



Southeast Valley Community Middle School 2018-2019 Student Handbook

Vision Statement: The SWV Community will create an enthusiastic learning environment to promote responsible and empathetic contributors to society.

At SWV:

Community Matters.

Education Matters.

We Matter.

I Matter.

STUDENT HANDBOOK

TABLE OF CONTENTS

	<i>Page #</i>		<i>Page #</i>
ACADEMICS			
Grading System	4	In-School Suspension	14
Semester Exams	4	Out-of-School Suspension	15
Honor Roll	5	Expulsion	16
Middle School Requirements	5	Philosophy	16-17
Mid-Term Reports	5	Discipline Chart	18-20
Report Cards	5		
Band & Chorus Requirements	5		
Junior High Homework Policy	6	EXTRA CURRICULAR ACTIVITIES	
Summer School	6	Student Eligibility	20-22
		Good Conduct Violations	22-23
		Good Conduct Rule Regulation	23
		Mere Presence	23-24
		Transfers	24
		Offices	25
		Return After One Year	25
ATTENDANCE		Penalty Application	25
Attendance Policy	6-8	Reductions in Penalty	25
Passes	8-9	Scope & Exemptions of Penalty	25
Illness	9	Appeals	26
Pep Rallies & Assemblies	9		
Student Releases	9		
Returning to Class from PE	9	MISC. ITEMS	
Attendance at School Events	9-10	Bus Service/Policy	26-27
		Computer Room	27
		Driving Permits	27
		Emergency Procedures	28
STUDENT BEHAVIOR		Library Rules	28
Complaints Procedure	10	Lockers	29
Due Process	10-11	Lunch Period	29
Cheating	11	Motor Vehicles	29
Dress Code	11	Open Night	29
Cell Phones/Electronic Devices	11-12	RAVE	30
Drugs, Alcohol, Tobacco	12	School Dances	30
Public Displays of Affection	12	Students in the Building	30
Inappropriate Use of Technology	12	Study Hall Rules	30-31
Harassment/Bullying Concerns	13	Telephones	31
Insubordination/Disrespect	13		
Plagiarism	13-14		
Vandalism	14		
Detentions	14		
Suspensions/Saturday School	14-15		

ADMINISTRATIVE NOTICES	Page #		
Multicultural/Gender Fair Ed.	31		
Permanent Student Records	31-32		
Homeless Students	32		
School Closings	32-33		
Class and Organization Purchases	33		
Search and Seizure	33		
Visitors	33		
MEDICATION			
Administration of Medication	34		
TECHNOLOGY			
Acceptable Use Policy			
Google Apps for Education Policy			
NO CHILD LEFT BEHIND			
Section 504	35		
School Visitors	35		
Team Rules	35		
Conduct at Events	35-36		

ACADEMICS

GRADING SYSTEM

The following grading scale is recommended as a guide. Individual teachers may adjust their grading scale.

A	95 - 100	C	74 - 77
A-	90 - 94	C-	70 - 73
B+	88 - 89	D+	68 - 69
B	84 - 87	D	64 - 67
B-	80 - 83	D-	60 - 63
C+	78 - 79	F	0 - 59

**S - Credit but not a letter grade

Incompletes must be made up within two weeks of the end of the grading period or the grade may become an "F".

Middle School Standards Referenced Rubric (4 Point Scale)

Level	Type of Target	Description of Target
4.0	Exceeding	<p>In addition to a level 3 score, the learner demonstrates in-depth inferences and applications such as:</p> <ul style="list-style-type: none">• Demonstrates in-depth inferences and applications of learning that requires deeper or more rigorous thinking• Applies and extends the key concepts, processes and skills <p>These are not just harder tasks, but learning that requires deeper or more rigorous thinking. Examples of this type of learning may include: applications for real-world use, teaching another person the material, using information to solve problems in a different context, explaining connections between ideas, demonstrating a unique insight, and/or creative application of skills.</p>
3.0	Meeting	<p>This level is the focus for the entire rubric. This is the expected level of performance for all learners. This level includes essential outcomes, state standards, and related skills and processes.</p> <ul style="list-style-type: none">• Consistently grasps and applies key concepts, processes, and skills without significant errors• While engaged in grade appropriate tasks, the <i>Students will be able to:</i><ul style="list-style-type: none">○ Learn what is stated in the standard (<i>learning goal</i>) listed○ No major errors or omissions with level 2 or 3 elements.
2.0	Progressing	<p>Learners at this level demonstrate a <i>foundational</i> level of knowledge by identifying the critical processes, necessary background information, and essential vocabulary of the standard. This is the basic learning necessary and serves as the foundation for the higher levels of learning.</p> <ul style="list-style-type: none">• Inconsistently grasps and applies key concepts, processes, and skills with significant errors
1.0	Emerging	<p>Has not demonstrated understanding of grade level standard: key concepts, processes, and skills.</p>
0.0	No Evidence	<p>No understanding or skill demonstrated</p>

SEMESTER EXAMS

Semester tests are optional and left to the teacher's discretion. If a semester exam is given it will be counted as part of the semester grade but not the quarter grade. Teachers will explain their individual grading techniques at the beginning of the year. Eighth graders will experience some semester exams to gain an understanding on how to study and participate in exams.

