

Pleasant Valley High School Student/Parent Handbook 2018-2019



SCHOOLS AND FACILITIES

Pleasant Valley Administration Center

Pleasant Valley Community School District
525 Belmont Rd
Bettendorf, IA 52722

Phone: 563-332-5550

Pleasant Valley High School

Pleasant Valley Community School District
604 Belmont Rd
Bettendorf, IA 52722

Phone: 563-332-5151

Attendance: 563-332-6132

Pleasant Valley Junior High

Pleasant Valley Community School District
3501 Wisconsin St
LeClaire, IA 52753

Phone: 563-332-0200

Attendance: 563-332-0201

Bridgeview Elementary School

Pleasant Valley Community School District
316 S 12th St
LeClaire, IA 52753

Phone: 563-332-0215

Attendance: 563-332-0216

Cody Elementary School

Pleasant Valley Community School District
2100 Territorial Rd
LeClaire, IA 52753

Phone: 563-332-0210

Attendance: 563-332-0211

Hopewell Elementary School

Pleasant Valley Community School District
3900 Hopewell Ave
Bettendorf, IA 52722

Phone: 563-332-0250

Attendance: 563-332-0251

Pleasant View Elementary School

Pleasant Valley Community School District
6333 Crow Creek Rd
Bettendorf, IA 52722

Phone: 563-332-5575

Attendance: 563-332-5576

Riverdale Heights Elementary School

Pleasant Valley Community School District
2125 Devils Glen Rd
Bettendorf, IA 52722

Phone: 563-332-0525

Attendance: 563-332-0616

Pleasant Valley Maintenance Center

Pleasant Valley Community School District
4333 Devils Glen Rd
Bettendorf, IA 52722

Phone: 563-332-6895

Safety Hot Line

Phone 563-344-4469

This hotline number is sponsored in cooperation with the Bettendorf Police and Scott County Sheriff's Departments. It is designed for you to leave detailed messages about any school safety concerns. All calls are confidential and taken seriously.



The contents of this policy book are reviewed and approved annually as official policies of the Pleasant Valley Community School District. The Pleasant Valley Community School District Board of Education affirms its support of the school/student responsibility and discipline policies. The Board supports the school staff that enforces these policies, and holds school staff accountable for implementing these policies.

The Pleasant Valley Board of Education has seven members divided among director districts. To verify your director district and the board member representing your district, please go to www.pleasval.k12.ia.us or contact Debbie Dayman, Board Secretary at 563-332-5550 or email daymandeborah@pleasval.k12.ia.us.

PLEASANT VALLEY HIGH SCHOOL
604 Belmont Rd
Bettendorf, IA 52722

Superintendent: Dr. James Spelhaug
Email: spelhaugjim@pleasval.k12.ia.us

Assistant Superintendent Brian Strusz
Email: struszb@pleasval.k12.ia.us

Administration Center 563-332-5550

Welcome to Pleasant Valley High School. If there are questions, suggestions, or concerns, the following information is presented to help students and parents communicate with school district personnel.

To contact a Pleasant Valley High School Administrator:

Principal:	Mr. Mike Zimmer	563-332-5151
Associate Principal:	Mr. Darren Erickson	563-332-6132
Interim Associate Principal:	Mr. Jason Jones	563-332-5151
Associate Principal/Activities:	Ms. D'Anne Kroemer	563-332-5309
Dean of Students	Mr. Randy Teymer	563-332-5151
Guidance Office:	Ms. Kelly Christman	563-332-6250
	Ms. Valerie Tucker	563-332-6250
	Ms. Kerry Anderson	563-332-6250
	Mr. Tom Neuhaus	563-332-6250
	Mr. Scott Rice	563-332-6250
Attendance Office:	Ms. Sandy Kraciun	563-332-6132
School Nurse:	Ms. Pam Cinadr	563-332-5151
Edison Academy:	Ms. Shawn Rice	563-359-9375

Main Office FAX: 563-823-1950
Activities Office FAX: 563-823-1952
Guidance Office FAX: 563-823-1951

To contact a teacher: Call the Main Office at 563-332-5151 and ask for the teacher by name.

MISSION STATEMENT

The mission of the Pleasant Valley Community School District as a premier innovative district in the Midwest is to prepare students to succeed in a diverse, global society by providing superior quality opportunities in a safe environment for each student to become a life-long learner and by continuously improving and customizing the educational experience.

INDICES OF EXCELLENCE

1. By the end of each school year, every K-10 student will read at grade level. Students reading at grade level will meet or outpace their individual growth projections
2. By the end of each school year, every K-10 student will demonstrate math proficiency. Students demonstrating proficiency will meet or outpace their individual growth projections
3. 90% of PVHS graduates will have scored at the college readiness level on each of the English, Reading, Math, and Science sub tests on the ACT exam
4. 80% of secondary students will be involved in at least one extra or co-curricular activity in 4 of 6 years
5. Extra or co-curricular teams/programs will routinely be regarded among the top ten in the state.
6. On the annual Parent/Student Survey, 95% of responses will be in the combined agree & strongly agree for each category
7. Annually, the PVCSD will be regarded among the top five districts in the state

STRATEGIC GOALS

- All students will demonstrate the abilities of a self-directed learner.
- All students will demonstrate the ability to communicate effectively.
- All students will demonstrate the ability to produce work of high quality.
- All students will demonstrate the ability to be responsible citizens.

BELIEFS

- We believe all individuals have the ability to learn.
- We believe a flexible, innovative, and superior quality educational process prepares students for success in a global society.
- We believe a major purpose of learning is to explore and develop one's abilities.
- We believe understanding, acceptance and respect of diversity and individuals is essential.
- We believe family involvement is important to student success.
- We believe learning begins at home, is nurtured by experiences at school, and broadened by the involvement of the community.
- We believe learning is a lifetime process that leads to productivity and self-fulfillment.
- We believe continuous improvement is essential to education.
- We believe a safe, healthy, disciplined environment at home and school is necessary for student success.
- We believe the education of students is our highest priority.
- We believe educational needs and decisions are best determined and made within the district.
- We believe high expectations are essential to achieve a superior quality education.

DIVERSITY RESOLUTION

WHEREAS, the Quad Cities is a community enriched by its wondrously diverse population;

WHEREAS, the Quad Cities has consistently celebrated, affirmed and valued the diversity;

WHEREAS, the Quad Cities has a noble history of its civic and religious leaders and private citizens standing together in the partnership in unequivocal opposition to those who preach hatred and bigotry or commit hate crimes or other acts of hatred;

THEREFORE, BE IT RESOLVED that the Pleasant Valley Community School District is committed to continuing this community's tradition of standing fast and standing united in our valuing of our diversity and our opposition to the efforts of those who promote hatred, whether through words or deeds.

BE IT ALSO RESOLVED THAT the Pleasant Valley Community School District will actively participate in the collaborative efforts to promote an environment of respect, acceptance and inclusion throughout our community.

BE IT FURTHER RESOLVED THAT the Pleasant Valley Community School District will commit resources to the protection of all people from acts of hatred, and to the prosecution, to the fullest extent of the law, of those who perform such acts.

Character Counts The Six Pillars of Character

Trustworthiness – be honest and reliable

Respect – treat others with respect

Responsibility – do what you are supposed to do

Fairness – play by the rules; listen to others

Caring – be compassionate and show you care

Citizenship – do your share to make your school and community better

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SCHEDULE OF CLASSES

Period	Time
1	8:10-8:55
2	9:00-9:45
3	9:50-10:35
4	10:40-11:25
5*	11:30-1:05
6	1:10-1:55
7	2:00-2:45
8	2:50-3:30

* Lunch included in this time.

ATTENDANCE POLICY

Our attendance policies are designed to promote academic achievement and student responsibility, in addition to providing for the safety and protection of each individual. Regular attendance, regardless of your age or academic placement, is the surest avenue toward well-rounded development in three crucial areas: academic growth, social growth, and emotional growth. School attendance is the responsibility of the student and his/her parents or guardian and the school. The school expects that a student will be in school every day and that planning ahead and keeping school attendance as a high priority can minimize most absences.

Absent and Late Students - Safety Procedure

If your child is going to be absent or late, please call the school attendance number (563-332-6132) with the following information:

In the event of illness

- Your child's name.
- Your child's teacher's name.
- Reason for absence.
- Please state 2 symptoms describing your child's illness. This is in accordance with Scott County Health Department (SCHD) requirements. All schools in Scott County keep track of illnesses and report them every week to the SCHD. A student's name is not used when the information is reported. This information is collected to look for changes in types of illnesses and the number of cases reported for the county. This information is reported to the Iowa Department of Public Health who looks for changes in illnesses reported in Iowa. The information is then passed on to the Center for Disease Control (CDC) so they have an accurate picture when identifying health threats like yearly influenza.

In the event of a doctor appointment, please have your doctor's office provide our attendance office written verification of your appointment with the following information:

1. Your child's name

2. Date of appointment
3. Time of appointment
4. Authorizing signature

You need to call every day your child is absent or late and state the reason for your child's absence or tardiness. If some unusual and unavoidable circumstance makes it impossible for you to contact the school, you will be called at home or work for the purpose of determining your child's absence. In cases where telephone contact cannot be made, the student must bring in a written excuse stating their absence, signed by at least one parent or the student's guardian, on the first day back to school.

Students will be counted absent for one-half day if they miss more than 50 percent of the one-half day session.

Attendance Philosophy

School attendance is the responsibility of the student, his/her parent or guardian, and the school. The Pleasant Valley Community School District expects students to be in school every day. Under the Every Student Succeeds Act (ESSA), each school is expected to maintain, at a minimum, a 95% average daily attendance throughout the year. Achieving this goal requires planning ahead and keeping school attendance a high priority. With this goal in mind:

1. Doctor and dentist appointments should be made outside the school day whenever possible.
2. **Family vacation trips** taken during school days are discouraged.
3. **"Good Standing"** means you are following all school discipline, behavior, and attendance expectations. Students are subject to losing their "Good Standing" status for a period of time to be determined by administration. Loss of "Good Standing" status may result in the loss of some or all of the following privileges:
 - A. Open Study Hall- student will be assigned to Academic Study Hall
 - B. Late Arrival/Early Dismissal
 - C. Parking Privileges
 - D. Attendance and participation in extra-curricular activities, including dances, sporting events, and other school- sponsored activities.
 - E. Lunch room privileges
 - F. Participation in the Graduation Ceremony
 - G. Any other event/privilege determined by administration to fall under the "Good Standing"

Attendance Policy (All Absences other than School Activities or Functions)

- Six (6) days absent in any period during a school year will result in a personal contact with parent/guardian to discuss solutions for improving attendance
- Nine (9) days absent during a school year will result in a follow-up letter and/or a personal contact to develop a plan for improved attendance. A discussion of possible truancy legal procedures and/or the establishment of an attendance contract may take place at this time. Medical documentation may be required in order for future absences to be considered "excused".
- Fifteen (15) days absent during the school year will result in a parent conference to review the previous interventions to improve attendance. Included in this meeting will be a determination of possible truancy procedures and or schedule modifications as established in the attendance contract. A letter for documentation will also be included in this step. Students at this level may not be considered in "good standing." Students not in "good standing" will not be eligible to attend Homecoming, Turnabout or Prom, may lose parking privileges, may lose Late Arrival/Early Dismissal privileges, and may be assigned to Restricted Study Hall, including 8th hour. Absences due to school field trips will require administrator approval. If a student remains in a class, an attendance contract will be drawn up detailing the expectations to remain in class. Failure to meet these expectations will result in withdrawal (W) from the class and no grade given/no credit given.

You must have been in attendance for three (3) of your regularly scheduled classes during a school day to participate in after-school or evening practices, games, or events. Administrator approval will be needed to participate in events if fewer than three classes of a school day is attended.

Unexcused Absences

Students will be provided multiple opportunities to serve disciplinary consequences while minimizing the impact to academic classes. When students are found to be unexcused or truant, they face the following disciplinary measures:

- Step one: Parent will be notified on the first unexcused referral by the attendance secretary either by phone, email, letter or automated telephone system. Students will be assigned 1 Detention and are expected to attend 8th period resource.
- Step two: Parent will be notified on the second unexcused referral by the associate principal/dean. Students will be assigned 2 Detentions and students are expected to attend 8th period resource.
- Step three: Student will be notified on the third unexcused absence referral by the associate principal/dean and will be assigned 3 Detentions. A conference with the student and/or parent, counselor, teachers and associate principal/dean will be held to discuss attendance expectations and potential loss of "Good Standing" privileges.
- Step four: Meeting between student, principal, counselor, and parent/guardian will be scheduled to determine the student's enrollment in courses and "Good Standing" status. Results of the meeting may include a 1-3 day out of school suspension, removal from the course(s), attendance contract, schedule change, placement change, or other actions deemed appropriate.

Note: This policy is based on each semester and class.

Ultimately, excused and unexcused absences will be determined by the building administrators.

Excessive Absences

Any student not in attendance for fifteen consecutive days (without a valid excuse) will be dropped from the rolls of Pleasant Valley Community High School. Pleasant Valley High School will enforce all attendance requirements as outlined by state law. Students with six (6) or more unexcused absences in a semester may result in the student being removed from the class (Iowa Dept. of Education Attendance Policy Guidelines)

Arrangements for Make-Up Work

Students who miss school due to planned absences are expected to secure an Advance Make-Up form from the High School Main Office. This form is to be submitted to each teacher to obtain their course work or arrange for completion of all make-up work immediately upon their return.

Students will contact their teachers directly for missing in-class assignments and establish an agreed upon deadline. If this deadline is missed, students may be assigned to Academic Study Hall and/or 8th hour until missing work is completed. When a student knows of an assignment or project prior to the absence, the student must turn in the assignment or project immediately upon return or it will be considered missing per teacher's policy. Students will utilize 8th period resource for exam and lab make-up.

Students will contact their teachers directly regarding missing assessments to schedule a makeup time. If this deadline is missed, the teacher will submit the assessment to administration to schedule a makeup time. If the makeup date with administration is missed, the student may receive a zero on the assessment.

Extended Trips/Pre-Arranged Excused Absences

It is our policy to discourage family vacation trips except during school vacations, as students almost invariably show a decline in content knowledge and grades when an absence lasts beyond three days. Students will be given a pre-arranged excused form, which they will promptly show each teacher during non-instructional time. ALL WORK IS TO BE MADE UP **BEFORE** THE TRIP, UNLESS THE STUDENT AND TEACHER MUTUALLY AGREE ON A LATER DUE DATE. Where it is determined that such a trip is in the best interest of the student by the family, the school requests that a written request to be absent, signed by a parent or guardian, be presented to the Associate Principal no fewer than five (5) school days prior to leaving. This allows students and teachers to prepare as much advance make-up as possible.

