time, they may be given additional discipline according to policy. Students that ride the bus will be permitted to telephone home informing parents of the problem. His or her family shall provide transportation home for the student.

Expulsion

Only the Board may expel a student from school for violation of rules and regulations or when the presence of that student is considered to be detrimental to other students within the educational process.

The building administrator shall have the authority to suspend the student from school until a Board hearing meeting can be scheduled. The hearing shall be held within a reasonable time. The Superintendent or designee shall notify the student and the parent(s) or legal guardian(s) of the place and time of the hearing.

Penalties for Infractions

In all suspensions, the parents and superintendent will be notified. The following noted penalties are to be considered minimums, and may be increased if, the infraction warrants additional penalties.

Bullying/Harassment	Substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or recommendation to the Board of Education for expulsion. Refer to HARASSMENT POLICY 104.2
Criminal Offenses	On any criminal violation by a student on school grounds exceeding the classification of a misdemeanor, the principal or his/her designee may report the violation to the police for possible filing of criminal charges.
Continual Violator	On the 5 th referral during a school year, or sooner if deemed necessary, the student will be suspended 3 days. The student, principal and parent shall enter into a behavioral contract specifying conditions for the student's re-admittance as well as consequences that will happen should further violations of the discipline occur.
Disrespect or Insubordination Toward a School Employee	Detention, suspension, or Saturday in-school.
Drugs/Alcohol A. Use B. Distribution C. Sale or D. Possession of Drugs, Alcohol or Look-alike Substances per Iowa Code Chapter 453A	Immediate out-of-school suspension and the possible recommendation for expulsion to the Board of Education. Criminal violations may be reported to law enforcement. See STUDENT CONDUCT/DISCIPLINE Board Policy 503.2 for additional guidance.
Extortion (Obtaining Money, Property, or Services of any Sort by Threat)	Suspension; possible recommendation for expulsion to the Board of Education.
Failure to Serve Saturday In-School	If a student assigned to a Saturday in-school fails to report, the student will be required to complete the original suspension, plus one day out of school suspension. If a second incident occurs, the student will receive a 3 day out-of-school suspension and be required to complete the original period of Saturday in-school suspension. If a student misses a Saturday in-school suspension session on a 3 rd occasion, the student will receive a 5 day out-of-school suspension and must meet with the Superintendent for re-admittance to school or possible recommendation of expulsion.
Fighting	Suspension and/or Saturday in-school. Subsequent violations may result in possible recommendation for expulsion to the Board of Education and may be reported to law enforcement.

Hacking/Illegal Access of Student Records	The principal or his/her designee may recommend expulsion and disregard the penalties noted in policy 506.1 if, in the judgment of the building administrator, the first offense is serious enough to jeopardize the learning process or endangers students.
Inappropriate Possession/Use of Electronic Devices or Cell Phones	1 st offense – Student may have device at 3:25 2 nd offense – Parent contact and conversation with the Principal; student may pick up the device at 3:25 3 rd offense – Parent or Guardian must pick up device/cell phone and a plan may be put in place for the student to turn in the device at the start of the school day. 4 th offense – Student will be treated as a continual violator
Inappropriate Sexual Behavior	Suspension or Saturday in-school; possible recommendation for expulsion to the Board of Education. Criminal violations may be reported to law enforcement.
Missing Detention	Students may be assigned additional detentions or a Saturday-In-School if detentions are not being served in reasonable time according to the administration.
Personal Endangerment, not limited to: arson, fire-crackers, reckless driving, tampering with alarm systems	Immediate out of school suspension; possible recommendation for expulsion to the Board of Education. Criminal violations may be reported to law enforcement.
Physical Contact/Assault on a Student	Suspension; possible recommendation for expulsion to the Board of Education. May be reported to law enforcement.
Physical Assault on a School employee	See Policy Number 503.1
Possession of a Dangerous Weapon	Disciplinary action or recommendation to the Board of Education for expulsion, shall be in compliance with Board Policy 502.8. Criminal violations may be reported to law enforcement.
A. Profanity or Obscenity B. Directed at a School Employee	Disciplinary action will be based on the severity of the action; detention, suspension, or Saturday in-school.
Property Damage and Destruction	Out-of-school suspension, Saturday in-school suspension and/or restitution; possible recommendation for expulsion to the Board of Education.
Skip Day	The Board of Education and the school administration do not sanction the concept of a skip day. A skip day will be considered as truancy according to the discipline code.
Student Removal from Class	If a student is permanently removed from class due to disciplinary reasons, the student will receive an "F" for the semester and alternate course options will be determined by the administration and school counselor.
Student Transportation	All students riding on school transportation vehicles are subject to the policies governing student conduct within the discipline code. Riding on school transportation vehicles is an extension of the normal school day.
Theft, stealing, or accessory	Suspension, Saturday in-school and/or restitution. Criminal violations may be reported to law enforcement.
Tobacco A. Use A. Distribution B. Sale or C. Possession of any Tobacco Product or Look-a-like Products per Iowa Code Chapter 453A	Suspension and/or Saturday in-school. Criminal violations may be reported to law enforcement. See STUDENT CONDUCT/DISCIPLINE Board Policy 503.2 for additional guidance.
Unsportsmanlike Behavior During a School Activity A. Verbal or physical B. directed toward an individual, team, coach, or official	1 st Violation – Saturday in-school and suspension from all school activities as a participant or a spectator for a maximum of 4 weeks. 2 nd Violation – Suspension in- or out- of school and from all school extracurricular activities indefinitely

Procedures for Dealing with Illegal Substances

Any teacher or administrator who suspects a student is under the influence of a controlled substance shall immediately take the student to the school nurse. If, after examination, the nurse confirms there is sufficient reason to believe the student is under the influence, they will notify the building administrator. The administrator will call the parents. The student will be suspended from school until a readmission hearing is scheduled with the superintendent.

Readmission to school will be based on furnishing proof of enrollment in some type of chemical dependence agency for the treatment of drug abuse. Forms to provide such proof will be furnished by the school. A list of agencies providing treatment for drug abuse will also be provided to the parents. Second and later offenses will be dealt with individually as they occur. Parents may appeal the school diagnosis by furnishing a statement from a doctor who has examined this student immediately following their release from school. In such case, the student will be readmitted to school with a doctor's statement.

Any student selling or dealing drugs or look-alike substances at school will be immediately suspended from school until such time as the Board of Education can meet to hear the case. For students who are receiving special education services, a manifestation hearing will be held prior to any change in placement.

Out-of-School Suspension

The option will still be given to the school administrator to remove a student from the school setting if they feel it is necessary in the form of out-of-school suspension. This penalty means that the student is suspended for one to 10 days and placed into the custody of parents. Credit will be granted during the days of suspension for completed work. Students will pick up assignments in the office, complete the homework, and hand it in upon returning to school. Assignments will be graded and recorded. The student may not participate in any school activity during this time.

Saturday In-School Suspension

The Saturday sessions of in-school suspension will be held from 8:00 a.m. – 11:00 a.m. Students will receive assignments to work on during each session. A staff member will be supervising the session. No electronic devices can be used unless for academic purposes. The date(s) of the suspension will be communicated and approved between the principal and the parents.

2018-2019 SCHOOL FEES

MEAL FEES

Breakfast:

Student 9-12	\$2.00 daily	Reduced \$.30
Adults	\$2.25 daily	

Lunch:

Students 9-12	\$2.90 daily	Reduced \$.40
Adults	\$3.65 daily	

The District operates on a computerized lunch program. Each student and adult has an account number to enter when they purchase lunch. The price of the lunch and any extras that have been approved by the Healthy Kids Act will be charged toward the balance of the lunch account. Accounts need to maintain a positive balance. Students or parents may deposit money in their account in the office or via Infinite Campus on the school website. They will be given a receipt and this money will then be entered into the individual accounts.

A hot lunch program is available for students or they may bring a sack lunch. Students that do not purchase a complete lunch or bring a sack lunch from home are not allowed to purchase extra or a'

la carte items. Parents need to inform their student if they are not to buy a' la carte items. Once a student comes through the line and has items on the tray, we cannot ask them to return the items.

Food cannot be ordered by students and delivered to the school to be eaten during the lunch period or school day.

Negative Account Balances

In order to maintain financial stability for the Missouri Valley Community School District Food Service Program and equality for all lunch paying students, the board will provide guidelines to assist in keeping negative accounts to a minimum.