HONOR ROLL

High honors will be honored to those with an average of 3.67 or higher. The average of 3.00 to 3.66 will be honor roll and 2.67 to 2.99 will receive honorable mention.

MIDDLE SCHOOL REQUIREMENTS

Sixth, seventh, eighth graders will be required to take the following subjects: language arts, reading, science, social studies, math, and physical education. They also have exploratory classes, which are required and band and chorus as electives. Participation in activities is encouraged with the Good Conduct Rule and eligibility requirements being the same as for the high school.

It is the philosophy of the middle school that all students can succeed. Many safeguards are built into the system that notify parents, students and other staff members about student progress.

The middle school staff feels that ALL classes are important in the development of the “whole” child; therefore, all classes will be counted towards measuring success.

In order to be promoted to the next grade, students must pass 14 of the 16 courses offered during the school year. Students may fail a maximum of two (2) classes per year. Parents of students who fail a class or classes at the end of each semester will be notified by mail.

A meeting with the child, parent, principal, at-risk coordinator, counselor and staff will be held concerning the child’s progress. (At the end of each semester, if a child receives a failing grade.) A plan will be developed by those in attendance to promote the success of the student.

A student in danger of being retained – grades will be checked the second week in May and a meeting will be held with the parents, guidance counselor, principal, and classroom teachers.

A student may also be required to complete credit recovery at summer school.

MID-TERM REPORTS

At the designated mid-term of each quarter, staff will report to the principal’s office those students not doing satisfactory work. These deficiency reports are available online through the Infinite Campus portal. No reports will be sent via mail.

REPORT CARDS

Report cards will be distributed four times during the school year. They will be issued within one week of the end of the nine weeks. Report cards will not be mailed. Grades are also available through Parent Portal for students in grades 3-12.

BAND AND CHORUS REQUIREMENTS

Students who enroll in band and chorus must participate in the activities required outside of school time unless they are ineligible. Failure to participate in activities the instructor considers part of the class requirement may result in lower grades or possible suspension from these activities. Band and chorus can be added and dropped at the end of semesters only.

JUNIOR HIGH HOMEWORK POLICY

Any junior high student who is failing a course or has an incomplete grade will be strongly encouraged to attend RAVE on Monday or Wednesday after school until they are passing the course and/or all assignments are completed. If the student is involved in a sport or activity, they will not be allowed to attend practice or game/activity on a RAVE night until all homework is complete and grade is passing. Transportation will not be provided. Penalty for late work may be reduced if student attends RAVE to complete late work.

SUMMER SCHOOL

Jr. High guidelines:

- Students who fail a core class for both semesters of a school year must attend summer school to be promoted to the next grade. *Failure or refusal to attend may result in the student being retained for a second year.*
- Students who fail two or more core classes in a semester must attend summer school. The outcome of the student's summer test scores will determine whether or not they are promoted or retained. *Failure or refusal to attend may result in the student being retained for a second year.*
- Students who are not proficient in Math, Reading or Science on Iowa Assessments are highly encouraged to attend summer school for remedial tutoring.

ATTENDANCE POLICY

It is the belief of the Southwest Valley School District that students must attend school regularly and be on time to classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students are reminded that the attendance and tardiness record is part of the permanent record. To many prospective employers, a student's good attendance and punctuality are almost as important as their academic records. Good attendance speaks for itself on one's files. In order to encourage regular attendance while allowing for absences that are unavoidable, the school has adopted the following policy: All students as a condition of their enrollment are required to fulfill the school attendance regulations. To be considered as a regularly enrolled student, each pupil is required to be in attendance at least 35 days per quarter. Depending on the situation, any student accumulating more than six days of absence in a quarter may be recommended to the Board of Education for disciplinary action. In addition, if, on a school day, a student is not in attendance at least the afternoon of the event, the student will not be allowed to participate in or stay at the event that day/evening. At the principal's discretion, exceptions for prearranged absences or emergencies may be allowed.

At any time the administration feels a student's continued absence will contribute to reduced academic performance, the student and parents may be contacted for a conference. After a fifth absence in a quarter, parents and students may be notified. Absences beyond seven days per quarter without medical verification may result in the recommendation to appear before the board. Grades will not be lowered due to lack of attendance, except truancy, provided that work is satisfactorily completed during the allocated time. Late work or incomplete work may receive partial or no credit and thus reduce the student's grade. Teachers have the option to decide whether or not to accept work that was assigned earlier and due at the time of the absence. Teachers may give credit for class participation and class work which students who are absent may not be allowed to make up.