Closed Campus

Students are reminded that Pleasant Valley Community High School operates under a closed campus system. Students may not leave the high school building without prior permission from a school official. Students who violate the closed campus policy will be placed on the appropriate attendance policy step.

Skip Days

There are no school-sanctioned skip days for students, and knowledge of one being taken will result in regular discipline procedures being followed.

Late Arrivals/Early Dismissals

When it is necessary to arrive late or leave early, where no academic classes are missed, students may be granted an "Early Dismissal" or "Late Arrival". These may be for a single day (in which case a parent's note or phone call to the Attendance Office is satisfactory) or a "permanent" arrangement. In the latter case, students are to obtain a petition from the Attendance Office to be completed and returned **before** early dismissal (or late arrival) will be allowed. Students who are not in good standing with school expectations may lose their privilege for early dismissal or late arrival. This includes failure to complete the service learning requirement.

College/Vocational Visits

Students may attend parent-arranged visits. Students using this privilege should follow the extended trips procedure outlined on page 11 of this handbook. Students are encouraged to use a non-school day for their visit. Students participating in approved college visit days will be allowed to practice or compete in extra/co-curricular activities upon their return.

Lost Textbooks/Novels

Lost Textbook: if copyright is less than 5 years old, the student will be charged \$50. If the copyright is 5 or more years old, student is charged \$50 or has the option to replace the book through individual purchase.

Lost Novels: Student will be charged the cost of a replacement per librarian and will follow the procedures of lost library books.

Service Learning Requirements

Students who fail to complete their 9th/10th grade Service Learning requirements by the end of their 10th grade year will not be in "Good Standing" and will lose all privileges accordingly. In order to be eligible for parking, 10th graders need to have completed and verified at least 15 hours by the end of the first semester of their 10th grade year.

Students who have not completed their 11th/12th grade Service Learning requirements will be in jeopardy of graduating. In order to be eligible for parking and other "Good Standing" privileges, 12th graders need to have completed and verified at least 20 hours by the end of the first semester of their 10th grade year.

Any students turning in falsified hours will not be in "Good Standing" and will lose subsequent privileges as determined by administration.

For "Good Standing" criteria, please see p. 9 for clarification.

Tardies (being late to class or study hall)

Students are expected to attend class on time. A one minute warning tone will indicate how much time is remaining in the passing period. For attendance purposes, any student absent for 10 minutes or more of a class is counted "Absent". It will be the responsibility of the student to make up all work and turn in assignments during 8th period on that same day.

Three (3) tardies are the equivalent of one (1) Unexcused Absence and will result in the student being placed on Step One of our attendance policy. Per our attendance policy, excessive Tardies may result in withdrawal (W) from the class and no grade given/no credit given. Students finding themselves in this situation will be assigned to study hall and/or loss of "Good Standing" privileges.

Detention Sessions

(A detention session is a disciplinary time period. Detentions can be served:

Monday-Friday: 7:15am-8:00am

Monday-Friday: 3:30pm-4:15pm

Friday: 2:45pm-3:30pm

1. A detention is defined as 45 minutes.
2. Detentions may not be served during the school day between 8:10am-3:30pm (except Friday from 2:45pm-3:30pm)
3. Students will report to the assigned area in the school.
4. Students who receive an unexcused absence will serve detention sessions as assigned. Students who do not serve detentions on the agreed upon dates may be subject to losing "Good Standing" privileges and additional consequences may be assigned. Students who do not serve the assigned detention sessions by the end of the semester will be placed on an out of school suspension for the beginning of the next semester with a parent meeting required for admittance back into school. The length of the suspension will equate to the number of non-served detention sessions the student has accumulated.
5. Students are expected to bring school-related items to work on during the time they are assigned to the detention session.
6. Students or parents are responsible for transportation to detention sessions
7. The option will still be given to the school administrator to use regular in-school suspension instead of detention sessions if it is deemed necessary.
8. Students must serve all discipline violations in order to be eligible to remain in and receive the privileges of students in "Good Standing".

STUDENT DISCIPLINE AND SOCIAL CONDUCT

All students at Pleasant Valley Community High School are responsible for their actions. To succeed, discipline must ultimately be "self-discipline." Where a student is not capable of exercising appropriate self-discipline, the school will impose sanctions. Teachers and administrators have a legal and moral mandate to insure student respect for persons and property and to insure an orderly educational climate in the school. We think the student body and this community take this mandate seriously and that they deserve to have a school experience uninterrupted by disorder or disrespect.

Student Rights and Responsibilities

In school, there are numerous opportunities for disagreement between people to arise. When such occasions occur there must be someone who has the responsibility for settling the disagreements in order to avoid disorder in the school. Such a structure is necessary to facilitate the teaching-learning process. The power and the responsibility for the settlement of disagreements has been given to the Pleasant Valley Board of Education and, through them, to the principals and teachers. In order for this power to be exercised fairly, and so that students know their responsibilities, it is necessary that each student's rights be stated.

1. All students have the right to be free from harassment and physical torment while in class, passing legitimately through the halls, or legitimately on the school grounds. Outward behavior (speech, actions, symbols, etc.) which is motivated by a bias revolving around any of the following - 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 is expressly prohibited by the Pleasant Valley Community School District.
2. All students and staff members have the right to be treated with respect and, in turn, have the obligation to treat others respectfully. This respect and treatment includes not using vulgar, abusive, suggestive, or otherwise offensive language.
3. All students have the right to participate in curricular and co-curricular activities so long as they have met the requirements of the Iowa Department of Education, the Pleasant Valley Community School District, and Pleasant Valley Community High School.
4. All students have a right to a fair hearing on disciplinary matters with the understanding that the final decisions must be made by the school.
5. All students have the right to bring their concerns about school matters to the attention of the staff and administration of the building.
6. Along with these personal rights goes the obligation and responsibility to respect these as the rights of all students. Any students violating the rights of others will be held responsible and

appropriately disciplined (including forfeiture of their attendance rights) in accordance with the Pleasant Valley Board of Education.

Open/Academic Study Hall

Pleasant Valley Community High School will operate an Open Study Hall in the Student Commons for the students. All students will be assigned to Open Study Hall at the beginning of the semester. Students with academic concerns will be removed from Open Study Hall and placed in Academic Study Hall until all academic problems have been resolved.

Open Study Hall Guidelines

Open Study Hall will be held in the Student Commons 1st-7th periods. Attendance will be taken in Open Study Hall. Students are expected to be on time and to stay the entire period unless a staff member writes a pass for the student to move from that area to another supervised area of the building. One exception to this rule applies to the library.

Students assigned to Open Study Hall will be released with their pass or to the library after attendance has been taken. Study Hall students **are not allowed** to leave the building at any time without permission and/or supervision of the School Resource Officer or administrator. Remember: Pleasant Valley Community High School operates under a closed campus system. If a student leaves a supervised area of the building without permission, he/she faces disciplinary consequences on the attendance policy. If an Open Study Hall student abuses Open Study Hall privileges, he/she will be assigned to Restricted Study Hall during free periods for a period of time to be determined by the administration.

Open Study Hall is a privilege not a right. Parents, teachers, and administrators can at any time revoke Open Study Hall privileges on the basis of behavioral and/or academic concerns. Students with multiple failures will be moved to Restricted Study Hall until grades improve.

Open Study Hall students are granted late-start and/or early dismissal privileges with parent permission. Students with permission to arrive late or leave early must be off campus within ten minutes of their first or last class period.

5th Hour Study Hall

Students assigned to Study Hall 5th hour will report to a designated area for attendance. Expectations for behavior will be contingent upon the location and defined by the supervisor.

8th Hour Resource

All students and teachers can be scheduled into resource 8th period every day. All students have the opportunity to receive help from the teachers of their classes because all teachers are available at this time. Each day, students can receive help on assignments or receive clarification of the subject material that they did not understand from their class session. Students that have been absent from a class can complete tests, assignments, or lab work.

The primary focus of 8th Hour Resource is to provide students with academic assistance and/or intervention. Students may be assigned to academic study tables by teachers and/or administration based on their academic performance. Attendance to these Study Tables is mandatory and will be treated in the same manner as any other academic period on a student's schedule. Skipping an 8th hr. is treated the same as skipping any other class within the school day and subject to the same attendance consequences.

Ninth graders will be assigned to a teacher 8th period. Sophomores may be assigned to open or restricted study hall based on academic performance. Juniors and seniors have the flexibility of using 8th hour resource on a per need basis. Juniors and seniors may leave school after 7th period with parent permission if all work is completed, but juniors and seniors must be available to attend 8th period resource each day due to the educational opportunities that will occur during this time period. Juniors and seniors must schedule all outside of school activities after 3:30 p.m. **Student's riding the bus will report to the cafeteria until 3:30pm.**

Dress Code

DRESS CODE (Iowa Code No 502.1)

The Pleasant Valley School District believes that our dress code standards must encourage respect, character and reasonable levels of modesty in our working environment: our school. Some articles of clothing that are acceptable outside the school setting may not be considered appropriate for the school

day, and as a result, should not be worn to school. Students are expected to wear clothing which is suitable for learning and promotes respectable student-teacher relationships, as well as student-student relationships. While the primary responsibility for appearance rests with the students and their parents, *building administrators reserve the right to determine what is acceptable attire*. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct is not allowed. When in the judgment of an administrator, if 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.

Examples below clarify the standards of dress that are compatible with the requirements of a good learning environment:

- Shorts with a minimal inseam and unreasonably short skirts are not acceptable.
- Pants/shorts must be worn at the waist to insure that undergarments are not visible.
- Shirts must cover the abdomen, cleavage, shoulders, and back during normal classroom activities.
- Footwear is required.
- Prohibited Items:
 - Spaghetti strap tops.
 - Head apparel, such as bandanas, hats, and other head coverings, with the exception of those serving religious or medical purposes, should not be worn inside the school. All hats are expected to remain in the student's locker until the end of their school day.
 - Clothing and accessories such as patches, jewelry and notebooks displaying racial or ethnic slurs/symbols, gang affiliations, vulgar, subversive or sexually suggestive language or images. Students may not promote products which are not legal to buy such as alcohol, tobacco and illegal drugs.
 - Sunglasses
 - Large, long heavy chains
 - Studded or chained accessories
 - Long coats and jackets

The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as wellness, vocational classes and science labs.

Backpacks

Backpacks are expected to be kept in lockers. All exceptions need to be approved by administration. No Backpacks, string bags, mesh athletic bags, satchels, large purses, or carrying bags. "Clutch" purses and 3-ring trapper keepers are allowed.

Student Identification Card

All students must carry with them their student identification card during regular school hours and at all school events. Students will use their ID card to check out school materials and may also be asked by staff to produce identification. Students who do not show their identification card when asked by staff members will face disciplinary actions. Replacement ID cards will cost students \$5.00.

Displays of Affection

Public displays of affection are disruptive to the school environment and are discouraged. When students are found to be in violation and are not able to exercise self-control, disciplinary action will be taken.

Suspensions

Students may be given in-school suspension if they are in violation of good conduct or citizenship responsibilities. In-school suspension is held between the hours of 8:10 a.m. and 2:45 p.m. Students are expected to adhere to all policies and requirements of this supervised study area.

Credit will be granted to all students placed in in-school suspension. However, it is the student's responsibility to obtain his/her work, or make arrangements to have it sent to him/her either before or after school. Once the school day has begun, the suspended student will not be allowed to interfere with the normal school routine and will not be allowed to participate in or attend any school-sponsored activities.

Students may be assigned to out-of-school suspension when they are in violation of the attendance policy and/or good conduct and citizenship. Students suspended out of school are not allowed on school grounds or at school sponsored functions. In addition, a parent conference is required prior to the student returning to school. Students who are suspended from school are ineligible for participation in activities for the period of the suspension either on or off campus, including attendance at extra-curricular events in which Pleasant Valley is participating at other schools or locations. Students violating this suspension are subject to additional consequences.

Before and After School

The cafeteria will be available each morning before classes for study purposes and for students to visit with one another.

Students are expected to leave the school area promptly after school, unless they are detained by a teacher or counselor, making up class work, staying for a detention, attending a club activity, working in the library, or practicing with a group under the guidance of a teacher.

Possession, Use, and/or Distribution of Alcohol, Drugs, and Tobacco

By state law, Board of Education policy, and administrative policy, no student may be on school premises possessing or using alcohol, non-prescription drugs, prescription drugs not registered with the nurse, tobacco, or products which imitate any of the previously mentioned items. School premises include the school bus and/or any portion of time a student is on a school-sponsored field trip, activities or athletic trip, or on a fan bus. For specific penalties, see General Rules/Violations Summary on page 196.

Students in possession of drugs, prescription or non-prescription, "counterfeit" drugs, narcotics, and/or alcohol face a minimum three-day out-of-school suspension for the first incident and will be referred to the school resource officer. If school behavior at the time of being caught does not indicate that keeping the student in school is in the best interests of other students or the school, he/she may be recommended for expulsion for the first incidence.

Students using and/or selling any of the above may be recommended for expulsion.

Students in possession of tobacco, vaporizers or "juice" or pods for vapes, "E-cigarette", or any other such device are not allowed on school premises. Students in possession of tobacco or "vaporizers", e-cigarettes, or any other tobacco substitute are subject to detentions and/or suspension and will be referred to the School Resource Officer.

Students using and/or selling any of the above are subject to out-of-school suspension and the School Resource Officer will be notified.

Use of Alcohol, Drugs, and Tobacco

If you have information or suspect that an underage drinking party is occurring, please contact the appropriate law enforcement agency (Bettendorf Police Department at 563-344-4015, the Scott County Sheriff's Office at 563-326-8628, or the LeClaire Police Department at 563-289-5442 - this number rolls over to the Sheriff's Office after regular business hours). You do not have to have confirmation of the party before you call, and you may remain anonymous if you wish. The law enforcement agency will respond and investigate as to whether or not any illegal activity is occurring. If you have any information of an upcoming underage drinking party, please call the police, and they will give it special attention and provide extra patrol for that suspected location.

If you are interested in joining the PV Safe and Supportive Schools Committee or the Pleasant Valley Parent Network (for students in grades 6-12), please contact Chris Smith at the Pleasant Valley Administration Center at 563-332-5550.

Criminal Activity

If you are charged with criminal activity on school grounds you may be subject to school consequences. This includes activity both during and outside of school hours.

Bus Behavior

The Pleasant Valley Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video may be used in a student disciplinary proceeding. The content of the

video are confidential student records and will be retained with other student records. Video will 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 video of their child if the video is used in a disciplinary proceeding involving their child.