Negative meal balances will be carried over to the following school year. These negative balances must be taken care of prior to school starting as a part of the school registration process. Parents with negative or past due accounts will be asked to send a lunch from home until the negative balance has been taken care of or a payment schedule arranged and adhered to. If the negative balance remains unpaid, the account may be forwarded to Small Claims Court and/or a collection agency.

A student will be notified if their account balance is negative. Parents will also be contacted by the student and/or office staff. In addition, notifications of negative balances will also be sent out via email and the Infinite Campus Portal. If a student's account balance is -\$10.00 or more, the student may not be served a regular lunch. In some circumstances, a student can receive a peanut butter sandwich/milk at a charge of \$1.00.

A' la Carte Purchases: Students may purchase a' la carte items if they have money in their account. Students on free or reduced meals may also purchase a' la carte items, but only if they have money in their account. Lunch information can always be viewed through your online account.

BOOK FEES

A book fee, which is collected during registration in the fall, includes all textbook rental, workbooks, magazines, and other materials usually furnished in the classroom. Books must be returned at the end of class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student. The school district charges fees for certain items, such as field trips, and lab projects outside the normal curriculum requirements. Mid-term graduates will not be given a partial refund of book fees if they decide to finish their course work in December.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student's fees waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal, secretary, etc. at registration time for a waiver form. **This waiver does not carry over from year to year and must be completed annually.**

2018-2019 Textbook Fees

Book Fees:

Student 9-12	\$35.00
12 th -MV & IWCC	\$25.00

STUDENT HEALTH, WELL BEING, AND SAFETY

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without proper certification are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal or school nurse. Only for specific medical or religious purposes are students exempt from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the school nurse.

All freshmen students must have a Dental Screening on file in the high school.

Immunizations required by Iowa Law for school entry:

- MMR (Measles-Mumps-Rubella)
- DTP (Diphtheria-Tetanus-Pertussis)
- Polio
- Hepatitis B
- Varicella
- Meningitis

Please refer to the Iowa Department of Public Health for specific information. www.idph.state.ia.us

Physical Examinations

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor and parents stating the student is able to participate in athletics. Failure to provide proof of a physical examination makes the student ineligible to practice or participate in sports. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

Students enrolling in the district for the first time shall have a physical examination by a licensed physician and provide proof of such an examination to the building in which the child is attending. At registration we request that you update your student's school health record. Participation in the physical education program is required for all students. If a student is unable or should not participate for health reasons, he/she must submit a note from his physician indicating the reason and the duration of the restriction.

Medications

Students may need to take prescription or non-prescription medication during school hours. Students must bring their prescription or non-prescription medication to the school office to be dispensed from there. The school must know the medications a student is taking in the event that the student has a reaction or illness. When sending any prescription or non-prescription medication to school, parents must send:

- Written parental permission – forms available in the office or online
- Medication in the original labeled container

For prescription medication, the pharmacist will supply a duplicate labeled container so one can be kept at home and one can be kept at school. Each container should have the phone number of the pharmacy, student's name, physician's name, medication's name, dosage, time to be given, and route (oral, inhaled, etc.). A written order from the physician for all prescription medication – the label on the current bottle is acceptable.

Storage: Medication is held in a locked cabinet and distributed by the school nurse or designee. Exceptions are students who may carry an asthma inhaler, if they have written parental and physician permission.

Half tablets: School staff will not be responsible for breaking tablets in half. This will not be done at school. When there is a physician order to give one-half of a tablet, please talk with your pharmacist.

Field Trips: If your child takes daily or as needed medication, you will need to indicate whether or not there is a need for this medication on field trips. School nurses do not routinely accompany students on field trips and a teacher may be responsible for administration of medication.

Standard Medications: Health services staff will administer only medication that is listed and described in the Standard Physician's Desk Reference (PDR) or the over-the-counter (OTC) PDR.

Nebulizer Treatments: When nebulizer treatments are required, special arrangements must be made in advance with the School Nurse.

Illness at School

Children displaying symptoms of an illness should be kept home. If a student becomes ill they need to report to the nurse's office. Parent will be notified to pick up the child. Students may not leave the school premises without getting permission from the office. Please be certain the school knows where to reach you or an emergency contact.

Parents and students frequently have questions about when it is appropriate to stay home from school because of illness. Follow these guidelines to help with your decision:

- If your child has had a temperature of 100.0 degrees or higher in the past 24 hours.
- If your child has vomited within the past 24 hours.
- If having your child at school would significantly put others at risk for contracting your child's illness.
- If your child feels ill enough that he or she would not be able to benefit from being at school.

First Aid

If any student suffers an injury at school, he/she is to report to the office immediately. While the school is not responsible for treating medical emergencies, employees may administer emergency or minor first aid. The school nurse is contacted should the injury appear significant. In the case of an emergency, the student may be transported to the local hospital.

Communicable Diseases

Students with communicable diseases will be allowed to attend Missouri Valley Community School District as long as they are physically able to do so and as long as their presence does not create a substantial risk that others will catch the disease.

Children with any of these diseases should be under a physician's care and the school nurse should be notified. The school will notify parents if there is a significant exposure of these diseases at school.

The Iowa Department of Public Health regulations are the guidelines used to determine exclusions and re-admittance of children with communicable diseases. A child who has a communicable disease may return to school when the doctor says he/she is non-communicable and he/she feels well enough for school.

Head Lice

If a child is found with lice, he or she must be taken from school, treated, and then permitted to return to school. Upon return, the school nurse or designated staff must recheck the student. Actual treatment of the lice, according to the state recommendation, should consist of an initial treatment with re-treatment 7-10 days later. All family members should also be checked and treated at the same time.

- The main goal to control lice outbreaks is to quickly identify those children infested and send them home for treatment with the least amount of disruption to the school schedule.
- As a precaution to control the spread of lice, stuffed animals and dolls should not be brought for play items at school. Please remind your student not to share combs, brushes, hats, or other hair accessories.

Emergency Drills

Periodically the school holds emergency fire, tornado and other school safety drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and a proper exit area are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Violence, Harassment & Discrimination

The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated in the school district. The school district prohibits harassment, bullying, hazing, or any other victimization based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, physical appearance, and/or personality characteristics.

This policy is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension and expulsion.

Harassment as set forth above may include, but is not limited to the following behavior/overt acts and or circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities 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.
- Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.
- In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:
- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student.

Retaliation against a student because the student has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Students who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy. The district will promptly and reasonably investigate allegations of harassment. The building principal, Level I investigator, or designee will be responsible for handling all complaints by students alleging harassment.

STUDENT ACTIVITIES

Activity Bus

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege. Students who ride an activity bus must ride to and from the event on the bus unless the student's parents transport the student home.

Dances

School district policies, rules, and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules, or regulations are asked to leave the dance and school grounds. Students who leave a dance are not allowed to re-enter the dance. Any high school student who is eligible to attend the dance may bring one non-Missouri Valley student as a guest. The student must register the guest before the day of the dance in the school office. If the guest is not registered, they will not be admitted to the dance. The guest may also be required to show proof of identity and must not be over the age of 20. High School dances are sponsored only for Missouri Valley High School students and their guest. No middle school students may attend high school dances.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. If a student is receiving an "F" in any course, they may not be allowed to attend the field trip. In such case, an alternate assignment may be given.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a field trip form to the sponsor that has been signed by the teachers, verifying that the attending student has obtained assignments. The field trip form **MUST** be signed by a parent/guardian indicating approval. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should notify their teacher.

School-Sponsored Student Organizations

School-sponsored student organizations are those, which are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

Social Events

School sponsored social events are open to the students enrolled in the school district. Other individuals, such as alumni or out-of-school district students, may attend as the date or escort of students enrolled in the school district only with prior written approval of the licensed personnel supervising the event. School-sponsored social events must have prior approval and be placed on the school calendar.

Student Activity Tickets

Students may purchase a student activity ticket for admission to most school athletic activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

Activity Ticket 9-12 (optional cost): \$40.00

Use of School District Facilities by Student Organizations

School facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school facilities should contact their sponsor or the principal to reserve a room. School district policies, rules, and regulations are in effect during these meetings.

STUDENT EDUCATIONAL RECORDS

Directory Information

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

Any student over the age of 18, parent, or guardian not wanting this information released to the public must make objection in writing by September 15, to the principal. The objection needs to be renewed annually. This policy is designed to ensure parents and students the full implementation, protection, and implementation of their rights under the Family Educational Rights and Privacy Act of 1974. Forms for individuals not wanting their information released are available in the principal's office. The following information will be released if requested:

- Name, address, telephone number, and participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received.