PERFECT ATTENDANCE AWARD

A student who is neither absent nor tardy for the entire school year shall receive a perfect attendance certificate at the annual awards ceremony. Being absent for school activities will not be counted as an absence.

EXCUSED ABSENCES

Excused absences include but are not limited to:

- Illness – Family Emergencies – Medical Appointments
- Dental Appointments – Funerals – Accidents – Work for Parents
- Merited cases where prior arrangements have been made with the principal. It is very important for parents to notify the school if your student is going to be absent. You must notify the school office by phone or send a signed note prior to an absence. If your student is sick, please notify the office the day of the illness! Please call by 9:00 AM. Each student who anticipates an excused absence (school function or family issue) shall present to the office, in advance , a written notice. The student will be required to get a make-up slip from the office that must be filled out by teachers and all work must be completed before the student will be allowed to leave. The make-up slip must be returned to the office!
 - Failure to notify the school may result in the absence being classified as unexcused.
 - Failure to make up assignments ahead of time may result in a grade penalty.
 - All students who are absent from school for any reason must provide a written note from parents/guardians or have them call within one school day.
 - Failure to provide this information will result in the absence being considered unexcused.
 - Failure to complete the work will result in the student's teacher issuing a detention or a grade reduction. Students who miss school due to illness will be required to get a make-up slip from the office that must be filled out by their teachers and all work must be completed by the designated time stated in the handbook. In the event a student gets sick during the night and sees a doctor the following day, students are asked to present a medical excuse. Six health-related absences per semester requested by parents may be authorized by the administration without a doctor's excuse. Upon reaching a seventh day of absence, from any class, in one semester, student will be referred Student-Teacher-Assistance-Team to review their attendance record. Depending on the nature of the student's absences, the committee may recommend one of the following:
 - Extending the student's absence limits.
 - Placing the student on an attendance contract. The committee will base its recommendation on the nature of the student's absences and the student's efforts to keep up with his/her schoolwork. The committee's recommendation may be appealed to the superintendent of schools.

UNEXCUSED ABSENCES

Students who are absent from school or class without a reasonable excuse may be subject to disciplinary measures. Reasonable excuses are outlined under Excused Absences. All other excuses shall be considered unexcused. Examples include, but are not limited to, oversleeping, skipping, shopping, and other personal business that can be handled outside of the regular school day. If a student is found to be absent without a reasonable excuse, the student will receive zero credit for the day missed. As students accumulate excused or unexcused absences in a class, these steps will be followed:

- 5 absences: Notice sent home to parents.
- 7 absences: Second notice sent home to parents and the student will be referred to the STAT committee.
- 12 absences: Third notice sent to parents to request a meeting to determine if the student will be removed from a class. If a student is removed from a class, they will receive a failing grade!

ADVANCE MAKE-UP SLIPS should be obtained any time a student knows of an appointment, family business or trip, or a school trip. Slips may be obtained from the office and should be returned to the office with all requirements completed prior to the day of absence.

MAKE-UP WORK after an absence will receive full credit for all work completed within the time limit allowed for the absence. The amount of time allowed to complete the work is at the discretion of the teacher. The recommended time is one day more than the number of days absence. Failure to meet teacher expectations for completing the work may result in partial or no credit being given. Students must have the make-up slip prior to returning to class.

TRUANCY is any absence which occurs without the prior knowledge and consent of the parents or guardian and with no prior approval of the school administration. Truancy may result in in-school suspension or detention equal to the period of time absence (at the discretion of the principal). Students will lose all credit for work missed during truancy. The teacher will have the discretion as to whether or not to allow makeup work for missed projects.

PASSES

You planner is your pass to be dismissed from class for restroom, office, locker, etc. You must have YOUR planner and have the teacher sign it to leave class.

LEAVING SCHOOL during the school day for any reason must be preceded by the student signing out in the office. If a prearranged note has not been presented, then parental or guardian approval must be obtained before a student will be allowed to leave.

PASS PROCEDURES will be utilized if a student needs to see a teacher outside of the class time. The pass should be obtained prior to the time to use the pass. The pass must be obtained in such a fashion as to avoid the student having to be late to class or study hall. Students who misuse such passes may lose all privileges as well as have other disciplinary consequences.

"BLUE PASSES" are used to allow a student permission to leave the building during the school day. The pass may be obtained after providing parental notification of the necessity to leave. Whenever possible, such a pass should be obtained prior to the beginning of the school day. Students must sign out in the office and leave the blue slip with the secretary.

TARDY PASSES are an indication of failure to be punctual. If a teacher keeps a student after class, they may provide a pass without the student being considered tardy. Students who have multiple tardies for any given period may be notified they will be required to make up time at RAVE. The teacher may reduce participation points for students who are tardy. Failure to make-up for multiple tardies may result in a detention or in-school suspension. See Discipline Chart on page 15-16.