Bus Procedures During Inclement Weather

Following is a summary of the procedure to be followed when students are scheduled to be bused during inclement weather.

When an athletic event or other activity has been scheduled requiring that students be bused out of town and there are concerns about the weather, the High School or Jr. High Athletic/Activity Director will call the destination point to inquire about weather conditions. If after calling the receiving school, there are still concerns about road conditions, the Director of Operations or his designee will call the highway patrol, national weather service, etc. and make a final decision as to whether to proceed or cancel the activity.

If at any time the coach or supervising teacher chooses to cancel the activity once the bus is on the road, the bus driver will do so immediately. If, however, at any time after the trip is underway, the coach/teacher would like to continue, but the bus driver determines that conditions are dangerous and continuing would present a hazard to students and other personnel, the driver has the prerogative to cancel the trip immediately and return to the point of origin.

Unless conditions are extremely hazardous, field trips with destinations in and around the Quad Cities generally cause no transportation problems and will proceed as scheduled. On days when school has been canceled or dismissed early due to inclement weather, all field trips/athletic events for that day will be canceled unless authorization to hold the event has been approved by the Superintendent.

Driving Vehicles to School/Use of Parking Lot

Upon arrival to school, students must enter the school immediately; at the end of their school day, students must depart from the school grounds.

Students who drive to school must have a valid driver's license and obey the state laws (Iowa Code: Section 274.12) and special rules (Board of Education Policy: 504:4) that apply to vehicles on school grounds.

The Pleasant Valley Community School District operates a transportation system which is convenient enough to make use of student-driven motor vehicles unnecessary for regular transportation to and from school. In this light, the Board of Directors authorizes that school parking facilities not be used for student-driven motor vehicles except on occasions that justify such use.

Every effort will be made to protect student property and to keep the parking lot area free from indiscriminate use by students and non-students. However, parking remains at the risk of the student.

To better monitor the parking area, no student may be in the lot except when legitimately arriving or leaving school. Students needing to get articles from their cars must obtain approval from the office. Detentions may be assigned or parking lot and driving privileges can be revoked at any time for reckless driving, improper parking, or violation of lot rules. **Student parking in front of the building or in areas designated for staff is prohibited from 5:00am until 3:30pm.**

Parking Policy Guidelines

1. Parking at Pleasant Valley Community High School is a privilege, not a right. Students who violate parking policies may have their vehicle tagged, towed away at the owner's expense, have their parking privileges revoked, or have any combination of these consequences enforced.
2. Students may apply for parking privileges at the beginning of each school year. Priority will be based upon class standing (Senior, Junior, Sophomore) with upperclassmen receiving the first opportunity to receive this privilege.
3. Students must register their car to receive parking privileges. The student will receive a parking permit which must be displayed during the school day when the car is parked on campus. Vehicles which do not have the permit properly displayed will be in violation of the parking policy. Costs for parking passes are as follows:
 - a. \$15 for the school year
 - b. \$10 for 2nd semester only
 - c. \$5 for 4th quarter only
4. Students are to park their vehicles in the designated student parking areas within the parking lines. Vehicles which are improperly parked will receive the following consequences:

- a. First Offense: Vehicle will be tagged and a \$10 fine will be issued.
 - b. Second Offense: Vehicle will be tagged and a \$15 fine will be issued.
 - c. Third Offense: Vehicle will be tagged, a \$20 fine will be issued, and parking privileges may be revoked for a period of time to be determined by administration. Fines will need to be paid prior to parking privileges being reinstated and to be considered in "Good Standing".
 - d. Subsequent Offenses: Vehicle may be towed at the owner's expense and loss of parking privileges will be extended.
5. Vehicles which are improperly parked in a way that creates a traffic flow problem or safety problem (fire lanes, fire hydrants, etc.) are liable to be towed immediately regardless of the number of offenses.
 6. The administration of PVCHS reserves the right to deny issuing a parking permit to any student. Examples of reasons for denial include, but are not limited to the following: 1) violation of school attendance policies; 2) violation of school alcohol/controlled substance policies; 3) unresolved disciplinary obligations; 4) student not in "Good Standing"; 5) any other reason deemed appropriate by an administrator.

Dangerous Weapons

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline including possible suspension or a recommendation for expulsion. In like manner, the possession of a dangerous weapon or an object that resembles a dangerous weapon while on school property or at a school event is strictly prohibited and will result in possible suspension or recommendation for expulsion.

Visitors

Generally, student visitors are not allowed. Approved visitors must secure a visitor's pass from the Attendance Office on arrival. The pass is valid for only one day and the visitor must wear and display the pass at all times. All visitors must have administrative approval.

Parents are welcome to visit the school at any time and should feel free to do so. If a parent-teacher conference is desired, an appointment should be made. An appointment can be scheduled by calling the student's counselor.

Dances/Activities

Attendance to dances and activities is a privilege and thus subject to being removed per "Good Standing" status. PVHS students may bring one guest, for whom they are responsible, to Homecoming, Turnabout, and Prom. All other dances are for PVHS students only. All guests must have completed a dance registration form in order to attend Homecoming, Turnabout or Prom. Students who attend any high school event and leave that event will not be readmitted. Violation of this rule will result in a suspension from attending events. PVHS students will carry their ID card with them at all school events. Students must have served all disciplinary responsibilities in order to attend Homecoming, Turnabout, or Prom.

Library

The library seeks to provide students and faculty with a comprehensive collection of materials and media services. The library contains approximately 16,000 volumes and subscribes to over 85 magazines and newspapers. Books may be checked out for two weeks and magazines for three days. Overdue fines are ten cents per day and lost materials will be paid for by the person to whom the items are checked out. The library is maintained as a quiet study area. Students not following this guideline will lose their library privilege for a period of time. Computer technology enables students and faculty to use on-line resources.

Use of Fire and Safety Equipment

Students who see a fire or other hazardous situation are to contact the nearest staff member immediately. If the situation requires use of extinguishers and/or the fire alarm and teachers are not present, the student(s) involved should immediately report or send someone to the office to report on the condition, location of the problem, students involved, and other pertinent data.

Students who improperly use fire and safety equipment will be dealt with severely, including the likelihood of referral to legal authorities for arrest and a recommendation for expulsion.

Students who accidentally trip an alarm should report the accident and location to the office at once.

Theft Reports

The carrying of large sums of money and valuable items of any kind to school is strongly discouraged. When materials or cash have been brought, please check them in with the office, where they can be stored in the safe until you are able to take them home.

The administration does its best to maintain the security of the building. We definitely stress that students lock all valuables in hall and/or physical education lockers.

Please report thefts to the School Resource Officer or the Main Office immediately. Students are encouraged to contact their insurance carrier to see if theft loss is covered by their parents' policies. A report of any theft can be made to the Scott County Sheriff's Department.

School Property and Personal Property

The school district's property and liability insurance policy does not cover loss, theft, or destruction of personal property of students. All personal property items brought to school are the responsibility of the students. The student's parent/guardian should check with their homeowner's insurance policy to provide coverage, if desired, in the event of a loss, theft, or destruction of a student's personal property.

Book bags and duffel bags other than the approved clear or mesh bags are not allowed to be carried inside the school building. If they are brought to school, they are to be placed in the locker and remain there until the student exits the building.

Respect for Personal and School Property

Students will be held financially responsible for any willful damage, or damage as the result of "horse play," to any school or personal property. In addition, disciplinary action may be taken.

Food Service

- Breakfast is served every morning before school in the cafeteria.
- The Student Commons is open throughout the day for purchasing food items.
- Food and beverages are to be consumed only in the cafeteria.
- Each student has a customized account number for food service items. Deposits may be made into the account at any time by sending cash or check to the school office or on-line (www.pleasval.org) using a debit or credit card. Checks should be made out to PVCSD Food Service. If a student uses cash, no change will be given when a food item is purchased since this is a debit system.
- Students are not allowed to have a negative balance. When an account reaches a \$0.00 balance, money must be deposited into the lunch account before additional purchases can be made. Students must provide their own lunch until their balance is in the positive.
- At any time, parents may log into the Parent Portal to see their child's food service balance and a history of items purchased. Low balance reminders will be sent electronically. Please contact Food Service Director, Andrea Mahler, at 563-332-5550 or mahlerandrea@pleasval.k12.ia.us with questions.
- **The closed campus policy is in effect during all lunch periods.** Students are assigned to the cafeteria for their lunch period. The student may bring his/her lunch from home or eat a lunch prepared at the school in the cafeteria. Eating in the cafeteria is a privilege. Any student who demonstrates poor conduct in the cafeteria may lose this privilege.
- The library is available for study during lunch periods. **Students are to eat only in their assigned lunch period each day.**

Search and Seizure Policy

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles, or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation, or law has been violated. The search shall be 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, employees, and visitors to the school district facilities. The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may 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, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, lighters/incendiary devices, weapons, explosives, poisons, laser pointers, and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; or while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district. Periodically a drug-sniffing dog will be used to check lockers and parking lots as a regular part of the substance abuse prevention program.

Search and seizure will follow Pleasant Valley Community School District Board Policy 502.6.

Cell Phones/Mobile Devices

Access to cell phones/mobile devices is given to students for academic-related purposes. With that access come certain responsibilities and obligations. Students will not use their cell phones/ mobile devices in any way that disrupts the student learning environment of the school. Students' phones/mobile devices must be silenced during the school day. Any disruption by cell phones/mobile devices will result in discipline action and may result in parental involvement and the phone/mobile device being searched.

Examples of unacceptable use of cell phones/mobile devices includes but not limited to the following:

- Taking pictures in restroom or locker rooms with cell phones/mobile devices
- Taking any picture of a student/staff member without their knowledge and consent
- Using the cell phone/mobile device to cheat on assignments/tests
- Using the cell phone/mobile device to harass another person
- Using a cell phone/mobile device during class time without the stated permission of the classroom teacher
- Using a cell phone/mobile device in any manner which is contrary to school rules and expectations

Disciplinary action for unacceptable use of cell phones/mobile devices may include detentions, suspensions, parental involvement and referral to the Scott County Sheriff Department.

Prosecutors will charge individuals who secretly watch, photograph or digitally record others who are nude or partially nude with "invasion of privacy." This violation is classified as a serious misdemeanor in a court of law.

General Rules/Violations Summary

Due Process Pleasant Valley Community Schools follow the Supreme Court ruling outlining the minimum requirements for due process for a suspension of ten (10) days or less. Before being suspended the student will be afforded:

1. oral or written notice of the charges;
2. an explanation of the evidence if the student denies the charges;
3. a hearing where the student has an opportunity to present his/her side of the case.

In all cases of possible expulsion from school, the student will be afforded due process as outlined in the Pleasant Valley Community School District Board Policy (502.3). Appeals may be made to the next higher school/district administrator.

Rules and regulations are not needed for the vast majority of our students. Like any society, however, they are necessary for the protection of that majority. Most of the students are here for an education, and we will strive to give it to them in the best possible environment. Those few students who are not here for the business of education may be required to withdraw so that others can get the job done. Your high school education will be the foundation for the remainder of your life – build it well.

Discipline is administered through a four-level system. Generally, these are:

Level One

- A. Reprimand and warning to student
- B. Possibility of detentions assigned
- C. Notification of parents
- D. Rule Clarification to parent and student
- E. Parent conference may be required
- F. Involvement of counseling services

Level Two

- A. Reprimand and warning to student
- B. Possibility of detentions assigned
- C. One to three days in-school suspension
- D. Notification of parents
- E. Parent conference may be required
- F. Rule clarification to parent and student

Level Three

- A. Reprimand and warning to student
- B. Possibility of detentions assigned
- C. One to three days out-of-school suspension
- D. Notification of parents
- E. Parent conference required
- F. Rule clarification to parent and student

Level Four

- A. Notification of parents
- B. Parent conference required
- C. Recommendation for expulsion for remainder of semester or a full calendar year to Superintendent of Schools and the Board of Education

These "levels" apply to the violations listed below (numbers refer to codes in student information system):

- | | |
|--|-----------------|
| • Absence, unexcused | Levels 1-2-3-4 |
| • Alcohol, including beer and wine products distribution | Levels 3-4* |
| • Alcohol, wine products/consumption of
(no evidence of possession, but detectable/observable signs of use) | Levels 2-3-4* |
| • Alcohol, wine products use or possession (evidence of possession) | Levels 3-4* |
| • Arson | Levels 3-4* |
| • Cheating | Levels 2-3-4 |
| • Contraband (includes lighters/incendiary devices) | Levels 1-2-3-4* |
| • "Counterfeit" Drugs, Alcohol, Tobacco, possession or use of
(non-prescription) | Levels 1-2-3-4* |
| • Dangerous Weapons | Levels 3-4* |
| • Defiance of faculty authority | Levels 2-3-4 |
| • Drugs, distribution | Levels 3-4* |
| • Drugs, evidence of use (no evidence of possession) | Levels 2-3-4* |
| • Drugs, use or possession (see also page 16) | Levels 3-4* |
| • Fighting/Harassment (including outward bias) | Levels 1-2-3-4* |
| • Fireworks, use of | Levels 3-4* |
| • Gambling/Card playing | Levels 2-3-4* |
| • Harassment/Hazing (to include, but not limited to, sexual/gender,
age, religion, race, color, disabilities, or national origin) | Levels 1-2-3-4* |
| • Inappropriate use of technology (note Appendix) | Levels 1-2-3-4 |
| • Obscene or vulgar language | Levels 1-2-3-4 |
| • Physically attacking a faculty member | Levels 3-4* |
| • Physically attacking a fellow student | Levels 2-3-4* |
| • Referred for discipline from classroom, study hall, bus, etc. | Levels 1-2-3-4 |
| • Referred for being in unauthorized area | Levels 1-2-3-4 |
| • Terrorism, including bomb threats | Level 4* |
| • Theft | Levels 2-3-4* |
| • Threat of faculty member | Levels 2-3-4* |

- | | |
|--|-----------------|
| • Threat of fellow student | Levels 1-2-3-4* |
| • Tobacco, possession | Levels 2-3-4 * |
| • Tobacco, use | Levels 3-4* |
| • Truancy (failure to attend class) | Levels 2-3-4 |
| • Unauthorized use of safety equipment (false fire alarm, improper use of fire extinguisher) | Levels 3-4* |
| • Vandalism or defacing school property | Levels 2-3-4* |

*** MAY INVOLVE REFERRAL TO LEGAL AUTHORITIES AND/OR REFERRAL TO NEW LIFE OR THE CENTER FOR ALCOHOL AND DRUG SERVICES.**

NOTE: Administrators reserve the right to maintain a safe, orderly environment. Disciplinary situations not covered in this handbook will be dealt with in a manner that follows the philosophy of Pleasant Valley Community Schools Board Policies.