Emergency Forms

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

Transfers in/out of the District

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records (for example, a homeless student), the superintendent will make the grade level determination. Proof of residency is also required.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration as soon as possible. After such notice is received, the student will receive instructions and a check out slip from the school office regarding the return of textbooks, library books, locker equipment, hot lunch money, etc. All the student's teachers must sign the slip and then it must be returned by the student to the office, no refunds will be made until the office has proof that all fines, dues, book damage, etc., has been paid. The student will then be given a copy of the check-out slip to aid in registration at their new school.

STUDENT RIGHTS AND RESPONSIBILITIES

Personal/Valuable Items

Students are not encouraged to bring personal, valuable items to school. If this is done, these articles will need to be locked in the student's academic/PE locker during the school day, or, checked in with a teacher, manager or coach. If for some reason it is necessary that you have a large sum of money or other valuables in your possession, bring it to the office to be locked up for the day.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. The student shall pay the full replacement cost of the damaged items, and/or the cost of repair. In certain circumstances, students may be reported to law enforcement officials.

Dual Enrollment Students

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

Electronic Devices

Inappropriate student use during the school day will result in disciplinary consequences. The item(s) will be confiscated and the student will face disciplinary action. A parent or guardian may be asked to pick up items confiscated during the school day. Electronic devices that are alleged to contain any evidence of harassment, bullying, sexting, vandalism or other illegal activity may be confiscated and may be turned over to law enforcement.

Freedom of Expression

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency.

The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

Dress Code

The board believes inappropriate student appearance may cause material and substantial disruption to the school environment or presents a threat to the safety of students, employees, and visitors, on school property or on property within the jurisdiction of the school district. Therefore, students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a positive learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed, to wear clothes in good repair that are appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. *Board Policy No. 502.1*

Clothing styles change and it is hard to set definite stipulations on what is appropriate and what is not. We feel that dress codes should allow for individualism and meet the current trend of changing styles. However, when a style is deemed inappropriate or offensive by the administration the matter will be taken up with the individual and/or his or her parents.

The following shall apply to all students: (This list is not all inclusive)

- Students must wear some kind of reasonable footwear, and keep it on at all times during the school day.
- Garments, tattoos, accessories, or other items that advertise or promote drugs, alcohol, tobacco, gang activity, violence, or illegal activity are prohibited. There will be no sexually suggestive, lewd, profane, or obscene language or images on garments, tattoos, accessories or other items.
- Short shorts, short skirts, halter-tops, strapless dresses, tube tops, spaghetti strap tops/dresses, or any article of clothing that exposes the midriff, buttocks, and/or undergarments are prohibited.
- Hats, caps, or sunglasses are not suitable attire.

* Note: Exceptions may be made to this code for administratively sanctioned events.

If clothing is found to be disruptive, offensive, or inappropriate:

- The student will be asked to change clothing, turn their shirt inside out, or go home to change.
- If a student refuses to do so, they may receive disciplinary sanctions.
- Once clothing has been deemed inappropriate, it should not be worn to school again. If this occurs, students will receive disciplinary sanctions.

Hall Passes

Students must have a hall pass/planner to be in the halls when classes are in session.

Illegal Items Found in School or in Students' Possession

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

Interrogation by Outside Agency

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator makes the request, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, except for a child abuse investigator, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

Personal Use of Student-Owned Laptops & other Electronic Devices in School

PURPOSE: Missouri Valley High School provides all students access to a wireless network and the option of bringing in personal wireless electronic devices as a means to enhance their education. The purpose of the policy is to ensure that students recognize the limitations that the school imposes on their use of wireless personal electronic devices. In addition to this policy, the use of any school computer, including laptop computer, also requires students to abide by the Board approved Computer, Network, and Internet Acceptable Use Procedures for Students. ***During the course of the school year, additional rules regarding the use of personal electronic devices may be added. If this occurs, any new rule will become part of this policy following board approval.***

General Usage

Missouri Valley High School provides the opportunity for students to bring a personal electronic device to school to use as an educational tool. The use of these electronic devices will be at the teacher's discretion.

1. Students must obtain teacher permission before using a personal electronic device.
2. Student use of a personal electronic devices must support the instructional activities currently occurring in the classroom, lab, or study hall and be monitored by a staff member. The electronic devices need to be closed or shut down during passing periods.
3. Students must turn off and put away a personal electronic device when requested by a teacher.
4. Students should be aware that their use of the electronic devices could cause distractions for others in the classroom, especially in regards to audio. Therefore, audio should be muted, since headphones should not be used during instructional time.
5. Domain printers and H drives will not be available. Students will need to use a USB flash drive to print documents in the lab or email assignments to the teacher.
6. Email is for school related use only.
7. Student laptops and other electronic devices need to be free of spyware, worms, viruses, and peer to peer software that could disrupt the use of internet/network by school staff and students. Laptops will need to have a current virus program installed.
8. Missouri Valley school technical staff will not provide technical support for personal electronic devices.
9. The school will not provide software for use on personal computers.

Electronic Device Security Risks

Laptops and other portable computing devices are especially vulnerable to loss and theft. Opportunistic and organized thieves will target laptops in school, on school grounds, and on buses. Although the majority of thieves may be after the quick profit from selling the device, there is a growing number who steal laptops specifically for the sensitive data they may contain. Such information, if revealed, could cause embarrassment, loss of reputation, or significant financial or commercial impact.

To counter these risks, electronic device security must be addressed in three ways:

1. Student responsibility; through increased user awareness of the risks and application of a electronic device security policy (this document).
2. Physical security; both in school, on school property, and when traveling to and from school.
3. Access control/authentication

Student Responsibility

Missouri Valley School District accepts no responsibility for personal property brought to school by students. This includes laptop computers and other personal digital devices. Students who choose to bring an electronic device to school assume total responsibility for the electronic device. Electronic devices that are stolen or damaged are the responsibility of the student and their parents or guardians. Students should take all reasonable steps to protect against the theft or damage of their personal electronic device.

Physical Security

Users should take the following physical security preventative measures.

- Your electronic device should never be left unattended for any period of time. When not using your electronic device, it should be locked in your school locker.
- Electronic device(s) left unattended will be picked up by staff and turned into the office.
- Electronic device(s) should not be left in view in an unattended or unlocked vehicle.

Access Control and Authentication

1. To use a laptop within the school, students must register the computer name, make, model, mac address and serial number of the laptop with the Technology Coordinator.
2. Students can only access the internet via a wireless connection using "guest" access. Any student found connecting their laptop to the network using an Ethernet cable plugged into a wall jack will have their laptop confiscated and lose personal laptop access privileges.
3. Personal laptops will not be added to the MV School domains or given static IP addresses.

Internet

Appropriate Use Regulation Notification:

The district will annually notify parents of their responsibility to advise the district of their wish to deny their student access to the Internet. The district shall ensure that policies and regulations relating to the usage of the Internet Policy are published in individual building student/parent handbooks. Parental responsibilities relating to the use of the Internet shall be published annually. Because technology is a vital part of the school district curriculum, the Internet will be made available

to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Access to the Internet is a privilege. This privilege can and will be taken away for violation of this policy and the accompanying regulations.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records, treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. (The school district will use technology protection measures to protect students from inappropriate accesses.)

Employees and students will be instructed on the appropriate use of the Internet. Students will be advised through this student handbook of the Internet Acceptable Use policy and regulations.

Cell Phones & Appropriate Use

Students will be permitted to bring cellphones to school and may use them during approved times. Cellphones with cameras or other portable handheld technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in restrooms and locker rooms at ALL times. Students may be disciplined for any use of handheld technology devices in school restrooms or locker rooms. At no time are students or visitors authorized to video capture, photograph, or audio record other persons in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher or school administrator. Failure to abide by these rules may result in disciplinary action that includes, but is not limited to: loss of privileges, detentions, contacting/meeting with the parent and/or principal, in-school suspension, out-of-school suspension, and/or expulsion.

Technology Related Violations

To help guarantee the proper use of the school district's network and to help ensure the proper use of the Internet activities on the school district's network the following rules will apply:

No student shall download any music or game programs to any site unless a staff member for a class project specifically approves it. No e-mail, chat rooms, instant messaging, social networking sites or related activities will be allowed unless approved by a staff member for a class project. Any use of the network/internet that would violate a policy or rule in the school district is banned.