ILLNESS

Attendance at school should be everyone's priority. However, when a student does become ill, parents are encouraged to keep their children at home until all symptoms of illness are gone. There needs to be home or business phone or a friend/neighbor who can be contacted if a student becomes ill at school. Whenever a student is absent, it is his/her responsibility to contact another student to collect homework and necessary materials. The school cannot be responsible for obtaining student assignments. Exceptions may be made at the discretion of the principal.

PEP RALLIES AND ASSEMBLIES

All students will be expected to attend assemblies and pep rallies that involve their class. Misbehavior at an assembly or rally may result in loss of privilege to attend. Disciplinary action may be taken by the supervising teacher or principal. Skipping assemblies or rallies will be considered truancy.

STUDENT RELEASES

1. No student will be released prior to the regular dismissal time unless they obtained a blue pass.
2. No overnight activities without prior board approval.
3. Parents must approve all passes out of the building for their student either by phone or written statement.

***No student is allowed to go to his or her car without the permission of the principal or secretary. You must have a valid reason! If given permission, a student must report back to the office after they enter the building. Failure to abide by this rule will result in disciplinary action covered in the discipline chart!*

RETURNING TO CLASS FROM PHYSICAL EDUCATION

Students are expected to change into appropriate clothing for physical education. Students may shower and must change prior to going to the next class. Appropriate clothing will be determined by the instructor and will not violate the school dress code.

ATTENDANCE AT SCHOOL SPONSORED EVENTS

1. All regular school rules shall apply.

2. If, on a school day, a student is not in attendance at class at least the afternoon of the event, the student will not be allowed to participate in or stay at the event that day/evening. At the principal's discretion, exceptions for prearranged absences or emergencies may be allowed.
3. Once a student leaves an activity, the student will not be allowed to return unless prior approval has been obtained by the principal or his designee.
4. Students not observing the activity in an appropriate manner will be required to leave.
5. Negative yells, comments, cheers, etc. are not allowed. Violators may be asked to leave.
6. Students serving a suspension (ISS or OSS) are not allowed to attend school functions that day or evening.
7. All students are to ride school provided transportation to and from school for out of town school events unless prior approval is obtained through the principal or his designated representative.

STUDENT BEHAVIOR

COMPLAINTS PROCEDURE

Any student or parent may register a complaint, without fear of reprisal or sanctions, for the purpose of resolving any alleged unfair treatment or discrimination in the district.

Step 1. Within 15 days of the alleged discrimination practice or unfair treatment, make an appointment with the immediate supervisor (usually the principal) of the area involved to mutually discuss the complaint.

Step 2. If the alleged discriminatory practice or unfair treatment continues and you are unsatisfied with the progress toward solution, you may within ten days file a written complaint with the immediate supervisor. The complaint shall include specific terms the practice(s) which is considered discriminatory or unfair, the regulation, principle, or statute being violated, and the remedial action being sought. Within ten days, the supervisor will respond in writing to your written complaint, with a copy supplied to the superintendent.

Step 3. If you remain unsatisfied with the progress toward a solution of the problem, you may, within ten days, file a written appeal to the superintendent. Within ten days, the superintendent or his designee shall meet with you to discuss your complaint and to work out a mutually satisfactory settlement. Within five day of the meeting, the superintendent will furnish you with a written response.

Step 4. If you remain unsatisfied with the progress toward a solution, you may submit your written complaint to the superintendent to be presented to the board of directors at the next regularly scheduled board meeting for the consideration and possible action of the board.

Step 5. If you remain unsatisfied with the progress toward a solution following board consideration, you may request a hearing before the board of directors. After this request is filed with the secretary of the board of directors, a mutually acceptable date will be set for the hearing.

No complaint shall be considered by the board in any other manner from this policy.

DUE PROCESS

Before a student is subject to disciplinary action under the Code of Student Behavior, the following steps of due process must be offered to the student.

- The student must have been informed of the conduct that is expected or prohibited.
- Prior to disciplinary action, a meeting will be held with the student at which time notice is given as to what he/she is accused of doing.
- An opportunity will be given for the student to tell his/her side of the story.
- The administrator will make a decision relating to disciplinary action based upon the incident and the facts that were presented.

CHEATING

Cheating will not be tolerated. A zero on the work involved will be the minimum consequence recommended for anyone that the administration determines was involved with cheating. It will be at the teacher's discretion as to whether or not an alternate assignment may be completed to avoid the grade reduction. Repeated violations may result in failure of the class involved or a recommendation of expulsion.

DRESS CODE

The major responsibility for appropriate dress and grooming rests with the students and their parents. Inappropriate student appearance causes material and substantial disruption to the school environment and may present a threat to the health and safety of students, personnel, and visitors on school premises during school and at all school related activities. If you are presented with a threat/inappropriate comment, let an adult know immediately.