Any infraction that results in discipline procedures may result in the assignment to closed study hall. Students' assignment to open study hall will be based on academic and behavioral performance.

Harassment, Hazing, Bullying

Harassment, hazing and/or bullying is unwelcome conduct by a person that is persistent or pervasive so that it affects another person's ability to participate in or benefit from school programs. The school district will not tolerate any action or activity which inflicts physical harm or mental anxiety, or which demeans, degrades or disgraces a person. (See Appendix C)

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior:

- the background of the student, including any history of violence or prior threatening behavior;
- the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student;
- the mental and emotional maturity of the student;
- cooperation of the student and his or her parent(s) or guardian(s) in the investigation;
- the existence of the student's juvenile or criminal history;
- the degree of legitimate alarm or concern in the school community created by the threat;
- any other relevant information from any credible source.

PARTICIPATION IN HIGH SCHOOL ACTIVITIES

A participant in any interscholastic activity is the official representative of this school. Pleasant Valley Community High School and this community are judged by a student's appearance, character and conduct. The administration reserves the right to remove a student from an event and/or from the eligibility list for disciplinary reasons or just cause. **Students who are suspended from school are ineligible for participation in activities for the period of the suspension.**

Statement of Extracurricular Philosophy

In balancing these programmatic and individual outcomes, the district wants to be clear on the following:

1. In the progression toward varsity level play, there is no expectation for equal or any playing time.

2. In the progression toward varsity level play there is no expectation for equal practice time in the form of repetitions, rotations, etc.
3. No matter one's role or station on the team, group or organization, all roles are essential to the success of the team, group, or organization. The key role for players not getting significant minutes of playing time is to be a part of a practice squad which prepares the current game squad for each competition. The success of the game squad is directly linked to the efforts of the practice squad.

Athletics/Activities Eligibility

1. All contestants must be enrolled and in "Good Standing" in a school that is a member or associate member in good standing of the organization sponsoring the event.
2. All contestants must be under 20 years of age.
3. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least five (5) subjects, each of one period or "hour" or the equivalent thereof, at all time. To qualify under this rule, a "subject" must meet the requirements of 281-Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.
4. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
5. If at the end of any grading period a student is given a failing grade in any course for which credit is awarded, the student is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the student is a contestant for 30 consecutive calendar days as per IHSSA/IGHSAU.
6. You must have been in attendance for three (3) of your regularly scheduled classes during a school day to participate in after-school or evening practices, games, or events. Administrator approval will be needed to participate in events if fewer than three classes of a school day is attended.
7. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
8. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances such as health may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interest of the student and interscholastic athletics will be benefited.
9. All member schools shall provide appropriate interventions and necessary academic support for students who fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
10. A student is academically eligible upon entering the ninth grade.
11. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub-rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.

12. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
13. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
14. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

This policy covers eligibility for participation in student activities or public events, including interscholastic athletics. If the provisions of this policy are inconsistent with the eligibility rules of the Iowa High School Athletic Association, The Iowa Girls' High School Athletic Union, the Iowa High School Music Education Association, the Iowa High School Speech Association, the International Thespian Association, the Iowa High School Forensic League, the Iowa High School Press Association or any other similar governing organization, the provision of those state-wide organizations will prevail.

Student Activity is defined as any school-sponsored activity, which is either an extension of the student's regular classroom course of study or independent of classroom activity. Students must be in attendance in school for three (3) class periods in order to be eligible to participate in activities/athletics on that day.

Public Event is defined as any contest, event or situation under school sponsorship or sanction in which the student or the student's work might reasonably come within the view of the general public or student body during participation or in which the student represents the school or district.

To be eligible to participate in any student activity or public event, a student in grades 9-12 must be either (1) enrolled in the school or (2) home schooled and involved in 20 hours or more of weekly home instruction.

Activities Offered

Pleasant Valley High School has one of the most comprehensive and expansive offerings of clubs and activities in the state. All students are encouraged to participate in at least one of the following. It is felt this will round out a person's experiences and character, and contribute to a feeling of belonging to the total school community. Activities allow students of all abilities to show something special about themselves and their talents whether in athletics, music, leadership, writing, or recreation.

For a list of clubs and organizations offered at PVHS, please visit the High School website at:
<http://www.pleasval.org/clubs-organizations/>

Students looking for more information on any of the above should see the Principal, Associate Principal/Activities, or a counselor. Students wishing to initiate a new club or organization can visit the Main Office and fill out a New Club/Organization Request Form.

Activity Tickets

Activity tickets may be purchased at registration or in the main office. An activity ticket entitles the student admission to more than 80 selected events.

Insurance

1. The school district does not purchase an insurance policy for athletes
2. The cost of any and all treatment for injuries sustained by a participant shall be the responsibility of the parent/guardian and all such costs will be paid by the parent/guardian, thus releasing the school from all financial obligations.

Athletic Equipment

1. In most sports, practice and/or game equipment will be issued to athletes. Athletes will be responsible for said equipment.
2. All equipment must be returned when the athlete finishes the sport, either at the end of the season or upon quitting the sport. This is to be done immediately.
3. Any equipment will be paid for by the athlete if it is lost or destroyed through his/her negligence. Cost of equipment will be determined by the Associate Principal/Activities and will be based on replacement cost of equipment.

4. School-owned equipment is to be worn only at scheduled practices or games/meets.
5. At no time is it permissible for students or athletic teams to use school facilities without school authorized supervision.

Procedure for Athletic/Activity Cancellations Due to Inclement Weather

The Pleasant Valley Community School District will implement the following procedures when inclement weather arises.

Canceling Practices/Rehearsals

1. If school is dismissed early due to inclement weather, all practices/rehearsals will be canceled that day. Students and staff will be notified over the intercom before dismissal.
2. If school is canceled due to inclement weather, practices/rehearsals may be allowed to continue, but the following steps will be taken:
 - a. The Superintendent, Director of Operations, and the Activities Director will be in communication.
 - b. Safety will be the number one concern.
 - c. The reason for canceling school will be discussed and an assessment of current conditions will be made.
 - d. Coaches/Advisors will explain to their athletes/students that practice/rehearsal is voluntary.
 - e. Practices/rehearsals will not be allowed until the parking lots are cleared of snow. Cars in the way of snow removal will be towed at owner's expense.

Canceling Games/Events

1. If school is dismissed early due to inclement weather, all games and events will be cancelled for that evening.
2. If school is canceled due to inclement weather, games and events may continue but the following steps will be taken:
 - a. The Superintendent, Director of Operations, and the Activities Director will be in communication.
 - b. Safety will be the number one concern.
 - c. The reason for canceling school will be discussed and assessment of current conditions will be made.
 - d. The activity directors from both schools will be in communication.
 - e. Proximity between the two schools will be a point for consideration.
3. When games/events are going to be canceled, the activities office will contact the local news media to announce the cancellation.

Sportsmanship

Your support of, or participation in, the extra-curricular program at PVCHS is essential to its success. As participants or spectators we must hold ourselves to high standards of sportsmanship. This involves positive support of participants and avoids behaviors that are vulgar, derogatory, disruptive, dangerous, or otherwise detrimental to the values and traits that our extracurricular program advocates. Individuals who violate this standard may lose the privilege of extra-curricular attendance and participation.

The Good Conduct Code

We believe that participation in an extra-curricular program contributes to the development of certain values and traits. Our belief is that these values and traits describe many of the desired outcomes of extra-curricular participation. Furthermore, we believe that these benefits can accrue to any student who fully engages himself/herself in the extra-curricular program and such benefits enhance their chances for success in future endeavors. Participation in extra-curricular activities should:

1. Underscore the value of determination. Self-improvement is always a function of commitment and perseverance.
2. Help build a positive self-image. The sense of fulfillment that comes from doing something well builds self-confidence as does meeting challenges.
3. Help develop a good work ethic. This often means a willingness to acknowledge that accomplishment is not an immediate reward. It involves setting goals and making the sacrifices necessary to achieve them.

4. Strengthen interpersonal skills. Important among these skills is patience, tolerance, and the ability to cope with criticism.
5. Build sportsmanship. Sportsmanship is chiefly an attitude that influences how we overcome adversity and disappointment, and how we deal with the public attention that comes with success. Much of sportsmanship is respect.
6. Develop the ability to work in groups. This involves being able to work with others; to offer leadership when the opportunity exists; and to follow leadership when that is most appropriate.
7. Enhance self-discipline. This involves the motivation to control one's behavior and decisions in a manner consistent with established rules and with standards of achievement. Self-discipline requires the ability to accept responsibility for one's decisions.
8. Provide enjoyment. This enjoyment is broadly derived from the camaraderie that comes from working with others, and the sense of physical, mental, and spiritual wellness that comes with engagement in challenging circumstances.
9. Develop skills. The challenges inherent in extra-curricular participation and performance serve to broaden horizons.

The Good Conduct rules and processes were developed to provide a set of expectations which contribute to the development of these values and traits. The school will not seek out violations of The Good Conduct Code but will act in concert with students, parents, and legal authorities to advance the integrity of the program and its values.

I. Violation of the Good Conduct Code

A. General Conditions

1. In the event a student admits guilt or is found guilty by any court system for criminal activity, except minor traffic offenses, he/she is in violation of the Good Conduct Code.
2. Any student using or possessing tobacco is in violation of the Good Conduct Code.
3. Any student using or in possession of an alcoholic beverage including beer and wine products is in violation of the Good Conduct Code.
4. Any student using, possessing, and/or involved in the transfer of a controlled substance and/or narcotic is in violation of the Good Conduct Code. (Controlled substances and/or narcotics do not include drugs that have been prescribed to a student by a doctor. It does, however, include narcotic look-alikes or substitutes.)
5. Any misconduct involving theft, vandalism, or criminal mischief that is handled internally by the school is a violation of the Good Conduct Code.

B. Additional Eligibility Requirements

1. Department of Education guidelines: Students **are not eligible to participate** in the interscholastic program:
 - a. If they do not have a physician's certificate of fitness issued this school year, or if they are twenty years of age or over.
 - b. If they have attended high school for more than eight (8) semesters (Twenty days of attendance or playing in one contest constitutes a semester.)
 - c. They must pass an equivalent of twenty semester hours or more the previous semester. (At P.V.C.H.S., this means four credit courses, excluding Wellness, and Music.) The period of ineligibility is one semester.
 - d. If they were out of school last semester or if they entered school this semester later than the second week of school. Exceptions to this provision may only be granted by the superintendent of schools with the approval of the Board of Education.
 - e. If they have changed schools this semester (except upon like change of residence of their parents).
 - f. If they have ever accepted an award for their high school participation from an outside group other than an inexpensive, unframed, un-mounted paper certificate of recognition, or if they have ever received any money for expenses or otherwise for their participation in an athletic contest.
2. The coach, sponsor, or director in charge of each sport or activity shall have the authority to establish other regulations he/she feels are necessary to insure a well-disciplined squad or group. These rules may not circumvent the Good Conduct Policy. These shall be prepared in writing and submitted to the principal and/or his designee for approval. It shall be the responsibility of the

coach, sponsor, or director to acquaint students and parents with the rules governing the sport or activity prior to the onset of participation.

3. A student who is suspended in or out of school is ineligible for participation and/or attendance in all school-sponsored activities, including athletics, for the period of the suspension.
4. Extra-curricular participation is a privilege that the school and community extends to students. If students are not meeting high expectations for school citizenship, which includes behavior and attendance, participation privileges may be restricted or denied.
5. Any student who transfers into Pleasant Valley High School must be eligible under the guidelines of the P.V.C.H.S. Good Conduct Code. The actions of a student while enrolled in his/her previous school are subject to review and consequences under the P.V.C.H.S. Good Conduct Code.
6. Eligibility of students for extracurricular interscholastic competition will be determined by Article V11 of the Constitution and Bylaws, Iowa High School Athletic Association and other rules and regulations established by the district.

It shall be the policy of the Pleasant Valley Community School District that any student who participates in a school sponsored sport may participate in the same non-school sponsored sport during the same season with prior approval of the principal and /or Associate Principal/Activities. Such outside participation shall not conflict with the school-sponsored sport. Students in violation of this policy will be ineligible to participate in the school-sponsored sport for the remainder of that season.

1. When and Where Can a Violation Occur?

A student is expected to follow the expectations of the Good Conduct Code:

1. While enrolled in grades 7-12
2. All year
3. Both on and off campus

III. How Long Do Violations of the Good Conduct Code Stay on the Individual's Record?

Violations will accumulate for one calendar year from the date of the most recent incident. Violations accumulate by incident rather than category of incident. For example, if a student during one calendar year is discovered consuming alcohol and subsequently possessing tobacco, the second incident (tobacco) would have consequences in accordance with the second Good Conduct violation under tobacco.

IV. Consequences for Violating Provisions of the Good Conduct Code

Note: In-season is defined as running from the first official practice held to begin the activity until the conclusion of that activity's "season (which includes post season play)." When calculating the actual number of lost games or contests, the figure used is the regularly scheduled games or contests prior to the onset of post-season play. Contests will not be split into something less than whole and the number that results from the percentage calculation will always be rounded up to the nearest whole number (example: 3.2=4)

When serving a loss of competition penalty the student must complete the entire activity season in good standing, as well as be withheld from the prescribed number of competition dates. If a student quits an activity or is removed from a team because of disciplinary reasons, he/she will not receive "credit for time served".

1. If I am involved in any **criminal activity**, except minor traffic offenses, regardless of whether I was cited, arrested, convicted or adjudicated for the act(s), I am in violation of the Good Conduct Code. This includes operating a vehicle while intoxicated.

First Good Conduct Code Violation

Simple misdemeanor like violation – depending on the level of infraction (to be determined by administration) consequences range from Community Service and/or 10-40% of the regular season. For offenses more serious than a simple misdemeanor, consequences range **up to** Ineligible for up to one calendar year from the point of the violation.

Second Good Conduct Violation

Simple misdemeanor-like violation -- depending on the level of infraction (to be determined by administration) consequences range from Community Service and/or 40-100% of the regular

season. For offenses more serious than a simple misdemeanor, consequences range **up to** Ineligible for up to one calendar year from the point of the violation..

Third Good Conduct Violation

Simple misdemeanor – Ineligible for one calendar year from the point of the violation.

2. If I use or **possess alcohol** including beer and wine products, or tobacco products, including E cigarettes, JUULs, vaporizers, or any tobacco substitutes:

First Good Conduct Violation

Ineligible to participate for a number of games equal to 20% of the regular season (Self-Reporting).

Second Good Conduct Violation

Ineligible to participate for a number of games which is equal to 40% of the regular season.