Consequences For Technology Related Violations

- 1st non-serious violation- the student will receive a warning
- 2nd non-serious violation- the student will lose independent network privileges for 5 school days, parents will be contacted, and the student will be required to work under supervision.
- 3rd non-serious violation- the student will lose independent network privileges for 10 school days, parents will be contacted, and the student will be required to work under supervision.

- 4th non-serious violation-the student will lose independent network privileges for 10 days, parents will be contacted, and additional consequences may be imposed by the principal. This may include but is not limited to: detention, Saturday-in-school suspension, extended removal from the network, and/or removal from technology courses with no credit.

A serious offense will be one that violates any other rule or policy of the district (harassment, pornography in the school, violating the law, etc...) or causes substantial monetary damage in equipment or employee time to repair problems. This may result in out of school suspension, removal from the network, removal from technology classes with an "F" and no credit and/or the student may pay all costs related to the investigation, and repairs to the school district's hardware.

Lockers

HF 528 eliminates the 24-hour notice requirement to inspect a locker. It now allows a school district to inspect any number of lockers at any given time, as long as the student is present for the inspection. But, as school district policy, the board must first provide a one-time written notice to the students and parents telling them those lockers may now be inspected in this manner.

Student lockers are the property of the school district and, while assigned to individual students, remain the property of the school and subject to inspection by the school. It is the student's responsibility to keep their locker clean and in good condition. No food or drinks should be stored in student lockers and may be confiscated by school staff. Students who deface or vandalize their lockers will be charged for repairs and clean up. The school reserves the right to inspect any locker when there is reasonable suspicion that a school district policy or rule has been violated or a criminal offense has occurred. The school will conduct periodic locker inspections of all lockers or of a randomly selected group of lockers and will comply with the procedures specified in state law in making such inspections.

Lost and Found

Please bring all items found to the office. After a reasonable period of time, all items will be donated to local charity providers.

Use of Motor Vehicles

Driving a motor vehicle to and from school is a privilege. Students who drive motor vehicles may park only in the designated areas. They may not loiter around, be in their vehicle, nor leave the school grounds in their vehicle during the school day without permission from the administration. The school retains authority to conduct routine patrols of the student parking lots. Students are not allowed to loiter in the parking lot after school events. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside. Students and parents cannot drive on the access road or in the bus loading zones during the times of the day when buses are loading or unloading. The administration reserves the right to suspend or revoke the driving privileges of any student, or initiate police action against any student, who drives on school property in a reckless or careless manner.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials. This includes items that are to be posted on student lockers.

Search and Seizure

School authorities may, without a search warrant, search a student, student lockers, desks, backpacks, purses, personal belongings, work areas, or student automobiles, based on a reasonable suspicion in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel.

School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, apparatus used for the administration of controlled substances or look-alike substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action and will be reported to local law enforcement authorities.

School Announcements

Daily announcements will be communicated to students at a scheduled time and continually accessible via school-issued student Infinite Campus accounts. All announcements regarding school activities, clubs, etc. must be approved by the activity sponsor and submitted to the office for final approval.

Student Complaints

It is the goal of the district to resolve the students' complaints and grievances at the lowest level. Students are encouraged to address problems to their teacher or other licensed employee, other than the administration, for resolution of the complaint. If the teacher cannot resolve the complaint, the student may discuss the matter with the principal within 10 days. If the principal cannot resolve the matter, the student may discuss it with the superintendent within 10 days after speaking with the principal.

Student's Due Process

The 14th Amendment of the U.S. Constitution states that each citizen be given due process rights when suspected of a violation of the school rules, regulations, and/or policies. Minor infractions resulting in detention or other lesser punishment only require minimal due process:

1. Notify student of the charges.
2. Explain the evidence supporting the charges against the student.
3. Give the student the opportunity to explain his or her side of the story.

The United States Supreme Court has stated that major infractions resulting in suspensions over 10 days require a hearing before the Missouri Valley School Board.

Student Publications

- Students shall be free to express themselves in school-sponsored publications except for the following restrictions:
- Students shall not publish or distribute materials, which are obscene, libelous, or slanderous.
- Students shall not publish or distribute materials, which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school. Within these guidelines, advisors and student staff shall maintain professional standards of English and Journalism when choosing which information to publish in school-sponsored publications.

Student Visitors/Guests

In order to avoid classroom disruptions, there is no provision for students to invite friends or family members to attend classes. Visitors need to report to the office to register and receive a visitor pass. If they do not do so, they will be asked to leave the building.

Telephone Use During the School Day

Students receiving telephone calls during school hours will not be called out of class. It is requested that parents assist office personnel by calling school with messages of an emergency nature only. Messages will be announced in between class periods. The school is not responsible for messages that are not received. Students may use the phone to make a phone call with permission from the teacher or office.

Yearbook Picture Use Policy

Any picture submitted for use in the yearbook must meet all school and District policies. Individual pictures submitted for class composites must be single subject and also meet all school and District policies.

STUDENT SCHOLASTIC ACHIEVEMENT

Academic Excellence Letter

To earn an Academic Excellence Letter, a student must be enrolled in 4 full credit courses and must have a 3.50 GPA for two consecutive semesters or three non-consecutive semesters. A student will earn a bar for each semester they meet the criteria. Students earning a 4.00 GPA will have a star attached to the award in lieu of a bar.

Academic Non-compliance

Students are expected to perform their academic duties. If a student chooses not to do their homework, assignments, projects, or other items as assigned they will be classified as academic non-compliant. When a teacher classifies a student as academic non-compliant, the student shall be assigned mandatory academic time with the teacher until they are compliant. If a student is habitually non-compliant, a plan shall be initiated to help the student become compliant. Part of this plan may include temporary removal from extra-curricular activities, extra time spent before or after school, or Saturday in-school suspensions. If a student refuses to participate in the plan, they may face disciplinary action.

COURSE LOAD REQUIREMENTS

Freshmen, sophomores, and juniors are expected to be enrolled in **seven** credits per semester. The only exception would be for students who are attending courses in another district. Students must be enrolled in a minimum of **four** credits per semester in order to be considered a full time student and eligible for extra-curricular activities. Modified schedules must be approved by the school counselor and the principal.

Dropping Classes/Schedule Change Policy

If a student wishes to change his or her course schedule, it must be done within two school days after the start of the semester. Schedule changes will be allowed provided that the teachers involved have approved them and there is an opening in the selected class. Changes will not be made in order to rearrange classes for a preferred order. It is strongly recommended that students consult with parents, teachers, and the counselor to make sure that their course selections are realistic and align with their goals.

No schedule changes can be made after the second day of the semester. If a student wishes to drop a course after this time, he or she must submit a formal written request to the high school principal stating their reason for dropping the course. This request must also be signed by the student's parent/guardian prior to submission. If the request is approved by the administration, the student will be dropped from the course and receive an "F" on their permanent high school transcript. The student may also be required to enroll in an online course for credit recovery. If the request is not approved, then the student must remain in the course for the remainder of the semester.

Students enrolled in PSEO courses will have an alternate schedule change period that will be provided to students by the school counselor at the start of each semester. Students will need to keep this in mind that a change in the student's college course schedule could impact their high school course schedule. If a student is dropping a course, they may need to add another course at MVHS or IWCC in order to maintain 4 credits each semester. Students who request to drop a course after the deadline will receive an "F" for the course on their MVHS transcript. The student will receive a "W" on their IWCC transcript. If a late drop causes the student to fall below 4 credits for the semester,

then the student will no longer be eligible to participate in athletics, earn an academic letter, or be recognized as an honor student at graduation.

Extended Learning Program

The Extended Learning Program (ELP) is designed for students possessing outstanding abilities and capable of high performance. ELP students are provided with appropriate instruction and educational service consistent with their abilities and needs beyond those provided by the regular school program. ELP students include those with demonstrated achievement or potential ability, or both, in any of the following areas or in combination: general intellectual ability, creative thinking, leadership ability, visual and performing arts ability, and/or specific ability aptitude. All students at MVHS are eligible to qualify for ELP status based upon the following identification process: parent and self/peer nomination, high achievement on the Iowa Assessments in math, reading, and/or science, teacher recommendation, and evaluation of current grades. Students are encouraged to meet with the school counselor if they are currently a ELP student or would like to see if they qualify in order to discuss the opportunities available in the program.