Appearance disruptive to the educational program will not be tolerated. The administration will make the final judgment on whether an article of clothing is appropriate or not. If apparel is used as a weapon there will be immediate consequences.

Attire is unacceptable if it reveals undergarments or body parts, displays obscene material, profanity, illegal substances, alcohol or tobacco products, is sexually suggestive or references subversion or any other discriminatory or unacceptable practices. These items are also disallowed: gang or gang wear items, muscle shirts, bare midriff tops, spaghetti straps, halter-style tops, backless and strapless tops, slouching pants, boxer shorts, hats, pajama pants, house slippers, and/or sunglasses. Shirts must be as high to reach a closed hand resting at the clavicle with straps at least two fingers in width. Shorts will have a minimum inseam of 2 inches. Dresses and skirts must reach mid-thigh. If pants contain holes/rips, they must not show anything inappropriate. Administration may deem other clothing inappropriate at their discretion.

A student will be asked to change clothing or turn their shirt inside out, or be provided a change because it is found to be inappropriate. If a student refuses to do so, they may receive disciplinary actions. Once clothing has been deemed inappropriate, it should not be worn to school again.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and all electronic devices (including Kindles and tablets) should be turned off during all class periods. Cell phones may be used during student's lunch period in the designated lunch areas. This privilege may be revoked at anytime due to improper use of cell phones and electronic devices. Emergency or special situations must be cleared through the office. All other electronic devices are to be on silent and out of sight from 8:10-3:30 or the end of the school day. Permission may be granted by teachers to use the devices in a classroom for educational purposes.

Failure to maintain this will result in the following (violations may differ according to Principal's discretion):

- *1st Violation* – Item is confiscated by school personnel, and turned in to the office. The item is returned at the end of the day.
- *2nd Violation* – Item is confiscated by school personnel, and turned in to the office. The item is returned at the end of the day. Parents are contacted.
- *3rd Violation* – Item is confiscated by school personnel, and turned in to the office. The item is returned at the end of the day after a 30-minute detention is served.
- *4th Violation* – Item is confiscated by school personnel, and turned in to the office. The item is returned at the end of the day after a ½ day in-school suspension is served.
- *Repeated violations* – One day ISS and item is confiscated. Student may be required to check phone into principal daily.

DRUGS, ALCOHOL, TOBACCO

Possession or use of tobacco, alcohol, controlled substances, drug paraphernalia, look-alike substances or drugs on school grounds is prohibited. In the event any student is suspected of being under the influence of drugs or alcohol, the sponsor will first try to contact the principal, then the parents/guardian. The principal or designated sponsor may notify local law enforcement officials. Not only is this a discipline issue, it is also a Good Conduct violation.

PUBLIC DISPLAYS OF AFFECTION

There will be no affectionate touching of any kind during school hours or school events. This includes embraces and kissing. One warning will be followed by disciplinary action.

INAPPROPRIATE USE OF TECHNOLOGY, INTERNET, NETWORK, ETC.

Students who access restricted items on the Internet, misuse technology equipment/network, do not follow student access policy, etc. are subject to the appropriate action described in board policy or regulations or the following consequences:

1. *First Violation* – a verbal and written “Warning” notice will be issued to the student. The student may lose Internet/Network access for a period of 3 weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student’s parent and a copy provided to the building principal.
2. *Second Violation* – A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet/network privileges for a minimum period of 6 weeks.
3. *Third Violation* – A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for the rest of the semester or for the balance of the school year.

HARASSMENT/BULLYING CONCERNS

Harassment includes but is not limited to the act of making unwanted comments or actions of a racial, religious, ethnic, physical, or mental nature against other students or staff. Bullying is defined when someone keeps doing or saying things to have power over another person.

It is the policy of the Southwest Valley Community Schools to maintain a learning and working environment that is free from harassment or other forms of bullying. All related concerns may be addressed through either the “complaints procedure” in the student handbook or through the use of board policy Code No. 104.

Students who feel they are being harassed or bullied, should communicate to the harasser to have the behavior stop. If the student wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

1. Tell a teacher, counselor or principal; and write down exactly what happened, keep a copy and give another copy to a teacher, counselor or principal including:
 - a. what, when and where it happened
 - b. who was involved.
 - c. exactly what was said or what the harasser did
 - d. witnesses of the harassment. what the student said or did, either at the time or later
 - e. how the student felt
 - f. how the harasser responded

Form 104.E1 is available through the principal or a report can be filed out on our webpage.

Please see discipline chart on page 15-16.

INSUBORDINATION/DISRESPECT

Insubordination – defined as being disobedient to authority or defying a directive

Disrespect – simply stated as “interfering with”

This is unacceptable behavior and will not be tolerated. Students electing to express this type of behavior will encounter disciplinary action.