Third Good Conduct Violation

Ineligible to participate for one calendar year from the point of the violation

3. If I use or **possess a controlled substance or narcotic**:

First Good Conduct Violation

Ineligible to participate for a number of games which is equal to a full season.

Second Good Conduct Violation

Ineligible to participate for one calendar year from the point of the violation.

4. If I am involved in the **distribution, dispensing, or delivery of a controlled substance/narcotic/prescription drug or narcotic look-alike**:

Any Violation

Ineligible to participate for one calendar year from the point of the violation.

5. If I engage in misconduct involving **theft, vandalism, or criminal misconduct** that is handled internally by the school:

First Good Conduct Violation

Simple misdemeanor-like violation -- depending on the level of infraction (to be determined by administration) consequences range from Community Service and/or 10-40% of the regular season. For offenses more serious than a simple misdemeanor, consequences range **up to** Ineligible for up to one calendar year from the point of the violation.

Second Good Conduct Violation

Simple misdemeanor-like violation -- depending on the level of infraction (to be determined by administration) consequences range from Community Service and/or 40-100% of the regular season. For offenses more serious than a simple misdemeanor, consequences range **up to** Ineligible for up to one calendar year from the point of the violation.

Third Good Conduct Violation

Simple misdemeanor-like violation -- Ineligible to participate for one calendar year from the point of the violation.

6. If I engage in inappropriate or offensive conduct that is contrary with the citizenship expectations of the Pleasant Valley community, I am in violation of the Good Conduct Code. Examples of these violations may include, but are not limited to, assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), and hazing or harassment of others. In situations involving harassment, it does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging

comments to or about others (examples of such harassment include, but are not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. This may include group conduct.) Violations may occur verbally, in writing, or by electronic means. This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

First Good Conduct Violation

Simple misdemeanor-like violation -- depending on the level of infraction (to be determined by administration) consequences range from Community Service and/or 10-40% of the regular season. For offenses more serious than a simple misdemeanor, consequences range **up to** Ineligible for up to one calendar year from the point of the violation.

Second Good Conduct Violation

Simple misdemeanor-like violation -- depending on the level of infraction (to be determined by administration) consequences range from Community Service and/or 40-100% of the regular season. For offenses more serious than a simple misdemeanor, consequences range **up to** Ineligible for up to one calendar year from the point of the violation.

Third Good Conduct Violation

Simple misdemeanor-like violation -- Ineligible to participate for one calendar year from the point of the violation.

7. If I, or my parent(s)/guardian(s), **“self-report” a good conduct violation**, the consequence will follow the penalty as described in the appropriate category of items in 1 through 5 in section IV. “Self-Reporting” is considered an admission of being in violation of the code, even if charges are later dismissed by the court system. In addition, if a court report follows a “self-reported” incident and the court report describes a more serious offense (that results in greater consequences), the greater penalty will be enforced. For the 1st in-season violation, a person self-reporting will be ineligible for 10% of the season and will complete 10 hours of community service. Self-reporting must be done within 48 hours of the incident or before the next scheduled competition. Community service must be completed within two weeks of the infraction.

V. Community Service Option

The community service option is offered to a student only if all of the following criteria are applied:

- The violation occurred out-of-season (see earlier definition of in-season: Section IV).
- For the 1st violation, a person self-reporting will be ineligible for 10% of the season and will complete 10 hours of community service. Community service must be completed within two weeks of the infraction. (Refer to number 6)
- The violation is a first offense (see earlier definition of term of offense: Section III).
- The violation is considered to be no more than a simple misdemeanor.
- The student has not utilized the community service option previously. (The community service option will only be offered to a student once during high school and once during junior high school. Further offenses that are first offenses (as defined in Section III) and are out-of-season offenses (as defined in Section IV) will result in loss of competition or performance. If it is a first violation and if the terms of the contract are successfully completed, the student will not lose the ability to compete in any contests or other activity forms.

The form of the contract is as follows:

The student will agree to serve a number of hours of approved and supervised community service which is equal to the percentage of the season for which they would have lost competition if this had been an in season violation. (Example: For a first offense simple misdemeanor during the season, a student does not compete in the number of games equal to 20% of the regular season; See Self-Reporting). The same offense out-of-season would result in the assignment of 20 hours of approved and supervised community or school service. Community service hours cannot be used to fulfill a school consequence if they are also being used to fulfill requirements for some other type of program or organization. (Example: Juvenile Court consequences.)

All contracts will involve the following terms:

1. The mutually agreed upon date by which time the service must be completed.
2. A brief description of what the service will involve.
3. A supervisor that meets the approval of the school official.
4. A system by which the school will be notified when the service is successfully completed.
5. A statement that the student will not be eligible for competition or other forms of public participation in school activities until the community service is fully completed by the agreed upon date.
6. A student who does not agree to contract terms would be ineligible for the percentage of contests or other forms of public participation that is indicated for in-season violations.

VI. Carry-Over Violations

Carry-over occurs when a student receives an in-season penalty but the current season does not have sufficient games or performances to complete the penalty. In this case, the unserved penalty is recalculated to determine the percentage of the season (during which the penalty began) that would be required to complete the penalty. This percentage may never be less than 10%. The student may then enter a contract as described in Section V (for first offenses only) to complete the penalty or lose the number of contests or public performances that the percentage results in for the next season of participation.

VII. One In-Season and One Out-of-Season Violation

In the situation where in one calendar year a student has an in season violation and subsequent out-of-season violation, two options are available:

- A. The student may enter a participation contract which allows him or her to do community or school service to satisfy 50% of the total penalty. The remaining 50% of the total penalty may only be satisfied through lost competition.
- B. Should the student choose not to enter a participation contract, 100% of the penalty will be satisfied with lost competition.

VIII. Double Out-of-Season and Double In-Season Violations

When either there has been a second out-of-season violation or a first violation that is out of-season and a second, which is in-season, the consequences will be controlled by the guidelines in Section IV. Two in-season violations that are the same type and in the same season will result in ineligibility for the remainder of that season.

IX. Co-Curricular and Non-Athletic Extra-Curricular Violations

- A. For individuals participating in programs (e.g. band, choir) that are a mixture of curricular and co-curricular activities, the following elements of The Good Conduct Code will apply:
 1. The "season" runs from the first organizational practice until the school year closes to begin summer vacation.
 2. Any violation leads to the loss of public performance privileges for three weeks or until a minimum of one public performance is lost, whichever is greater.
- B. For individuals participating in events that have a "season" made up of a single performance or consecutive presentations of a single performance (e.g. drama, speech, academic decathlon), the following elements of the Good Conduct Code will apply:
 1. The "season" runs from the point of selection or casting until the conclusion of performances for which the casting or selection was made.
 2. During such a "season," a violator will be declared ineligible for the duration of that season's event or agree to serve 40 hours of community service under the procedures outlined in Section V. For "out-of-season" violations, Section V will be followed. If more than a month is left until public performance, remove the offender from the performance for any offense that would result in a penalty of 40% or greater loss of competition, as written in Section IV.
- C. If a student is involved in more than one activity, the greater of the two penalties shall be enforced. Greater refers to the activity the student spends more time in and/or typically has performed at a higher level in.

X. Due Process

- A. The student and his/her parent(s)/guardian(s) shall be invited to the school for a conference. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be given in writing.
- B. Should the student and his/her parent(s)/guardian(s) feel the penalty is unjustified or unfair, they may appeal within three (3) days in the following manner:
 - 1. A three-member panel shall review the case. The review panel shall be appointed by the principal within two (2) days of the appeal and shall consist of three (3) school staff members not involved with the case. One of these three (3) staff members may be chosen by the student, if desired. The student and his/her parent(s)/guardian(s) shall be notified when and where the review panel will meet, and they shall be allowed to appear before the review panel. The panel shall meet within a period of three (3) days of their appointment by the principal.
 - 2. The review panel shall consider the circumstances and evidence and make its findings and recommendation in writing to the student and parent(s)/guardian(s) and to the school principal within two (2) days. Responsibility for the decision rests solely and finally with the principal of the school.
 - 3. Following the decision, the student and/or his/her parent(s)/guardian(s) shall be given three (3) school days to file an appeal with the Superintendent. The appeal shall be heard at the earliest feasible opportunity, but not later than seven (7) days following the filing of the appeal.
 - 4. During the appeal procedure, the student will be ineligible.
 - 5. All time limits in this policy shall consist of school days except that when an appeal is submitted after the last day of school, the limit shall consist of all weekdays, Monday through Friday.
- C. When unusual circumstances or vacation schedules interfere, these timelines can be modified by mutual agreement among involved parties.

GUIDANCE SERVICES

All students have been assigned a counselor, and the student should see that counselor for all guidance-related needs. Except in emergency, students should not be in the guidance area during scheduled class time.

The Guidance Department provides for personal counseling; vocational planning; referral to specialized agencies; college planning, applications, and financing; improvement of interpersonal relationships; scheduling; and intervention strategies for students experiencing learning and/or behavioral difficulties. Parents who suspect their child has a disability requiring accommodation or special education are urged to contact their child's school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet entitled Parental Rights in Special Education.

Parent/Teacher Conference

A parent may request a parent/teacher conference at any time during the school year. These conferences are scheduled with the teachers request by the parent. This could be with one teacher or multiple teachers. Conferences are scheduled from 7:45 a.m. until 8:10 a.m. or 3:30 p.m. to 4:00 p.m.. There are also opportunities to schedule conferences during teachers' prep time. Another method of conferences with teachers is by telephone. A parent may call the school and request that a teacher call to share information. The teacher will then return phone calls and conference with the parents over the phone.

Graduation Requirements

To graduate from PVCHS, students must satisfy the following requirements:

- 1. All PVCHS students must complete **23 credits** in order to meet graduation requirements
- 2. Students must register for and pass Wellness each semester of high school attendance.
- 3. Students must demonstrate satisfactory school citizenship.
- 4. The Basic Requirements within the units are the following:
 - *Career & Technology Education (CTE):** Every student will be required to complete at least 0.5 credits from a list of courses that have been designated to meet this requirement.

English: Eight semesters (4 credits) of English are required in high school. Required courses include Freshman English, Sophomore English, one literature, and one composition or writing course.

***Expressive or Technical Arts:** Every student will be required to complete at least 0.5 credits from a list of courses that have been designated to meet this requirement.

Health: This is a required class worth 0.5 credits that will typically be taken during the freshman year.

Mathematics: Six semesters (3 credits) of Mathematics are required in high school.

Science: Six semesters (3 credits) of science (all elective) are required in high school.

Social Studies: Six semesters (3 credits) of Social Studies are required in high school. Required courses include American History, World History (or World Area Studies), American Government, and one semester of Economics.

Service Learning (SL): Students will be required to complete 1.0 credit. (see SL manual for requirements)

Wellness: Eight semesters (1 credit) of passing work are required.

***Note:** Separate 0.5 credits must be earned in both areas to satisfy the graduation requirement:

***SEE: Schedule of Courses Book** for further explanation of all graduation requirement and post-secondary planning.

Early Graduation

The following criteria should be met for a student to be considered for early graduation:

1. Application must be made in writing to the high school principal and the counseling office at least one nine week period prior to the planned termination of class attendance.
2. The application must be countersigned by the parents or guardians if the student has not attained the age of eighteen.
3. A meeting consisting of student, parent or guardian, and counselor must be held prior to making application for early graduation.
4. The student must have satisfied the state and local requirements for graduation by the planned termination date.
5. If the student has applied for and received permission for early graduation but does not successfully complete the course work, it is then assumed that the student will continue attending school carrying a regular schedule of studies.

Graduation Commencement/Ceremony

Participation in the Graduation Ceremony is a privilege not a right. In order to participate in the Graduation Ceremony, students must:

- Be in Good Standing (met all Discipline, Behavioral, Attendance obligations) see page 10 of the Student Handbook
- Met all Graduation Requirements prior to the ceremony

NCAA Student - Athlete Eligibility

Because NCAA eligibility standards are ever-changing, student-athletes have the responsibility of checking on current NCAA academic requirements for intercollegiate athletic participation. Questions or concerns should be directed to one of the high school administrators or counselors.

Interagency Agreements

The School District may share with the Parties (i.e. any agency with which a sharing agreement has been signed) any information contained in a student's cumulative records which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in a student's cumulative records may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or

legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions, and to support students in successfully completing their education.

The party requesting the information will contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidential information shared between the Parties and the school district shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Wellness Requirements

In addition to the district's physical education requirements, the Healthy Kids Act found in the Iowa Administrative Code, requires students to engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. Students will complete an Individual Activity Plan which indicates the activity and the duration of the activity students complete.

All Wellness excuses must be presented to the school nurse. Students are expected to report to Wellness Education class unless otherwise directed by the school nurse. If the excuse is to cover more than three class periods, a note from a doctor must be obtained. During this excused time, students will be required to report to Wellness each day for attendance. Students will remain in Wellness class and participate in a limited or accommodated manner unless otherwise noted by a physician. In these instances after roll is taken, the student will be allowed to report to the library. Upon receiving medical clearance, students will return to participating in Wellness classes.

Course Plans (What Courses to Take in High School)

The plan of study should be done carefully, with input from the parents, student, and counselor. Prior to registration for courses, one should consider student ability, attitude, and current grades for courses in progress. Students are encouraged to consult the Course of Studies Booklet as an aid to developing future plans. All students are encouraged to explore opportunities for postsecondary education and/or vocational training. Students are encouraged to enroll in the vocational classes provided by the district. Students who need special services to benefit from these classes should contact their high school counselor. Counselors will work with students in grades 8-12 in "Career Cruising" for career and education planning.

College Course Work

Students at Pleasant Valley enjoy the benefit of significant cooperation between the high school, Scott Community College, area colleges, and high schools. If there is a course that the student is interested in taking and it is not available at PVCHS, please meet with the principal or counselor and an effort will be made to determine if the opportunity is available elsewhere. All external coursework must have prior administrative approval if the student wants to receive PVCHS credit. When a student takes advantage of one of these opportunities, monitoring class attendance becomes the responsibility of the student and parent. Students who violate this responsibility may lose the privilege of attending the class.

Service Learning Requirement

Students who fail to complete the 9th/10th service learning requirement by the end of the sophomore year will not be students in good standing and will lose all privileges granted to juniors. This includes parking privileges, open study hall, and attendance at Homecoming, Turnabout, and Prom and participation in extra-curricular activities.

By the beginning of the 2nd semester, all 10th and 12th grade students must have completed a minimum of 50% of their Service Learning hours or will be ineligible for participation in all activities until completed and approved by the Service Learning Coordinator.