Grade Reports/Progress Reports

Students receive progress reports approximately every four weeks and a report card at the end of each semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. High School Parent/Teacher conferences are held at the mid-term of each semester. Report cards are given to the parent at this time. The purpose of these and all reports is to inform parents of the progress the student is making. We urge parents to contact us if they have any questions.

Students who receive an incomplete in a class must complete the class within 2 weeks of the completion of the semester. The teacher, with the permission of the principal, may grant extensions. Failure to finish an incomplete may result in a failing grade and loss of credit.

The high school grading scale is as follows. Final Semester Grades will not be rounded.
Grading Scale/GPA Values:

A (92-100/4.0)	C+ (78-79/2.33)
A- (90-91/3.67)	C (72-77/2.0)
B+ (88-89/3.33)	C- (70-71/1.67)
B (82-87/3.0)	D+ (68-69/1.33)
B- (80-81/2.67)	D (62-67/1.0)
	D- (60-61/0.67)
	F (59 or below/0.0)

Graduation Requirements

Students must successfully complete the courses required by the Board of Iowa Department of Education in order to graduate. It shall be the responsibility of the Superintendent/ or designee to ensure that students complete grades one through twelve. A student must earn a total of 44 credits, including the designated course requirements:

The student must successfully complete designated course requirements in the following subject area:

Subject	Requirement
Language Arts	4 years <i>Required:</i> English 9, English 10, American Literature
Science	3 years <i>Required:</i> Integrated Science & Biology
Social Studies	3 years <i>Required:</i> World History, American History, American Government, and Behavioral Sciences

Mathematics	3 years <i>Required:</i> Algebra I, Geometry, & Algebra II
21st Century Skills	<i>Required:</i> 1 semester
Physical Education	<i>Required:</i> 1 semester per academic year or waiver on file

A student shall be classified in their class by the number of credits they have earned.

0-11 credits	Freshman
12-23 credits	Sophomore
24-31 credits	Junior
32 or more credits	Senior

The Board will review the required courses of study annually. Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Program (IEP). Prior to the special education student’s graduation, the IEP team shall determine whether the graduation requirements have been met. Students earning high school credit while in middle school will still be required to meet the designated course requirements above. For example, a student who was awarded high school credit for a math course taken in middle school will still be required to take three additional years in high school.

All required courses must be successfully completed. When a student fails a course, the best procedure to follow is to visit with the counselor in order to make any necessary schedule changes. Any failed required course must be retaken at the first possible opportunity. If a course is successfully completed, it may not be retaken for credit.

Early Graduation

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply for early graduation. Students must apply at least one quarter prior to the completion of the graduation requirements. In order to graduate early, students must have board approval. Students who graduate early become alumni of the school district and are not allowed to participate in school activities except for graduation ceremonies and the Junior-Senior prom.

Graduation

Students who are in good standing and meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. A senior must have all bills, dues and fines paid before they can participate in the graduation ceremony. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Parent Approved Early Release for Seniors

Early release from the school day is a non-credit option for students during their senior year. The following are conditions of early release upon parent approval:

- The student is passing all of their classes and on track to graduation
- The student must sign out in the office and leaves the school campus immediately following their last class.
- No credit will be awarded for early release
- Students not enrolled in 4 credit hours are not eligible for extra-curricular activities or to graduate with honors.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become better acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in students not being prepared for course exams or assessments.

High School Honor Roll

Scholarship is recognized and encouraged through two semester academic honor rolls. Honor roll eligibility is restricted to:

- Honor Roll: 3.0-3.499
- High Honor Roll: 3.5-4.0
- Students Receiving a 4.0 will be noted
- Honor Graduates will be recognized accordingly at the graduation ceremony

Open Enrollment

Iowa's open enrollment law allows student residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause as defined by the law for which the deadline is March 1. Open enrollment may result in the loss of athletic eligibility. Students interested in open enrolling out of the school district must contact the Superintendent's office for information and forms.

SENIOR YEAR PLUS PROGRAM

Missouri Valley High School offers students the opportunity to earn college credit in high school as part of the Senior Year Plus Program. The program includes Postsecondary Enrollment Options (PSEO), Concurrent Enrollment, and Advanced Placement (AP).

PSEO/Concurrent Enrollment General Guidelines

In order to qualify to participate in PSEO or Concurrent Enrollment programs, a student must demonstrate proficiency in math, reading and science. A student will automatically be eligible for these programs if he or she demonstrates proficiency in the reading, math, and science portions of the Iowa Assessment as indicated by the student's standard score.

If a student is not proficient in reading, math, and/or science on the Iowa Assessment exam, then they must demonstrate proficiency in that content area by meeting one of the criteria below.

1. A cumulative GPA of 3.0 or higher
2. A content area GPA of 3.25 or higher
3. An ACT college readiness benchmark score
 - Reading – 22
 - Math – 22
 - Science – 23

High school students may not enroll full time in college credit through any one postsecondary institution. Full time enrollment is defined as 24 credit hours in an academic year. Therefore, the district covers the cost of tuition and fees for up to 23 credit hours per year for any combination of college credit courses taken through the same institution. If the student wishes to earn additional credit through that college, they can enroll and pay for the courses independently. Credit for these courses will be granted at both the high school and community college. Therefore, courses taken through this program will appear on both the student's MVHS transcript and the student's college transcript. Any courses taken as part of this program will count toward a student's full time status, as part of the student's high school GPA, and can meet district subject area requirements for

graduation. Students should contact the college or university they plan to attend after high school for information on transferability. Any request to transfer college credit must be made through the college.

PSEO

The PSEO program allows 11th and 12th grade students as well as 9th and 10th grade ELP students to enroll in college courses at Iowa colleges and universities. These courses are taken on a college campus or online.

Students wishing to enroll in a PSEO course for the fall semester must notify the school counselor by May 1 of the previous school year. Students wishing to enroll in the spring semester must notify the school counselor by December 1 of the previous semester. Students wishing to take a PSEO course will be required to complete an enrollment form that is presented to the school board for approval. This form can be picked up in the counselor's office.

If the student successfully completes the course, the school district pays the eligible postsecondary institution for the cost of tuition and books (\$250). If a student fails to complete the course, the student and/or their parent/guardian will be required to pay the cost. The student is responsible for providing his or her own transportation to the college campus.

Concurrent Enrollment

Concurrent Enrollment courses are offered in partnership with Iowa Western Community College (IWCC). Concurrent Enrollment courses refer to those that are taught on the MVHS campus on the campus of another school district.

Concurrent Enrollment courses are available to all eligible high school students. The courses offered through this program will count in the student's high school GPA. If a student wishes to change their schedule, they must follow the MVHS schedule change policy outlined in this manual.

Advanced Placement Program

The AP Program provides college-level course options to eligible MVHS students. The courses, curriculum requirements, and optional tests are provided by *The College Board*. Optional exams are offered at the end of each course and based on the examination score and the postsecondary institution's policies, students may be eligible for college credit or advanced standing at the college or university to which they attend. MVHS students are eligible to enroll in AP courses through the Iowa Online AP Academy if they are a 9-12 grade ELP student or a junior or senior with a 3.5 cumulative GPA or higher. Students are encouraged to meet with the school counselor if they are interested in enrolling in an AP course. Please see the course descriptions section of the manual for more information regarding the AP courses that are available.

End of Semester Tests

All students must take the end of semester tests. A student may earn open campus during end of semester tests if they meet the requirements as established by the building administration. Items may include, but are not limited to: paying of lunch balances, library fines and fees, and returning athletic uniforms. Students who do not have these obligations met may be required to stay at school until all such requirements have been met. All time that needs to be rescheduled because of serious illness or emergency situations will need to be done through the teacher and the building administrator.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the annual state and national reports.

Tests given at MVHS are:

- Iowa Assessments; grades 9-11
- End-of-Course Exams, PSAT, Pre-ACT, ASVAB, or other approved standardized assessment

MISSOURI VALLEY COMMUNITY SCHOOL DISTRICT ANNUAL PUBLIC NOTIFICATION

Each year school districts across the state are required to make certain information available to all community members in the districts. A listing of that information is as follows. If you have additional questions, please contact the superintendent at 712.642.2706.