Please see discipline chart on page 15-16.

PLAGIARISM

Plagiarism is defined as stealing or using someone else’s words or ideas (published or unpublished) as their own without giving credit to the other person. Plagiarism includes, but is not limited to copying from a textbook, reference book, critical sources, Internet sites, or other students. Please consult your instructor before turning in an assignment if you have doubts to whether or not you are violating the policy.

**Plagiarism carries a consequence of a zero credit on the assignment.

VANDALISM

Vandalism is damage, defacement, or destruction to school or personal property. In minor incidents, students will be asked to correct the damage. In more serious cases, students will be expected to pay for their acts and local law enforcement may be notified. Students are also subject to an in-school or out-of-school suspension depending on the severity of the incident.

DETENTIONS

For disciplinary reasons detentions might be assigned. These detentions must be served on the day they were assigned, unless other arrangements are made. Transportation will not be provided. If a student is involved in an activity after school, the detention will be served prior to attending the activity.

SUSPENSIONS

(See Student Discipline Code No. 503.1)

Pupils may be suspended from school by the principal for the following reasons:

1. For willful or gross misconduct, profanity.
2. For repeatedly or intentionally defying the valid authority of supervisors, teachers, or administrators. Students who believe they have or are being treated unfairly, must utilize the complaints procedure. Students are to maintain a courteous and respectful manner. Failure to do so will result in disciplinary action. If instructed to report to the office, students must do so immediately or they may receive an immediate suspension.
3. For causing substantial interference with the classroom instruction or any part of the educational process.
4. For immorality, for writing or using profane and obscene language in or around the school, or at a school sponsored event.
5. For the use of or possession of liquor, tobacco, narcotics, illegal drugs in the school building, on school grounds, or at school sponsored activities.
6. For causing damage to school property or private property, or for stealing or attempting to steal school or private property.
7. For intentionally causing or attempting to cause physical injury to another person, except in self - defense. Fighting may result in referral to the police.
8. For truancy from the classroom or study hall.

Students who are suspended for one day or more, including in-school suspensions, will not be eligible for participation or attendance at school functions during the calendar day of the suspension.

IN-SCHOOL SUSPENSION

In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. Students will receive credit for work completed. If they do not have school work to do, other work may be assigned. Any student sent to the office for misbehavior may receive an in-school suspension, at the principal's discretion, in lieu of other disciplinary action. Parents will be notified of each offense and the consequences for further disciplinary problems.

OUT OF SCHOOL SUSPENSION

Out-of-school suspension is the removal of a student from the school environment for periods of ten days or less. Credit will be given for the work missed provided appropriate arrangements are made by the student with the principal to turn in the assigned work. Arrangements will have to include obtaining assignments and returning the work the day the assignments are due. Suspensions shall be preceded by an informal conference with the principal. At this meeting, the student will be informed of the reason for the disciplinary action and shall be given the opportunity to respond to allegations. Within twenty-four hours of the beginning of a suspension, the principal shall mail a notice to the parents or guardians of the suspended student stating the reasons for the suspension. On or before the day such notice is postmarked, the principal shall make a reasonable effort to contact the parents or guardians of the student by phone or communicate directly the information contained in the written notice. The parents or guardians of the student shall be given an opportunity to communicate directly with the school personnel involved. A student may not be suspended from school by the principal for more than ten school days unless the principal commences the notice and hearing procedure provided under the expulsion from school. If this occurs, at the superintendent's discretion, the length of the out-of-school suspension may be increased pending the expulsion hearing.

SATURDAY SCHOOL

Saturday School: Saturday schools are issued when a student receives their fourth detention/bus referral within a nine-week grading period.

Saturday School Guidelines:

1. Students are to report to Saturday school at 7:00 AM and enter the school's main entrance. After entering the building students will report to the MS office. Students will be dismissed at 11:00 AM.
2. Students are required to report with enough schoolwork to keep them busy for the entire time period. If a student reports with nothing to do, they will be assigned work by the supervising instructor. Students will conduct themselves in a respectful manner, work quietly, follow the requests of the supervising instructor, and not cause any disturbances. Failure to do so may lead to dismissal from Saturday School.

Students who are late and denied entrance, skip Saturday School or are dismissed from Saturday School for disciplinary reasons will leave the building immediately and not receive credit for attendance. Student will receive one day of in-school suspension upon their return to school AND will be required to serve their Saturday School the following week.

A student that receives an in-school or out-of-school suspension will not be eligible for competition or able to attend practice the day or for the duration of the suspension.

Students receiving Saturday School will not be eligible for competition or practice on that Saturday. If student does not receive credit for Saturday School attendance, student will be ineligible the following week and Saturday until Saturday School time is served.