Homework

Philosophy:

Homework is one strategy for extending the school day and increasing the amount of time students spend learning. It is an integral part of the educational program that contributes to good study habits, self-discipline, personal initiative, independence, and responsibility as well as providing a vital, cooperative link between the teacher, child, and the home.

The Pleasant Valley District believes homework should be structured so that it is meaningful to the student, clear in purpose, and has a high probability of success. All homework should provide feedback to the student by being reviewed in class or corrected and returned by the instructor. Students enrolled at PVCHS can expect assigned homework on a regular basis.

The ultimate goal of homework should be positive in nature through increased academic achievement and an enhanced self-concept.

Definition:

Homework is that set of activities designed to extend the time available for formal learning.

Types:

Preparation Homework: Helps students inform themselves about the next day's lesson in preparation for the class session.

Practice Homework: Provides students with the needed review and reinforcement about material presented in a previous lesson or lessons.

Extension Homework: Guides students so they expand on concepts that have been or will be taught in class.

Creative Homework: Includes student-selected inventive and resourceful activities related to a class topic.

Make-Up Homework: Provides students with the opportunity to complete unfinished class work.

Pleasant Valley Reading Expectations

"The amount of free reading done outside of school has consistently been found to relate to growth in vocabulary, reading comprehension, verbal fluency, and general information." (Anderson, Wilson, and Fielding 1988; Greaney 1980; Guthrie and Greaney 1991; Taylor, Frye, and Maruyama 1990). Further, "students who read independently become better readers, score higher on achievement tests in all subjects, and have greater content knowledge than those who do not." (Krashen 1993; Cunningham and Stanovich 1991; Stanovich and Cunningham 1993).

Toward these ends and to prepare its students to succeed in the diverse global society in which they will live and work, it is the unequivocal expectation of the Pleasant Valley Community School District that all students will spend significant time reading outside the school day. The specific expectations for each level are defined and monitored according to the developmental capabilities and the unique characteristics of the identified student population.

The expectations by level are as follows:

1. Students in grades K-2 are expected to read or be read to 20 minutes daily.
2. Students in grades 3-4 are expected to read 20-30 minutes daily.
3. Students in grades 5-6 are expected to read 30 minutes daily or a total of 150 minutes over the course of a week.
4. Students in grades 7-8 are expected to read a total of 25 books over the course of the school year.
5. Students in grades 9-12 are expected to read 1000 pages each semester.

Required Written Work

The Pleasant Valley District has invested considerable time and funding in promoting staff development for a "writing across the curriculum" program. This has been ongoing for the past several years, and all staff members, including those in the special areas of art, music, and wellness, may very well be requiring written work as part of the regular curriculum. Therefore, students should expect written assignments as a requirement in all classes in which they are enrolled.

Plagiarism/Cheating Policy

Pleasant Valley Community High School is committed to academic integrity. The administration and faculty of this school expect that all students submit course work that reflects their individual original efforts. Plagiarism jeopardizes academic integrity and violates school code.

- Turning in a paper retrieved from an Internet source as one's own.

- Using another student's work in whole or part and handling it in as one's own.
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source.
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information without citing the source.
- Paraphrasing another person's unique ideas without citing the source.
- Letting someone else write portions of a paper.
- Inventing sources.
- Using someone else's words or ideas unintentionally as a result of poor research methods.

Since the Internet has become accessible to most students, incidents of plagiarism have increased tremendously. In order to foster students' good character and academic integrity, Pleasant Valley High School uses the following plagiarism policy:

When a student cheats/plagiarizes, the student will receive no credit for the assignment, the student's parents will be notified, and a disciplinary referral will go in the student's file. Any further act of plagiarism by the student in that course will result in the student being dropped and automatic failure of that course. A further act of plagiarism in any course will result in progressive disciplinary action in concert with school policy.

If the plagiarism is deemed by the instructor to be unintentional, the instructor will impose a penalty. The student may be asked to rewrite the assignment in keeping with proper scholarly practice and resubmit it for evaluation. The instructor may reduce the student's grade for the assignment.

If the plagiarism is deemed by the instructor to be intentional, the student will receive no credit for the assignment. Any further acts of intentional plagiarism by the student may result in failure of the course/dropped from the course and/or additional disciplinary action.

Registration

Pre-registration is held during the spring so that students can make thoughtful selections of subjects and a master schedule can be built for the next school year. Student class schedules are made during the summer. During August the student is asked to come to the high school to confirm the schedule, pay fees, and to receive a locker assignment. Unless there are unusual circumstances, students may not enroll (unless transferring) after **two weeks** have elapsed into either semester.

Waiver of Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplementary Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship can fill out a fee waiver form online through the [parent portal](#). Within the parent portal, the fee waiver is found under the Applications/Forms section. If parents do not have a parent portal account, please contact Susan Parks at 563-332-5550. This waiver does not carry over from year to year, but can be filled out at any time during the school year, and must be completed annually.

Schedule Changes

Counselors will be on duty during registration week. Only emergency schedule changes will be made. This does not include changes to accommodate work schedules. No courses may be dropped or added without administrative approval. If a student drops a class after the initial 10 days of the semester, he/she will withdraw from the course. Withdrawal from a course after the fifth week results in an F for the semester unless granted administrative exception. A schedule change is not in effect until drop/add paperwork is initialed by an administrator and the teacher(s) involved.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by the March 1st deadline established during the school year preceding the school year which they wish to open enroll. Students interested in open enrolling out of the school district must contact the school district's central office for information and forms.

Concurrent Enrollment Option

Concurrent college and high school registration is encouraged for students wishing to enroll in advanced courses beyond those offered by PVCHS. Information regarding Concurrent Enrollment may be obtained in the Guidance Office. Students not receiving a passing grade in Concurrent Enrollment college courses fall under the Dept. of Education/IHSAA/IGHS AU eligibility policies. This includes all coursework, including courses taken during the summer.

Students at Pleasant Valley High School enjoy the benefit of significant cooperation between the high school, Scott Community College, and Bettendorf High School. Students interested in taking a course that is not available at our high school should meet with the principal or their counselor and an effort will be made to determine if the opportunity is available elsewhere.

Transcripts

Currently enrolled seniors requesting transcripts are to see the Guidance Secretary after a release form has been signed. Up to three transcripts will be sent free of charge as long as there are no charges incurred by the district; each additional copy will be mailed for a \$3.00 fee. Students who are minors must have a parent sign a release form for records to be sent. Upon graduation, unofficial transcripts will be available at no charge. Official transcripts will be assessed a \$3.00 fee.

Referral Services

It is understood that family, school, or personal circumstances occasionally warrant special help beyond what the school can provide. Students with special problems are encouraged to discuss these with an administrator or their counselor. Agencies that work with the schools on these problems include the following:

A.E.A. School Psychologist
A.E.A. School Social Worker
Bettendorf Youth Bureau
Center for Alcohol and Drug Services (C.A.D.S.)
Domestic Violence Advocacy Program
Department of Human Services (including Child Abuse, Family Counseling Services)
Edison Academy
Juvenile Court Services
Lutheran Social Services
Maternal Health Care Center
Mental Health Center of Scott County (Vera French)
New Life
Scott County Sheriff Department
Teen Academic and Parenting Program (T.A.P.P.)

Confidentiality

Based on a strong foundation in federal law, Iowa Code, and by general counselor codes of ethics, students are entitled to a confidential relationship with their counselor when discussing personal problems. Section 622.10 of the Iowa Code says, in part: "No qualified school guidance counselor....who obtains information by reason of his employment as a qualified school guidance counselor shall be allowed, in giving testimony, to disclose any confidential communications properly entrusted to him by a pupil or his parent or guardian."

Exceptions to maintaining confidentiality exist where the counselor is aware of a serious danger to health or well-being. For a more complete discussion on counseling and keeping a student's confidence, please consult with a member of the counseling staff.

Grading

Students are responsible for knowledge of their total number of units accumulated towards graduation (see Course Plans, under Counseling Services section). You may check on this information at any time with the Guidance Office.

Marking System:

(A) Excellent
(B) Good

(G) No Grade Given/Credit Given
(W) Withdrawn

(C) Average
(D) Below Average
(F) Failure

(I) Incomplete
(N) No Grade Given/No Credit Given
(S) Satisfactory*

***Note:** The purpose for this grading option is to encourage students to explore curricular areas or course work in which they may otherwise avoid registering. A student must receive prior teacher, counselor, and administrative approval to take a course S/F. This approval must be secured no later than two weeks after the start of the course. Students enrolled in full year courses have S/U option for the first semester only. The decision to take a course S/F is irrevocable after this two-week period. Forms are available in the guidance office.

If a student receives an "F" in a required subject, he/she must repeat and pass that subject to fulfill graduation requirements. Ordinarily, a student who receives an "F" in a course that is part of a sequence must repeat and pass that course to continue in the sequence.

(G) No Grade Given/Credit Given: A Student receives this grade when one of the following criteria is met:

1. Special Education Option.
2. A student has an approved medical excuse.

(I) Incomplete: When a student's work is not completed by the end of the quarter due to being absent from school, he/she receives an "I". This work, in most cases, must be made up within two weeks after the end of the quarter. Exceptions to the two-week period must be cleared through either the principal or the associate principal. If work is not made up in the allowed time, the "I" becomes an "F".

(W) Withdrawn: A student receives this grade when he/she drops a course with administrative approval. NOTE: A student withdrawing from a course after the fifth week of the semester will do so with an "F" unless granted administrative exception.

(N) No Grade Given/No Credit Given: A student receives this grade when one of the following criteria is met:

1. When a student moves into the district late in the first or third quarter.
2. When a student is auditing a course.
3. With administrative approval.

(S) Satisfactory: The purpose for this grading option is to encourage students to explore curricular areas of course work in which they may otherwise avoid registering. A student must receive prior teacher, counselor, and administrative approval to take a course S/F. This approval must be secured no later than two weeks after the start of the course. The decision to take a course S/F is irrevocable after this two-week period. Forms are available in the guidance office. In order to receive a Satisfactory grade, students must attain a 70% or better in the course. Satisfactory grades are not calculated in a student's Grade Point Average, but the student does receive 0.5 credits for the course.

Weighted Grades

Pleasant Valley Community High School assigns different values to grades achieved at different ability levels for determining grade point average. Since ability levels at which courses are taken do not appear on the student's transcript, weighted averages reflect the nature and difficulty of the work required on the different ability levels. Since an "A" achieved at one level of instruction does not represent the same work as an "A" achieved at another, the weighted average helps colleges distinguish between the degrees of achievement.

Grade Point Average (G.P.A.)

G.P.A. is computed on a 4-point scale, although honors classes receive additional weighting. Grade point averages are computed on the value of each grade.

		General/Unweighted	Honors/Weighted
92	= A	4.00	5.00
90	= A-	3.67	4.67
87	= B+	3.33	4.33
83	= B	3.0	4.00
80	= B-	2.67	3.67
77	= C+	2.33	3.33
73	= C	2.0	3.00
70	= C-	1.67	2.67
67	= D+	1.33	2.33

63	= D	1.0	2.00
60	= D-	0.67	1.67
Below	= F	0.00	0.00

Honor Roll

Honor Roll will be calculated using each student's Weighted G.P.A.

Academic Excellence	4.00 and above
Academic Honors	3.750 - 3.999
Academic Honorable Mention	3.500 - 3.749
Commended	3.000 - 3.499

Academic Awards

An academic recognition program involving a letter and pin awards began in the 1994-95 school year. In order to qualify for Academic Awards: a student must earn a weighted GPA of 3.50 or above. The Awards are based on the GPA of 2 semesters (previous Spring and current Fall semester.) If students receive a 3.5-3.74 in one or both semesters, they will receive Academic Honorable Mention. If students receive a 3.75-3.99 in one or both semesters, they will receive Academic Honors. If students receive a 4.0 or greater in both semesters, they will receive Academic Excellence. If students receive less than a 3.5 in either semester, they are not eligible for Academic Awards for that school year.

For example:

1 st Sem	2 nd Sem	GPA Sustained	Award Level
4.0	3.75	3.75	Academic Honors
3.50	4.0	3.50	Academic Honorable Mention
3.5	3.12	3.12	Does not meet requirement

ACADEMIC AWARD LEVELS	
4.0	Academic Excellence
3.75-3.99	Academic Honors
3.50-3.74	Academic Honorable Mention
Freshman recognized for 4.0 for fall semester with certificate	

Awards

Freshman – 4.0 recognized with a certificate and an invite to Academic Awards night.

Academic Letter - will be given the first qualifying year

Gold Star - will be awarded for each following qualifying year.

Report Cards

At the end of each semester, students receive report cards containing their final semester grades in all of their courses. These report cards are available on the Parent Portal. If parents/guardians do not have a Parent Portal Account, a copy will be mailed to them. The grades on the semester report card become a part of each student's permanent record.

A nine-week grade (quarter grade) is really a progress report to give students, parents, and counselors an idea of the student's work at that point. The nine-week grade is not an official grade. It does not appear on any official record and in no way affects credit, average, or rank in class.

If, at any point in the semester, the student's work is poor or below the standards of the class, the teacher may send to the counselor and parents a "Progress Report" or report of low scholarship. Parents are encouraged to review their student's progress through the Parent Portal, or the teacher, or through the counselor's office at any time they desire to do so. A conference between parents or guardians and the teacher may be called at any time to discuss student progress.

A low scholarship notice does not mean that the student will receive poor grades, although it is a warning that the student's work must improve if low grades are to be avoided. Conversely, a student may receive poor grades even though the student did not receive a low scholarship notice.

HEALTH CLINIC

Prescription and Non-Prescription Drugs

The school nurse or his/her designee will administer prescribed and over-the-counter medication when it is necessary for these medications to be taken during school hours. Medication will not be administered unless the following requirements are met:

- I. The prescribed medicine must be properly labeled. The medicine shall be sent to school in the original prescription container which shall be labeled with:
 - A. Name of student
 - B. Name of medicine
 - C. Directions for use
 - D. Name of physician
 - E. Name and address of pharmacy
 - F. Date of prescription
- II. Over the counter medicine will be given if the following conditions are met:
 - A. The medicine is in a closed container
 - B. The container has the student's name on the outside
 - C. The outside of the container states the contents inside

Students are not to have medicine in their lockers. It shall not be the duty or responsibility of the district to determine if the correct medication is supplied by the parent in the marked container. The district will not interpret the need for medication or the responsibility for/nor assume the correct dosage for the medication.

Emergency Information

Students are required to fill out or update their Emergency Information Cards during registration. New information regarding new addresses, parent jobs, and doctors must be given to the nurse.

Communicable Diseases

Students and parents have the duty to immediately report any suspicion or evidence of a communicable disease to the school nurse.