ANTI-BULLYING/HARASSMENT (Policy # 104.2)

It is the policy of the Missouri Valley Community School District to maintain a learning and working environment that is free from harassment. The board prohibits harassment, bullying, hazing, or any other victimization, of students, or staff, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Complaint(s) should be directed to a building teacher, counselor, or principal. Any person alleging harassment by a staff, bullying by a staff member or student in the school district may use the procedure detailed in Board Policy #104.2R1. Level I Investigator: Angie Williams (PK-5)/Ashley Denton (6-12)

HEALTH EDUCATION (Policy #603.5)

The Human Growth and Development (Health) curriculum may be reviewed by appointment in the respective principal's office. If a parent/guardian wishes to have their student excused from a specific instructional unit, they will need to complete the Human Growth & Development Waiver. This waiver is available at the principal's office or via the board policy on the district website.

HOMELESS STUDENTS

If anyone in the Missouri Valley Community School District is aware of a homeless student(s), or students who are not attending school and they are believed to be of compulsory school age, they are encouraged to notify the building principals, who will in turn, encourage these youths to enroll in school.

If you are homeless and feel you have been denied access to a free and appropriate public education, please contact MVCS High School Guidance Counselor, phone 712-642-4149.

NOTICE OF NON DISCRIMINATION, EDUCATIONAL EQUITY, AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITIES **(Policy Section #102)**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral applicants for admission and employment, and all unions or professional agreements with the Missouri Valley Community School district are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, marital status, sexual orientation, gender identity, religion, creed, socioeconomic status or disability in admission or access to, treatment or employment in its activities. Any person having inquiries concerning the Missouri Valley Community school District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the High School Guidance Counselor or designee at 712.642.4149.

OPEN ENROLLMENT (Policy #501.15)

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the State of Iowa should be aware of the following dates: March 1–Last date for regular open enrollment requests for the year. September 1–Last date for open enrollment requests for entering kindergarten students and those students falling under the "Good Cause" definition. Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the superintendent's office at 712.642.2706.

RELEASE OF STUDENT INFORMATION (Policy # 506.2/506.2 Exh. A)

The following information may be released to the public in regard to any individual student of the district as needed: name, address, telephone number, date and place of birth; major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, previous education agency or institution attended by the student, photographs and likenesses; and other similar information. Any student over the age of eighteen or any parent or guardian not wanting this information released to the public must make an objection in writing by September 15, to the principal or other person in charge of the school which the student is attending. The objection needs to be renewed annually.

RESTRAINT AND PHYSICAL CONFINEMENT

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State laws also place limits on school employee's ability to restrain or confine or detain any student. The law limits why, how, where, or for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact the building principal.

STUDENT RECORDS ACCESS (POLICY #506.1)

The Family Educational Rights and Privacy Act (FERPA) affords parents and student over 18 years of age ("eligible students") certain rights with respect to the student's education records. Detailed information may be found in Board Policy No. 506.1.

USE OF VIDEO CAMERAS ON SCHOOL PROPERTY

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

WAIVER OF STUDENT FEES (Policy #503.3/503.3R1)

Students whose families meet the financial eligibility criteria for free and reduced price meals, under the Child Nutrition Program, the Family Investment Program (FIP), Supplemental Security Income (SSI), or transportation assistance under open enrollment will be granted a full waiver or partial waiver of fees. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the school secretary at time of registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

ASBESTOS

The buildings of the Missouri Valley Community School District have been inspected for asbestos. Those areas with known asbestos are marked (however, other areas of the buildings may contain assumed asbestos building materials). Every precaution will be utilized to provide the protection required. The asbestos management plan of the Missouri Valley Community School District, containing all past, present, and future asbestos activity, is located at 418 North 7th Street, Missouri Valley, Iowa. Persons wishing to review this plan may contact the maintenance department at 712.642.3666.

HAZARDOUS CHEMICALS

Be advised that hazardous chemicals are listed and areas marked but that these warnings may not cover all hazardous chemicals. Therefore, individuals are advised to follow written instructions when using all chemicals. Other hazardous chemicals are monitored on a regular basis and corrected when needed. Contact the Maintenance Department at 712.642.3666.

www.movalleyschools.org website has the following information available:

- Board Policies (*select* "District Info" tab)
- Student Handbooks
- Calendar for activities
- Monthly menu

STUDENT EXTRA-CURRICULAR ELIGIBILITY

STUDENT/PARENT ATHLETIC, CO/ EXTRA-CURRICULAR HANDBOOK

Philosophy of the Missouri Valley Athletic Department

Athletics are part of the total educational process. We encourage students to take advantage of these educational experiences by participating in as many athletic activities as they are interested in. Participation, not specialization, of students is our goal. The sport in season always holds priority and no student should be counseled to miss an opportunity to participate in a sport season in order to specialize in another sport.

A successful athletic program requires a successful staff of coaches that can operate as one person. This means the staff must be one spirit, unified in all policies and procedures. This unified approach holds true not only on the field or floor but also in the locker rooms, in the care of equipment and facilities, in general the way of teaching and handling of the athletes and athletics, and in dealing with the public.

Objectives of the Athletic Program

1. Develop knowledge, skills, and values to benefit the athlete in adult life through the opportunity of participation in extra-curricular activities as an integral part of educational experiences and under the operational guidelines of the IHSAA and IGHSAA.
2. Expand and improve programs in quality, balance, and participation.
3. Increase knowledge of one's self, expectations, abilities, and goals.
4. To maximize participation but work to attain optimal level of competition.
5. Develop an effective partnership with parents and community.

It is the feeling of those concerned with the development of the youth of Missouri Valley Community School District that membership and participation in extra-curricular activities including interscholastic athletics, can have a very positive effect in the development of good and constructive attitudes for future citizenship. It is further deemed important that participants, before starting in the program, should be made clearly aware of its philosophies, opportunities, and set of policies and procedures under which they will be participating.

The co-curricular phase of the total educational program is one area in which leaders of youth have an opportunity to indicate desirable qualities of citizenship. Some of the qualities may be principles of justice, fair play, good sportsmanship, and respect for rules and authority, development of leadership, team pride, team discipline, and values of self-sacrifice for others.

In competition, one goal is winning. Winning, however, can mean much more than simply out scoring one's opponent. If individuals learn to do their best and keep in mind the aforementioned qualities, they will be "winners" in the future.

In view of the above statement, Missouri Valley Community School District will have in force the following policies and procedures relative to personal behavior.

Student Personnel Policy Title: Eligibility For Activities

No. 507.8

Extra-curricular activities in the Missouri Valley Community School District are an integral part of the total education of students and are a privilege, not a right. Good conduct is an expectation of students who represent the Missouri Valley Community Schools in co-curricular and extra-curricular activities. Therefore, all students in grades seven (7) through twelve (12) who wish to exercise the privilege of participating in such activities must conduct themselves in accordance with Board Policy, and must refrain from activities that are illegal, immoral, unhealthy, or inappropriate. Participation in these activities is a privilege conditioned upon meeting the eligibility criteria established by the Board, administration, and individual activity coaches and sponsors.

The athletic director, in conjunction with the building principal, shall effect the enforcement of this policy, and shall keep records of violations of the Good Conduct Rule. To the extent possible, the periods of ineligibility shall be the same for equivalent violations, and shall be enforced immediately after the violation becomes known to the appropriate administrator following the procedure below. If students are not currently involved in an activity, or if insufficient time remains with the season

or activity for the student to serve the entire period of ineligibility, the students will be subject to completing the period of ineligibility during the next season or activity. During any period of ineligibility, the student WILL PRACTICE, but CANNOT take part in an event of that activity.

The eligibility policy shall be included in middle and high school student handbooks, and all students, grades 7 – 12, shall receive a copy of this publication at the beginning of each school year.

For purposes of this policy, "activity" as opposed to the "athletic" shall be defined to mean those school – sponsored events which are non-graded and occur outside the normal school day. "Extra-curricular" refers to those school activities not taught in the classroom, though functioning under the guidance of the faculty, and "co-curricular" refers to those school activities in which a student does receive academic credit(s) while participating, such as instrumental and vocal music, drama, speech, etc.

Academic Eligibility

To be eligible for an activity, a student must:

1. Be enrolled or dual enrolled in school 4 credit courses
2. Have earned a passing grade in all registered courses in the previous semester (9-12) including all Post-Secondary course work
3. For students in athletics, music, or speech activities, must be under the age of 20
4. Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrolled student.

8th grade students will establish their eligibility for high school athletic/activity participation at the completion of the eighth grade academic year.

Missouri Valley Community High School is a member of the Unified Iowa High School Activities Federation, which includes the Iowa High School Athletic Association, Iowa High School Girls' Athletic Union, the Iowa High School Music Association, and the Iowa High School Speech Association. Missouri Valley students participating in co-curricular and extra-curricular activities must meet the rules of eligibility as established and administered by these organizations.