EXPULSION

The principal or superintendent may recommend expulsion, which shall be defined as exclusion from regular classroom instruction for any period exceeding ten school days, if the student's behavior is in such a manner that his/her removal is necessary to protect the physical safety of others, to prevent substantial interference with the rights of others to pursue an education, or to maintain the educational environment. (Expulsion may be recommended after the first offense if it is severe enough.)

If the principal or superintendent recommends expulsion, he shall mail, within twenty-four hours of the alleged acts upon which the recommendation is based or within twenty-four hours of when he makes the decision to recommend expulsion, a notice to the student and to his/her parents or guardians. Such notice shall contain:

- (a) A statement indicating expulsion is being recommended.
- (b) A description of the school regulations allegedly violated by the student.
- (c) A list of witnesses against the student.
- (d) The time and place of a hearing to be held, no sooner than five school days from the date notice is postmarked unless an earlier hearing date is requested by the student.
- (e) Specific references to the student's right to have a hearing, to have an attorney represent him/her at the hearing, to present witnesses, to cross-examine adverse witnesses, to have a verbatim transcript or tape recording of the hearing.

The opportunity will be granted prior to the hearing, for the student or his representative to examine copies of documents to be used as evidence. The hearing will be conducted before a hearing panel composed of the Southwest Valley Board of Education. All witnesses shall appear in person at the hearing. If the student, the student's parent, guardian, or representative do not request postponement for cause, are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them. In such an event, the record will show a factual determination by the board that sufficient and proper notice was given the parties and no postponement was requested. The Board may reconsider, and by majority vote of those present, grant readmission to a student suspended by the Board action at any time and upon any condition it may determine.

PHILOSOPHY

Discipline begins in the home, but when a young person starts school, discipline becomes a cooperative venture involving school personnel, parents, and the student themselves. The Southwest Valley Community School District would like parents and guardians to work with the school to help their children become mature adults who demonstrate strong character and self-control. At the secondary level it is expected that our students are sufficiently mature to recognize the need for a safe and orderly environment that allows each student the right to an education without disruptions. It is the responsibility of each of us; the parents, students, administration, staff, and Board of Education to protect this right.

In the discipline process, the dignity of each student must be protected with proper regard as to the student's race, color, creed, intelligence, and physical ability. Every student deserves the right to be treated with respect. Students must realize it is their responsibility to treat other students and staff with respect. Mutual respect between all members of a school is the foundation on which great schools are built.

*****Rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district. In addition, rules are in effect while students are on school-owned or chartered vehicles, attending or engaged in school activities, and while away from school**

grounds if the misconduct directly affects the good conduct policy, efficient management and welfare of the school district or involves students or staff.

As a student at Southwest Valley your first responsibility is to decide how you should conduct yourself while you are at school or school functions. Your second responsibility is to be prepared to accept the consequences of your actions. The following discipline chart will be used to handle cases of inappropriate behavior. The administration retains the right to issue penalties for acts of discipline not specified herein.

Discipline Chart

***Steps may be skipped depending on the severity of the violation. The administration has the right to impose any consequence if an incident occurs that is not covered in the chart. Transportation will not be provided to students who are serving detentions.

Violation	Step	Consequence
<i>Hat, food/drink, public display of affection, hallway without a pass</i>	Step 1	Warning
	Step 2 - 10	Detention
	Beyond Step 10	ISS
	-----	-----
<i>Clothing</i>	Step 1	Warning & Clothing must be corrected
	Step 2	15 minute Detention & Clothing must be corrected
	Step 3	30 minute Detention and clothing must be corrected
	Step 4	ISS (1 Day)
	Step 5	ISS/OSS (2 Days)
	Step 6	ISS/OSS (5 Days)
	Step 7	Go before Board of Education for possible expulsion hearing
	-----	-----
<i>Electronic Devices - (Cell Phones, Ipods, Ipads, laptops, etc.) - non-educational usage</i>	Step 1	Warning & item is confiscated until school day is over.
	Step 2	Item is confiscated until school day is over. Parent contacted.
	Step 3	Detention and item is confiscated until 30-minute detention is served.
	Step 4	Item is confiscated, $\frac{1}{2}$ day ISS, item returned at end of day
	Step 5 and on	One day of ISS/OSS
	-----	-----
<i>Profanity</i>	Step 1	Warning
	Step 2	30 minute Detention
	Step 3	One day of ISS
	Step 4	ISS/OSS (2 days)
	Step 5	ISS/OSS (5 days)
	Step 6	OSS (10 days)
	Step 7	Must go before School Board for possible expulsion hearing.
	-----	-----
<i>Insubordination - Disrespect</i>	Step 1	Send to office for one day of ISS
	Step 2	ISS/OSS (2 days)
	Step 3	ISS/OSS (5 days)
	Step 4	OSS (10 days)
	Step 5	Must go before School Board for possible expulsion hearing.
	-----	-----
<i>Dismissed from class</i>	Step 1	30 minute Detention
	Step 2	One day of ISS
	Step 3	ISS/OSS (2 days)
	Step 4	ISS/OSS (5 days)
	Step 5	OSS (10 days)
	Step 6	Must go before Board of Education for possible expulsion hearing.
	-----	-----
<i>"Skipping" Class, Lying, Truancy, Theft, Unexcused Absences</i>	Step 1	One day of ISS
	Step 2	ISS/OSS (2 days)
	Step 3	ISS/OSS (5 days)
	Step 4	OSS (10 days)
	Step 5	Must go before the Board of Education for possible expulsion hearing.