Immunization Cards

According to Iowa State Law each student is required to have a completed Immunization Card on file at the school. These are kept in the nurse's office and returned to the student upon graduation.

Accidents

Any accident that happens during school or at a school-sponsored activity must be reported to the nurse. An accident report will be made out if it is necessary to receive further care.

Insurance

The school district's property and liability insurance policy does not cover costs for medical treatment incurred by students due to injuries resulting from normal participation in any school activity, including, but not limited to classroom, recess, athletic, and extra-curricular activities, whether or not these activities take place on school property.

Screening Programs

- All students who do not pass the initial health screenings are rechecked. If they fail the second testing, they are referred to a doctor for further testing.
- High school students will be given periodic audiometer screening tests as determined by the Area Education Agency hearing clinician.

GENERAL INFORMATION AND RULES

Administrative Policy

Students at all school events must demonstrate proper respect and attitude toward teachers, fellow students, and guests. Any student known by authorities to be using and/or possessing alcohol, drugs, or tobacco while representing Pleasant Valley Community High School at any activity will face disciplinary action, which may include suspension or expulsion.

When Pleasant Valley High School is host to another school, all students are expected to extend the usual courtesies to our guests. When Pleasant Valley High School travels to another school, students refusing to obey the chaperones and displaying undesirable conduct will not be allowed to ride the bus to any more activities. Students should not leave the activity area unless there is an intermission in the contests.

Students who ride a team or fan bus must return on that same bus unless specifically cleared in advance with administration.

Severe Weather/Fire Alarms

In case of severe weather, students will be alerted from the office by alarm and voice instruction over the loudspeaker. Teachers will direct you to the areas designated for severe weather protection. These areas are posted in the classroom and other areas. Students should not go outside the building. A series of drills will be held throughout the year to acquaint students with "safe areas".

In case of a fire alarm, students are to evacuate the building completely. If between classes, proceed quietly to the nearest outside exit. In all cases, get completely away from the building (a minimum of 50 feet) until the signal is given to return.

Pleasant Valley High School students are expected to take drills and all information and directions seriously, and they have regularly done so. Failure to do so impairs the safety of everyone in our building and will be dealt with severely.

Outdoor Activity

Any supervised activity occurring before, during or after school will be moved indoors should inclement weather conditions exist. Designated school personnel will utilize local weather resources to determine whether the activity will be indoors or outdoors. The temperature benchmark for moving activities indoors is zero degrees Fahrenheit or lower with wind chill included.

School Resource Officer (SRO)

A Scott County Sheriff's Deputy schedules regular office hours as a liaison officer at Pleasant Valley Community High School. Students may see the liaison officer during study hall time or by special appointment. These services are also available to parents as well. The deputy provides information about careers in law enforcement, speaks to classes upon the request of instructors, and answers questions about legal issues.

–APPENDIX–

Family Education Rights and Privacy Act of 1974

Excerpt from Education Amendments of 1974, Public Law 93-380.88 Statute 571-74, August 21, 1974:

PROTECTION OF THE RIGHTS AND PRIVACY OF PARENT AND STUDENTS

Sec. 513 (a) Part C of the General Education Provisions Act is further amended by adding at the end thereof the following new section.

(f) The Secretary, or an administrative head of an education agency, shall take appropriate actions to enforce provisions of this section and to deal with violations of this section, according to the provisions of this Act, except that action to terminate assistance may be taken only if the Secretary finds there has been a failure to comply with the provisions of this section, and he has determined that compliance cannot be secured by voluntary means.

(g) The Secretary shall establish or designate an office and review board within the Department of Health, Education, and Welfare for the purpose of investigating, processing, reviewing, and adjudicating violations of the provisions of this section and complaints which may be filed concerning alleged violations of this section, according to the procedures contained in sections 434 and 437 of this Act.

(b) (1) (i) The provisions of this section shall become effective ninety days after the date of enactment of section 438 of the General Education Provisions Act.

(2) (i) This section may be cited as the “Family Educational Rights and Privacy Act of 1974”.

PROTECTION OF PUPIL RIGHTS

Sec. 514 (a) Part C of the General Education Provisions Act is further amended by adding after section 438 the following new section:

PROTECTION OF PUPIL RIGHTS

Sec. 439 All instructional material, including teacher's manuals, films, tapes, or other supplementary instructional material which will be used in connection with any research or experimentation program or project shall be available for inspection by the parents or guardians of the children engaged in such program or project. For the purpose of the section ‘research or experimentation program or project’ means any program or project in any applicable program designed to explore or develop new or unproven teaching methods or techniques.

(b) The amendment made by subsection (a) shall be effective upon enactment of this Act.

LIMITATION ON WITHHOLDING OF FEDERAL FUNDS

Sec. 515 (a) Part C of the General Education Provisions Act is further amended by adding after section 439 the following new section.

** The House Committee in which the bill originated indicated that an error was made in this sentence it should read (b) (1)*

Special Education Services

Provision of Special Education - Parents who suspect their child has a disability requiring accommodation or special education are urged to contact their child's school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet Parental Rights in Special Education.

Special Education Students

A special education student is an individual with a disability who is handicapped in obtaining an education. These students are unable to receive educational benefit from the general education experience without the provision of special education and related services. Special Education students have an IEP (Individualized Education Plan) which determines their educational program. Students in special education are expected to follow the policies and procedures in the handbook; however, the Individual Education Plans of special education students will take precedence.

Special Education Student Records

The Pleasant Valley Community School District maintains confidential special education student records for all students who receive Special Education and related services.

Parents and eligible students age 18 and over have the right to review special education records; to have these records explained; to obtain copies of any records at no charge; to have a written response pertaining to record content; to request an amendment or deletion of record content which they feel is inappropriate, inaccurate, or an invasion of privacy; to request a hearing, if the requested amendment or deletion of record content is not made; to be informed of who has access to records; and to whom records have been disclosed.

Requests to exercise these rights or to determine procedures established to provide for the exercise of these rights should be directed to the principal of the building in which the student is attending.

Special education student records contain information generated in determining a student's need for Special Education services in planning and providing educational programming and related services throughout the course of the student's educational career. These records include the Cumulative Record folder, the I.E.P. folder, and any psychological reports generated by AEA personnel or external agency personnel. These records will be housed in one of three locations: student's classroom, Main Office, or Guidance Office. Only information relevant to the provision of appropriate educational programming services may be generated and maintained as part of a student's record. No such information is available to anyone other than school officials without the consent of the parent or student aged 18 or over. A list of school officials having access to student records is posted in the building.

Parents will be informed by the counselor when personally identifiable information is no longer needed to provide for a student's educational services and how such information is to be destroyed.

It should be noted that special education student records are reviewed annually and materials no longer relevant to the provision of educational services are removed and destroyed.

All special education student records maintained by the Pleasant Valley Schools will be maintained for at least three years following graduation or discontinuance of a student's enrollment in the district.

Release of Information

The following information may be released to the public in regard to any individual student of the Pleasant Valley Community School District as necessity or desirability arises.

Name

Address

Telephone Listing

Date and Place of Birth

Grade Level

Enrollment Status

Major Field of Study

Participation in Officially Recognized Activities and Sports

Weight and Height of Members of Athletic Teams

Dates of Attendance

Honors and Awards Received

The Most Recent Previous School or Institution Attended by the Student

Photograph or Likeness

Two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with name, address and telephone listings, unless parents/guardians have advised the school district that they do not want their student's information disclosed. Any student 18 years of age, parent or guardian not wanting the information released to the public or military recruiters, must make their objection in writing to the principal of their child's school at the address listed inside the front cover of this handbook.

Child Abuse

State law requires each local school district to appoint a designated investigator and alternate investigator to receive complaints and investigate allegations of child abuse filed against any member of the Pleasant Valley Community School District staff. The Pleasant Valley School Board has appointed Brian Strusz (563-332-5550) as the investigator and Cindy Lewis (563-332-0250) as the alternate investigator.

Corporal Punishment/Restraint

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 law also places limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and 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 Rachel Gotto, Elementary Dean of Students/Director of Elementary Special Education at (563) 332-0525 or gottorachel@pleasval.k12.ia.us and Darren Erickson, High School Associate Principal/Director of Secondary Special Education at (563) 332-5151 or ericksondarren@pleasval.k12.ia.us. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: www.iowa.gov/educate.

Harassment, Hazing, Bullying

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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 board 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. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, 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. Harassment against employees based upon the employee’s race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned 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 or school district.

If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall 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 shall be subject to appropriate measures which may include exclusion from school grounds. “Volunteer” means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student’s person or property;
2. Has a substantially detrimental effect on the student’s physical or mental health;
3. Has the effect of substantially interfering with the student’s academic performance; or

4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

1. Repeated remarks of a demeaning nature;
2. Implied or explicit threats concerning one's grades, achievements, property, etc;
3. Demeaning jokes, stories, or activities directed at the student; and/or
4. Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
2. Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
3. The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education 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:

1. 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
2. Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall 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 shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent of Schools or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent of Schools or designee will be responsible for handling all complaints by employees alleging harassment.

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

1. If the student is comfortable doing so, communicate to the harasser or bully that the student expects the behavior to stop. If the student needs assistance communicating

- with the harasser or bully, the student should ask a teacher, counselor or principal to help.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - a. tell a teacher, counselor or principal; and
 - b. write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - i. what, when and where it happened
 - ii. who was involved
 - iii. exactly what was said or what the harasser or bully did
 - iv. witnesses to the harassment or bullying
 - v. what the student said or did either at the time or later
 - vi. how the student felt and
 - vii. how the harasser or bully responded
 3. Students or Parents may also submit out an Online Bullying Report, linked to the High School webpage. This information is provided to the school to initiate an investigation regarding the incident. Persons submitting the report may do so anonymously or may provide their name in case staff needed to contact them for further information.

Safe Climate Mandate

Harassment, hazing and/or bullying is unwelcome conduct by a person that is persistent or pervasive so that it affects another person's ability to participate in or benefit from school programs. The Pleasant Valley Community School District will not tolerate any action or activity that inflicts physical harm or mental anxiety, which demeans, degrades or disgraces a person.

Examples of harassment, hazing and/or bullying may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic "compliments" about another student's personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting or belittling
- Nonverbal threats and/or intimidation such as "fronting" or "chesting" a person
- Demeaning statements relating to a student's race, gender, ethnicity or personal characteristics
- Blackmail, extortion, demands for protection money or other involuntary donations or loans
- Blocking access to school property or facilities
- Deliberate physical contact or injury to person or property
- Stealing or hiding books or belongings
- Threats of harm to student(s), possessions, or others

If you witness this behavior or are a victim of this behavior, please report the situation to a school employee.

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of color, disability, gender identity, marital status (for programs), national origin, race, religion, creed, socioeconomic status (for programs), age (for employment), gender, or sexual orientation. 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 Brian Strusz who can be reached at Pleasant Valley Administration Center, 525 Belmont Road, Bettendorf, IA 52722, telephone 563-332-5550. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146 (515) 281-5294.

Notification of Nondiscrimination Policy

It is the policy of the Pleasant Valley Community School District not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status in the educational program or activities which it operates.

Inquiries concerning the application of federal and state nondiscrimination statutes and the implementing regulations to the district may be referred to Brian Strusz, who has been designated by the district as Educational Equity Coordinator. Brian Strusz can be reached at Pleasant Valley Administration Center, 525 Belmont Road, Bettendorf, IA 52722, telephone 563-332-5550.

Grievance Procedure for Non-Discrimination Policy:

Section 1. Definitions

- a. "Days" means working days for grievances filed by employees and attendance days for grievances filed by students.
- b. "District" means the Pleasant Valley Community School District.
- c. "Employee" means a person who is, on a permanent basis as opposed to a temporary basis, on the payroll of the District.
- d. A "grievance" is a complaint alleging action by the District in violation of the Non-Discrimination Policy or the implementing regulations.
- e. "Responsible official" means the employee designated by the District to coordinate its efforts to comply with and carry out its responsibilities under the Non-Discrimination Policy and the implementing regulations.
- f. "Student" means a person enrolled in one of the schools operated by the District.
- g. "Parent" means the legal guardian of a district student.
- h. "Superintendent" means the superintendent of schools or his designee.

Section 2. Procedure

All grievances brought by students, parents, or employees shall be handled in the following manner:

Step One - Informal

Within twenty (20) days of the time that the grievant knew, or reasonably should have known of the grievance [or within twenty (20) days of the publication of this grievance procedure, whichever is later], the grievant shall present the grievance orally to the building principal (if the grievant is an employee). Within five days after the presentation of the grievance, the principal or immediate supervisor shall orally answer the grievance.

Step Two – The “Responsible Official”

- a. Within five (5) days of the oral answer, if the grievance is not resolved, it shall be stated in writing, signed by the grievant, and submitted to the “responsible official” on the form provided as part of this procedure.
- b. The grievance shall (1) name the employee, parent, or student involved, (2) state the facts giving rise to the grievance, (3) identify the specific provisions of the Non-Discrimination Policy or the implementing regulations alleged to be violated, and (4) indicate the specific relief requested.
- c. Within five (5) days after receiving the written grievance, the “responsible official” shall give his answer in writing to the grievant.

Step Three – The Superintendent

- a. If the grievance is not resolved in step two, the grievant may, within five (5) days of receipt of the “responsible official’s” answer, appeal to the superintendent by filing the grievance and the “responsible official’s answer, along with any written response of the grievant to the answer of the “responsible official,” with the office of the superintendent, which shall receipt therefore.

- b. The superintendent shall hear the grievance within (10) ten days after receipt of any written grievance properly filed with the superintendent's office and shall render his decision in writing within the (10) days after such hearing.
- c. The grievant shall be afforded a full and fair opportunity to present evidence relevant to the facts and to the issues raised by the grievance and may be represented by counsel at the hearing of a grievance by the superintendent.
- d. The grievant shall be furnished a copy of the decision of the superintendent.
- e. The decision of the superintendent shall be final within the school corporation.

Section 3. Failure to Observe Time Limits

In the event the grievant fails to exhaust its remedies under the grievance procedure provided above, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned and the matter shall be settled in accordance with the District's last answer thereto. In the event the District fails to give its answer at any step with the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. Any time limit may be extended by written mutual agreement of the grievant and the District.

Section 4. Effect of Settlement

Any settlement of a grievance shall be applicable to that grievance only and shall not be binding authority of the disposition of any other grievance. Any grievance initiated under this procedure shall be brought by and for the student, parent, or employee alleging action in violation of the Non-Discrimination Policy and the implementing regulations by the District affecting the student or employee initiating the grievance.