- If a student becomes academically ineligible at the end of each semester, the student will not be able to compete for 30 calendar days and must finish the season in good standing as determined by the head coach. The student will then be eligible for the next athletic season.
- In addition, student eligibility will be checked 3 times per semester at the scheduled progress reporting period.
 - Students receiving an "F" in one or more courses at the progress reporting period will be ineligible until the student is passing the course(s).

Attendance

Students must attend school for at least four periods, or half of a modified schedule, in order to participate in an extra-or co-curricular event that evening. Appointments scheduled on activity days must be pre-approved by the principal or principal-designee a day in advance. Any student who leaves school ill before the end of the day will not be allowed to participate in an extra-or co-curricular event that evening. This attendance provision applies to student participation in all extra- and co-curricular activities sponsored by the school. If a student misses school the morning or day after a school event, it will be noted and a student, who misses two or more mornings or days after school events, can be held out of the next event. Students are reminded that participating in extra-curricular events is a privilege and good attendance is required of those students who choose to participate in events.

Good Conduct Policy

Extra-curricular activities in the Missouri Valley Community School District are an integral part of the total education of students and are a privilege, not a right. Good conduct is an expectation of students who represent the Missouri Valley Community Schools in co-curricular and extra-curricular

activities. Therefore, all students in grades 7 through 12 who wish to exercise the privilege of participating in such activities must conduct themselves in accordance with board policy, and must refrain from activities that are illegal, unhealthy, or inappropriate. Participation in these activities is a privilege conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors.

The athletic director, in conjunction with the building principal, shall effect the enforcement of this policy, and shall keep records of violations of the Good Conduct Rule. To the extent possible, the periods of ineligibility shall be the same for equivalent violations, and shall be enforced immediately after the appropriate administrator knows the violation. If students are not currently involved in an activity, or if insufficient time remains with the season or activity for the student to serve the entire period of ineligibility, the students will be subject to completing the period of ineligibility during the next season or activity. During any period of ineligibility, the student may practice, but cannot take part in a competitive event.

The eligibility policy shall be included in middle and high school student handbooks and all students, grades 6-12, shall receive a copy of this publication at the beginning of each school year. For purposes of this policy, "activity" as opposed to "athletic" shall be defined to mean those school-sponsored events, which are non-graded and occur outside the normal school day. "Extra-curricular" refers to those school activities not taught in the classroom, though functioning under the guidance of the faculty, and "co-curricular" refers to those school activities in which a student does not receive academic credit(s) while participating, such as instrumental and vocal music, drama, speech, etc.

Any student, who after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use or purchase of tobacco products, regardless of the student's age and as defined by Iowa Code Chapter 453A
- Possession, use or purchase of alcoholic beverages (use includes having the odor of alcohol on one's breath), marijuana, non-prescribed prescription medication, or other controlled substances as defined by Iowa Code Chapter 453A
- Possession, use or distribution of pornographic material, of or to a minor, regardless of the student age.
- Engaging in an act resulting in arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses.
- Possession, use or distribution of cyber bullying, harassing material, of or to a minor, regardless of the student age.

If a student transfers from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge of the fact of the student's violation in the previous district.

Penalties

Administration enforces the Good Conduct Policy when they receive a report from: Student self-report, student's parents report their student, law enforcement or a staff member. Any student, who after a hearing before the administration, is found, by substantial evidence, to have violated the Good Conduct Rule as described above, during the school year or summer, is subject to the loss of eligibility, as follows:

1. **First Offense:** Within the student's high school or middle school career – 1/3 of the athletic season and three weeks of co-curricular activities initiated with the first performance or event.
2. **Second Offense:** Within the student's high school or middle school career – one full athletic season and six weeks of co-curricular activities initiated with the first performance or event.

3. *Third Offense:* Or more offenses within the student's high school or middle school career – one year of ineligibility from all athletics and co-curricular activities.

Self-reporting by the student, within 48 hours of the incident, reduces the penalty by 50%.

A student who has had a 2nd offense of the Good Conduct Policy for an alcohol or drug related offense may be required to have a drug/alcohol evaluation at the student's or parent/guardian expense to be re-instated after their penalty is served and, if recommended, treatment from a recognized substance abuse facility at the student's or parent/guardian's expense. The student who seeks an evaluation and agrees to waive the confidentiality to allow the facility to report back to the superintendent or his designee regarding recommendations for treatment or follow-up care will be eligible for re-instatement after the penalty is served. If the student or parent/guardian does not wish to have the evaluation or follow the aftercare program, the student's eligibility will not be Re-instated.

Appeal Action

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent's office within three (3) days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least two working days prior to the next regularly scheduled board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for the appeal to the school board are limited to the following:

- The student did not violate the Good Conduct Rule
- The student was given inadequate due process in the investigation and determination
- The penalty is in violation of the Handbook Rule or Board Policy
- The penalty will remain in effect pending the outcome of the meeting with the board.

If the superintendent or school board reverses the decision of the building administrator, the student shall be immediately eligible, and shall have any record of the ineligibility period and violation deleted from the student's record.

STUDENTS IN GRADES SEVEN AND EIGHT WILL BE SUBJECT TO THE AFOREMENTIONED PENALTIES: ALL STUDENTS WILL ESTABLISH THEIR ELIGIBILITY FOR HIGH SCHOOL ATHLETIC/ACTIVITY PARTICIPATION AT THE COMPLETION OF THE EIGHTH GRADE ACADEMIC YEAR. ANY INELIGIBILITY EARNED WHILE ATTENDING THE MIDDLE SCHOOL MUST BE COMPLETED PRIOR TO BE ELIGIBLE FOR HIGH SCHOOL ATHLETICS OR ACTIVITIES.

For purposes of this policy, a period of ineligibility such as one game or one activity shall be inclusive all of matches, sessions, sections, etc., on a specific calendar event. Examples: 1) A student participating in a dual wrestling match on a given date would be ineligible from participating in any matches on that date, and this would constitute one game of ineligibility; 2) a student performing in a musical would be ineligible from participating in any performance that date, and this would constitute one performance; 3) a student participating in a volleyball tournament would be ineligible to participate in any matches on a given day, and this would constitute one game of the eligibility penalty.

GENERAL INFORMATION

Physical Injuries

Athletes injured in sports should make sure the coach filled out an injury report and submitted it to the Athletic Director. Athletes, too, have to follow – up to initiate the insurance claim, if injury resulted in ambulance service, doctor's care or hospital expenses. Remember – insurance companies have no way of knowing about an injury unless you inform them through a claim sheet.

Student-Athlete Information Responsibility

During the first practice of each season, the coaches will discuss the Student Athletic Handbook. Each athlete and a parent/guardian must sign off on the handbook online. They must also have the necessary paperwork to participate for each sport, including but not limited to: athletic physical, concussion information form, parent information form, and updated health information.

Student Appearance

Any tattoos that are visible on a student while participating in a contest or at practices that violate the rules and policies of Missouri Valley High School must be completely covered at all times.

Locker Room

Lockers will be issued to athletes. It is recommended that each student provide his / her own lock and keeps all valuables locked in that locker. No unacceptable behavior will be tolerated in the locker room. Cleanliness of the locker room is the responsibility of each team as well as the custodial staff.

Towels

Athletes are responsible for their own towels.

Athletic Equipment

In most sports, practice and/or game equipment will be issued to athletes. Athletes will be responsible for the care and use of such equipment. All equipment will be turned in either at the end of the season or on quitting the sport. The athlete will pay for any equipment if it is lost or destroyed through negligence. Cost of equipment will be determined by the Athletic Director and will be based on replacement cost of equipment. Athletes found using or wearing school owned equipment other than at practice or games/meets will be subject to disciplinary action.

Equipment Room

All athletic equipment will be stored in and issued from the equipment rooms. At no time is there to be unauthorized personnel in these rooms. Authorized personnel are defined as school employees (adult or student), specified student managers and adult members of the athletic staff.

Gymnasium and Weight Room

At no time is it permissible for individuals or groups to use the gymnasium or weight room without authorized supervision.

Changing Sports

Athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and with the approval of the Athletic Director.

Conduct on Trips or Competition

Athletes are considered "goodwill" ambassadors for the Missouri Valley School District and expected to conduct themselves as ladies and gentlemen when representing their team, school, and community. It is the responsibility of the coaching staff to make sure the athletes are conducting themselves in the appropriate manner. All unsportsmanlike or inappropriate behavior by coaching staff or athlete will be reported to the Athletic Director before the next day following competition.

Transportation Regulations

Athletes will use school-approved transportation to an event unless prior arrangements have been made in writing with the approval of the coach, the parent, and the athletic director or principal. Students not riding school transportation home from competition will only be released to parents in person by the coaching staff. Parents will also sign a release form before they take the student.

Eligibility

The Board of Education of the Missouri Valley School District adopts the rules governing athletic eligibility as submitted by the Department of Education and the State Athletic Associations.

Furthermore:

You ARE NOT eligible if:

- You have not filed a completed physical examination prior to or on the first day of practice.
- You are twenty years of age or over.
- If you did not pass the equivalent of four semester hours or more the previous semester.
- If you have attended high school for more than eight semesters (Twenty days of attendance of playing in one contest constitutes a semester)
- If you were out of school last semester or enrolled in school this semester later than the second week of school.
- If you have changed school this semester. (Except when a change of residence occurs involving a parent or guardian)
- If you have accepted an award for high school participation from an outside group other than inexpensive and unframed paper certificates of recognition, or if you have ever received money for expenses for your participation in an athletic contest or meet.
- If you have competed on an outside school team as a team member or as an individual while out for a sport and during that sport season without the previous written consent of the principal.
- If you have ever trained with a college squad or have participated in a college event without the written consent of the principal.
- If your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles and standards of your school.
- **If you violate any rules and regulations of the IHSAA or IGHS AU.**

Athletic Suspension

During the suspension period the athlete must continue to practice every day, abide by all training rules.

Dismissal from Team

Each Head Coach will, at all times, have the authority to dismiss any squad member for violation of his/her team standards. All discipline measures will be reported to the Athletic Director in writing. When a violation occurs the coach may choose to:

1. Request the Athletic Director for a hearing of the case;
2. Suspend the squad member for a period of time;
3. Dismiss the squad member from the team.

Reinstatement to Team

Each Head Coach will at all times have the authority to determine if the reinstated athlete is worthy of participation in the particular sport. After completion of suspension, the Head Coach of the involved sport shall sign and date the athlete's release to reinstate him/her. The coach will document in writing all situations and their outcomes with the Athletic Director.

Practice Sessions

- Normal practice begins at 3:30 p.m. Shared facilities may require time adjustments. Coaches involved in shared time must cooperate in setting practice schedules. The Athletic Director will mediate any problems regarding shared times and facilities.
- Wednesday is Family Night. High School athletes **MUST** be out of the school by 6:00 p.m. and the middle school athletes **MUST** be out of the school by 5:00 p.m. Any athlete involved in church activities immediately after school on Wednesday will be excused from practice without penalty. School is dismissed at 2:30 p.m. for teacher's meetings. Practices **MAY NOT** begin until 3:30 p.m.
- Weekend practices for high school teams **MAY NOT** be required in season. Saturday practices prior to the first game are allowed. Once the season competition begins, any weekend practices are optional attendance dates for the athletes. These practices should be cleared with the Athletic Director.

Family and community participation are vital parts of life and we should not diminish these values by scheduling practice on weekends. When a practice session is necessary in a weekend, it must be emphasized to all team members that attendance is not required.

Schedule Conflict Resolution

It is the policy of the Missouri Valley Community School to encourage and allow students to participate in all activities in which they have the time, talent and interest. The scheduling of practices and contests will be mindful of the demands upon the students and attempt to minimize conflicts between activities.

When conflicts in performances occur, the students will be expected to perform in the category with the highest preference according to the following categories:

1. State Competition
2. District Competition
3. Sectional Competition
4. Western Iowa Conference Activities
5. Board Approved Regional Activities
6. Regular Season Varsity Activities
7. Regular Season Junior Varsity Activities

Two-Sport Policy

In the event that a student wishes to participate in two sports during the same season, the following procedure will be followed.

1. The student will pick a priority sport.
2. In the event that two activities are scheduled at the same time, the student will attend and participate in his / her priority sport.
3. The exception to this would be if the non – priority sport had a conference tournament game, or a tournament series activity (ie – district track meet, regional soccer game, etc.)
4. If both sports had events at the same time, the student could also attend the non – priority event if the student and both head coaches are in agreement.
5. On any dispute, the athletic director and high school principal would make the final decision.
6. See additional policy regarding *Changing Sports* listed above.

PARENT ACKNOWLEDGEMENT

As a parent of a student involved in a co-curricular activity you play a vital role in the development of students involved in an activity. We ask that this code of conduct be read by you and if you have any questions concerning the school's expectations of you as a parent, feel free to contact the head coach, assistant athletic director or athletic director at the high school phone (712) 642-4140.

PARENT CODE OF CONDUCT

1. I will encourage good sportsmanship by being a positive role model.
2. I will try my best to make activities a positive experience for everyone involved, i.e., participants, coaches, officials, and spectators.
3. I will insist that my student treat other students, officials, and fans with respect.
4. I will reinforce the school's drug and alcohol-free policies and refrain from the use of alcohol and other drugs before or during contests.
5. I will do my best to understand and appreciate the rules of the contest.
6. I will show appreciation for outstanding plays by either team.
7. I will be a "team" fan, not a "my child" fan.
8. I will help my student learn that success is measured by the development of skills, interacting with other students, the enjoyment of participation and the enjoyment of participation, not winning or losing.
9. If I have a concern, I will talk to the coach at the appropriate time and place, i.e., never before, during, or immediately after a contest.
10. I will do my best to remember my ticket to a school event provides me with the privilege of observing the contest, not berating the officials, coaches, or students.

PARENT/COACH RELATIONS

At times both parenting and coaching are very difficult. By establishing an understanding between parents and coaches, both are better able to accept the actions of the other and provide a more positive experience for everyone involved. Parents have the right to know, and understand, the expectations placed on them and their student. Coaches have a right to know if a parent has a concern, they will discuss it with the coach at the appropriate time and place.

COMMUNICATION PARENTS SHOULD EXPECT FROM THEIR STUDENT'S COACH

1. Coach's Philosophy
2. Expectations the coach has for your son/daughter, as well as the team
3. Location and times of practices and contests
4. Team requirements, i.e., fees, special equipment needed, school and team rules, off-season opportunities for the betterment of your student's skills
5. Procedure that will be followed if your student becomes injured during participation

COMMUNICATION COACHES SHOULD EXPECT FROM PARENTS

1. Concerns regarding their son/daughter expressed directly to the coach at the appropriate time and place
2. Specific concerns in regard to the coach's philosophy and/or expectations
3. Notification of any schedule conflicts well in advance

As your student becomes involved in activities, they will experience some of the most rewarding moments of their lives. It is important to understand there may be times when things do not go the way you or your student wishes. These are the times discussion with the coach is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH A COACH

1. The mental and physical treatment of your student
2. What your student needs to improve
3. Concerns about your student's behavior

It is very difficult to accept your student is not playing as much as you may hope. Coaches make decisions based on what they believe are in the best interest of all students participating. As you can see from the list above, certain things can and should be discussed with your student's coach.

ISSUES NOT APPROPRIATE FOR DISCUSSION WITH YOUR STUDENT'S COACH

1. Playing time
2. Team strategy
3. Play calling
4. **Any situation that deals with other students**

There are situations that may require a conference between the coach and parent. These are not discouraged, as it is important that each party have a clear understanding of the other's position. When these conferences are necessary, the following procedure will be used to help promote resolution of the issue.

IF A PARENT HAS A CONCERN TO DISCUSS WITH A COACH, THE FOLLOWING PROCEDURE WILL BE FOLLOWED

1. Call the coach and make an appointment.
2. If the coach cannot be reached, call the athletic director (712) 642-4140 or 2707 and ask to set up the meeting with the coach for you.
3. Think about what you expect to accomplish as a result of the meeting.
4. Stick to discussing the facts, as you understand them.
5. Do not confront the coach before, during or after a practice or event. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution of the situation, but often escalate it.

WHAT A PARENT SHOULD DO IF THE MEETING WITH THE COACH DID NOT PROVIDE SATISFACTORY RESOLUTION

1. Call the athletic director (712) 642-4140 or 2707 to set up a meeting.
2. At this meeting, the appropriate next step may be determined by the athletic director, if necessary.

Students' involvement in co-curricular activities has been proven to increase their chances of success later in life. We hope that this information helps makes the experience more enjoyable for everyone involved.