Limited Open Forum Policy

Secondary school student-initiated curriculum and non-curriculum related groups, upon receiving permission from the building principal, may use school facilities for group meetings during non-instruction time. Further information is available from the building principal. (Board Policy 503.2)

Homeless Definition

Services are available to students that are considered homeless. If you are homeless, please notify an administrator within any of our buildings and the District Homeless Liaison will contact you with information as to what services you may be entitled to receiving. As a part of the district's At Risk interventions, there is a requirement to provide education to homeless children. The following defines homeless:

- A. Children in permanent foster care are not homeless.
- B. Temporarily placed foster children are homeless.
- C. Transitional housing is homeless.
- D. Runaways are considered homeless even if their families have provided and are willing to provide a home for them. Children who run away and live with friends or relatives should be considered homeless until the relationship with the friends or relatives becomes fixed, regular and adequate.
- E. Throwaway children are homeless. These are children who are not allowed back home by the parents.
- F. Children who are living in families that are doubled or tripled-up with other families are homeless if these arrangements are because of a loss of housing or economic hardship. Families that voluntarily move into together to save money are not homeless.
- G. Abandoned children are homeless
- H. Children living in cars, travel trailers, hotels, motels, campgrounds, public spaces, bus or train stations, abandoned buildings or other areas not designated as regular sleeping accommodations for human beings are homeless.

School Publications

It is the policy of the P.V.C.S.D. that all official school publications shall be free from prior restraint by school officials except as provided by law. An editorial board comprised of participating students under the supervision of publication advisors shall be responsible for the

content of official student publication. Student expression in official school publications is not an expression of school policy.

Distribution of Materials Regulation

I. Guidelines.

Students have the right to exercise freedom of speech. This includes the right to distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- (a) Is obscene to minors;
- (b) Is libelous;
- (c) Contains indecent, vulgar, or profane or lewd language;
- (d) Advertises any product or service not permitted to minors by law;
- (e) Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion, gender, disability, age, or ethnic origin);
- (f) Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operating and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

II Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

- 1. Name and phone number of the person submitting request and, if a student,
- 2. Date(s) and time(s) of day intended display or distribution;
- 3. Location where material will be displayed or distributed;
- 4. The grade(s) of students to whom the display or distribution is intended. Within twenty-four hours of submission, the principal will render a decision whether the material violated the guidelines in subsection 1 or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request shall have the right to appear and present the reasons, supported by relevant witness and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its content by either the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school or otherwise disrupts school activities. The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entranceways, but which shall give reasonable access to students.
2. The material shall be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial distribution" is defined as any disruption which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, wide spread shouting or boisterous demonstration, sit-in, stand-in, walk out, or other related forms of activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except schools, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

Health, Safety, and Human Growth and Development Program:

Introduction

Iowa State legislation requires the Pleasant Valley District to offer a comprehensive Human Growth and Development Curriculum, subject to the approval of a state-mandated local citizen's advisory council and the district's Board of Education. The legislation also requires the district to annually provide its citizens with information regarding this curriculum. The following pages detail the state-mandated areas of instruction as well as the local program that has been approved by the district staff, the Citizen's Advisory Council, and the Board of Education. Please be advised that the Iowa State Statutes also make provision for parents/guardians to withdraw their student from any or all parts of this curriculum. To initiate this provision of the law, the request must be submitted in writing to the building principal and renewed on an annual basis. Students exercising this right will be given appropriate alternative educational assignments. Anyone wishing more details regarding the program, its objectives, and the various classroom activities, or requesting to view any of the materials used in the program should contact the appropriate building principal.

State Requirements:

The state-mandated Health, Safety, and Human Growth and Development Program includes the following areas:

Kindergarten: Instruction in protection and development of physical well being with attention given to experiences relating to the development of life skills and human growth and development.

Grades 1-6: Instruction in personal health, including self-esteem and stress management; food and nutrition; environmental health; safety and survival skills, including traffic safety revolving around pedestrian and bicycle safety procedures; consumer health; family life, including human sexuality; substance abuse and nonuse, encompassing the affects of alcohol, tobacco, drugs, and poisons on the human body; emotion and social health, including interpersonal relationships; domestic abuse; health resources; and prevention and control of disease, involving characteristics of communicable diseases, including acquired immune deficiency syndrome.

Grades 7 and 8: Instruction in personal health, including self-esteem and stress management; food and nutrition; environmental health; safety and survival skills; consumer health; family life, including human sexuality; substance abuse and nonuse, encompassing the effects of alcohol, tobacco, drugs, and poisons on the human body; emotional and social health, including interpersonal relationships; domestic abuse; health resources; and prevention and control of disease and the characteristics of communicable diseases, including sexually transmitted diseases, and acquired immune deficiency syndrome.

Grades 9-12: Instruction in personal health, including self-esteem and stress management; food and nutrition; environmental health; safety and survival skills; consumer health including interpersonal relationship; domestic abuse; health resources; and prevention and control of disease, including sexually transmitted diseases and acquired immune deficiency syndrome.

District Program:

The Pleasant Valley District's program, approved by the Human Growth and Development Citizen's Advisory Council and the Board of Education, includes all of the state-mandated areas. The grades K-6 program revolves around the following broad components:

- Dimensions of Personal Development
- Interpersonal Skills
- Sex-based Exploitation
- Human Sexuality and Sexually Transmitted Diseases

- Prevention/Intervention (focuses on the topics of dropouts; substances abuse, birth defects, mental retardation, and other developmental disabilities; and suicide).

The 7th and 8th-grade program is composed of the following units:

1. Entering the Teen Years
2. Building Self-Confidence Through Better Communication
3. Developing Competence in Self-Assessment and Self-Discipline
4. Improving Peer Relationships
5. Strengthening Family Relationships
6. Problem Solving
7. Personal Safety and Decision Making
8. Drug Use and Abuse
9. Human Sexuality and Sexually Transmitted Diseases
10. CPR, Nutrition and the Healthy Heart
11. First Aid and Blood Pressure Checks
12. Mental and Emotional Health
13. Peer and Family Relationships
14. Death and the Funeral Process
15. Stress

The 9th grade units are:

1. Physical Health and Wellness Interpretation
2. Understanding Yourself
3. Environment and Heredity
4. Human Sexuality
5. Social Drugs
6. Safety and Emergency Care (including CPR certification)
7. Health Careers and Services

The 10th-12th grade units are:

- Physical Health and Wellness Interpretation
- CPR
- Stress Management
- Students will also have the option of taking First Aid; Athletic Health and Consumer Awareness; and Nutrition and Eating Disorders.

General Information:

Health and Safety education in the Pleasant Valley District is required to be taught to all grade levels K-9 with selected units in grades 10-12. All of the Human Growth and Development required areas are taught in the Health and Safety Program in grades 7, 8, and 9. A majority of the Human Growth and Development required areas are taught in the Health and Safety Program in grades K-6; however, some of the areas are taught or reinforced in other content areas, such as social studies, science, career education and reading. Certain special programs also deal with specific areas of the Human Growth and Development Curriculum. Such programs are the Elementary Guidance Program and the drug awareness and prevention programs, presented by the Center for Alcohol and Drug Services (CADS) and the City of Bettendorf and Scott County law enforcement agencies (Project Dare – Drug Abuse Resistance Education). These last two are excellent examples of area agencies cooperating in a total effort and commitment to education the young people of our community.

Specific grade-level goals and objectives of the district's total Health, Safety and Human Growth and Development programs are available at the appropriate school or the Pleasant Valley Administration Office. We hope that parents/guardians will become familiar with this program and spend time with their young people at home discussing and reinforcing the topics and concepts being presented at school. Such an important area of education cannot be left to the school alone. It is the philosophy of the Pleasant Valley District that the schools will do their part, along with other public and private agencies and institutions, in the Health, Safety, and Human Growth and Development education of our young people, but the home should have the major responsibility for such education.

School Bus Rules and Information

To insure the safety of all passengers, persons riding in school district vehicles will adhere to the rules listed below. The driver, sponsor or chaperones are to follow the school bus discipline procedure. Offenders of school bus rules and regulations face progressive disciplinary action and may ultimately receive suspension of bus riding privileges. Video cameras may be in operation on the school buses.

Bus Rules

1. The driver is in charge of the vehicle and students. Directions from the driver are to be followed at all times.
2. Students must be seated promptly before the bus moves. Students cannot change seats during the trip unless told to do so by the driver. If voluntary seating becomes a problem, the bus driver may assign seating.
3. Students will conduct themselves in an orderly manner enroute to and from the bus stop and at the bus stop. Students will follow classroom rules of conduct while riding the bus. While ordinary conversation is expected, there will be no excuse for boisterous and rowdy behavior.
4. Students will keep their feet off of the seats and will not put their heads, arms or other objects out of windows. Permission to open windows must be obtained from the driver.
5. Eating, drinking and/or chewing gum on regular bus routes are not permitted.
6. Passengers are allowed the use of electronic devices and mobile phones so long as it does not create a distraction to the driver or other passengers.
7. Wastepaper, personal items, etc. are to be picked up when exiting the bus.
8. Weapons and other dangerous objects including their "look alikes" are prohibited on the school bus.
9. The use and possession of tobacco, alcohol, controlled substances and "look alike" substances is prohibited on the school bus.
10. Conversations with the driver will be limited to that which is essential. Passengers will not sit in the driver's seat or touch the vehicle controls.
11. The Good Conduct Rule is in effect at all times.

Bus Information

1. Students should be at the bus stop 5 minutes before scheduled pickup time.
2. All passengers will enter and leave via the right front door. The rear door is for emergencies only.
3. Students who must cross the road from their homes to board the bus should not do so until the bus has arrived and until they have received a signal from the driver to cross the road. Bus riders will wait until the bus comes to a complete stop before attempting to enter the bus.
4. Students must use their assigned, designated bus stops and are to travel between home and that point only. In most instances, students will not be required or permitted to cross a state highway.
5. All students who wish to get on or off at a stop that is not their own must have a written note signed by the parent and approved by school office personnel.
6. Only items that fit under the seat or in the storage compartment will be transported on the bus. Students who must store large items (band instruments, etc.) in the bus storage compartments are required to follow the bus storage compartment procedure. (*Copies of BUS STORAGE COMPARTMENT PROCEDURE are available at the building's main office.*) Before using storage compartments, students must first inform the bus driver to avoid possible accidents.
7. Animals are not to be transported on the school bus.
8. Riders who damage seats or other equipment will reimburse the district for the cost of repair or replacement.
9. When a designated school bus stop becomes unsafe due to reduced visibility caused by fog, snow or other temporary weather conditions, the school bus will not stop to load or unload students. The student's parent/guardian will be notified by telephone at the number listed on the district's records. Students will be picked up or dropped off at the nearest attendance center. It is the parent/guardian's responsibility to transport the

student to/from the attendance center. We regret any inconvenience, which may be caused by such an occurrence; however, the rule is established in the interest of the student's safety and meets the requirements of Chapter 279.8 of the Code of Iowa.

10. The Pleasant Valley Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video is confidential student records and will be retained with other student records. Video will 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 video of their child if the video is used in a disciplinary proceeding involving their child.

Regular School Day Procedures

The following steps are to be taken when school bus pick-up or drop-off delays are experienced. The district strives to avoid any transportation delays and the inconvenience they can cause. Despite those efforts, delays can and do occur. Ice, snow, fog, traffic, mechanical difficulties and other circumstances can result in delays to your child's bus pick-up or drop-off time.

The principals and secretaries in the affected building, the staff at the Belmont Administration Center, and the Maintenance Center personnel will be notified by the Bus Service in the event that any bus is 10 minutes or more late in its assigned route. If you experience a delay of your normally assigned pick-up or drop-off time, please direct your questions to the personnel listed in the order below.

Pleasant Valley Maintenance Center	563-332-6895
PVCSD Administration Center	563-332-5550

Technology Acceptable Use Policy

The Pleasant Valley Community School District believes an important aspect of student preparation is access to technologies which enhance learning. The goal of providing technology resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication, and collaboration.

The use of technology resources must be in support of the district's educational objectives. Access to various technology resources is available to users for academic-related purposes unless written notification is provided to building administration by parent/guardian. A 'user' includes, but may not be limited to the following: student, faculty, administrator, staff, volunteer, support personnel.

Technology resources include district-owned hardware, software and all resources used in the infrastructure, including personal devices. The infrastructure includes the wired network as well as the wireless network and the utilization of bandwidth associated with each segment of the network (e.g. user accessing district network using personal device).

Security and Legal Issues of Technology

Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following.

- Use of another user's account.
- Attempting to breach the desktop security of a computer
- Attempting to break into password protected areas of a network or tampering with network systems
- Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity

- Use of technology to engage in behavior prohibited by the district's anti-harassment and bullying policy.

Any user who violates the acceptable use policy may be denied future access to the school's technology resources.

Property Rights

Users must respect the property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on the District's hardware is the property of the District and may not be copied or transmitted to any outside party: upon termination of employment, no employee shall remove any software or data from District-owned computers. No student or employee may copy, download from the Internet or install onto a District computer or otherwise use any software in violation of applicable copyrights and license agreements.

Privacy

Electronically Stored Personal Data

The District permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way. Users should not assume any right of privacy in the personal files maintained on the District's technology infrastructure. Examples of this include, but are not limited to the following:

- PV Google Apps domain
- Cloud technology such as files stored on third party servers
- Email
- District servers, computers and devices

District Monitoring

Notwithstanding the foregoing, the District reserves the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of this Policy. The District also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Users are permitted to access the district's wired and wireless network with their personal devices, however, the same acceptable use guidelines are in effect. Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming of non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

Safety

People who utilize the district's technology resources are expected to abide by the principles of digital citizenship which are part of the curriculum.

Student Violations

Students who violate the rules and policies stated in the student handbook, will be subject to the actions specified to the violation. These actions range from a verbal warning to expulsion.

Website Recommendations

At various times, information distributed by the Pleasant Valley School District and its employees may suggest educational web sites to assist students and parents with research, homework, curriculum enrichment or general information. These sites are not part of our web site and are not under our control. You should be aware that when you are on a district suggested site, you could be directed to other sites that are no longer educational in nature or have commercial banners or advertisements. The Pleasant Valley Community School District does not

endorse any commercial materials that may be advertised on any website. The Pleasant Valley School District is not responsible for the privacy practices of these outside sites. Although suggested sites have been evaluated, it is recommended that users read the individual privacy policy statements of each website when they leave the Pleasant Valley School District's website.

As a reminder to parents, Federal law requires web sites that collect personal information from children under the age of thirteen to first get parental consent. The district strongly encourages all children to always get permission from their parents before sending any information about themselves (such as their name, e-mail address, home address, phone number, etc) over the Internet to anyone.