Violation	Step	Consequence
<i>Going to car without permission. Lunch violations.</i>	Step 1	Warning
	Step 2-5	Detention
	Beyond Step 5	ISS
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<i>Tobacco, Alcohol, Drugs, E-cigarettes on school premises</i>	Step 1	Referred to local law enforcement. Five days of OSS. Also, students violating this rule will be required to set up an appointment with our school counselor for possible interventions.
	Step 2	Referred to local law enforcement. Ten days of OSS and must go before the Board of Education for possible expulsion hearing.
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<i>Fireworks, Incendiary Device, Tampering for Fire Safety Equipment, Chemical Devices</i>	Step 1	Three days of OSS and local enforcement will possibly be notified.
	Step 2	OSS (5 days)
	Step 3	OSS (10 days)
	Step 4	Must go before the Board of Education for possible expulsion hearing.
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<i>Fighting – Violence</i>	Step 1	Possibly referred to local law enforcement. One-day ISS/OSS. (May vary depending on severity.)
	Step 2	Possibly referred to local law enforcement. Three-day ISS/OSS.
	Step 3	Referred to local law enforcement. Five-day OSS.
	Step 4	Must go before the Board of Education for possible expulsion hearing.
	-----	-----
<i>Bullying, Harassment, Threat</i>	Step 1	Upon proof of the accusation, a student will receive three days of OSS.
	Step 2	OSS (5 days)
	Step 3	OSS (10 days)
	Step 4	Must go before the Board of Education for possible expulsion hearing.
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<i>Weapon or Weapon Look-alike on school premises; bomb threats</i>	Step 1	Referred to local law enforcement. Five-day OSS.
	Step 2	Referred to local law enforcement. Ten-day OSS.
	Step 3	Must go before the Board of Education for possible expulsion hearing.
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<i>Tardy (unexcused)</i>	1 st Tardy	Warning
	2 nd -4 th Tardy	Teacher discretion.
	5 or more	Student must make up 10 minutes per tardy @ RAVE
	After 9 th Tardy	One day of ISS
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<i>Excessive Detentions & Bus Referrals</i>	Step 1	Every 4 detentions/bus referrals – 1 day Saturday school
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<i>Skip Saturday School</i>	Step 1	1 day ISS & Saturday school
	Step 2	2 days ISS & Saturday school
	Step 3	5 days OSS & Saturday school
	Step 4	10 days OSS & Saturday school
	Step 5	Must go before Board of Education for possible expulsion hearing
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<i>Property Damage</i>	Step 1	One day ISS/OSS, student will be required to pay for damage, possibly referred to law enforcement
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<i>Bus Violations</i>	Step 1	Warning
	Step 2	Removal from bus for five school days.
	Step 3	Removal from bus for thirty calendar days.

	Step 4	Removal from bus for remainder of the school year.
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***Steps may be skipped depending on the severity of the violation. The administration has the right to impose any consequence if an incident occurs that is not covered in the chart.

EXTRA CURRICULAR ACTIVITIES

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

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

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs , all honorary and elected offices (e.g., Homecoming King/Queen/court, Prom King/Queen Prince/Princess or servers, class officer, student government officer or representative), state contests and performances for cheerleading and dance team, drill team, Destination Imagination, or any other activity where the student represents the school outside the classroom. Participation may be allowed if the administration deems the activity is an appropriate requirement for an academic class. The "activities" which qualify for this consideration will be requested by the teacher at the beginning of each school year with the administration providing a decision in writing to the teacher.

STUDENT ELIGIBILITY FOR ACTIVITIES IS DIVIDED INTO THREE CATEGORIES

- 1. Residency, open enrollment and transfers** – The student must be in a household that meets the residency standards set forth by the Iowa High School Girls Athletic Union, the Iowa High School Athletic Association. (Specific information available from state associations)
 - 2. Academics** – Students must meet state and local guidelines for academic performance to be allowed to participate in activities. (Specific information to follow)
 - 3. Good Conduct** – To represent Southwest Valley Schools, students must be in good standing with respect to the Good Conduct Policy of the Southwest Valley Community Schools (Specific information to follow)
- 1. – Residency, open enrollment and transfers** – The athletic director will confirm students residency, open enrollment and transfer eligibility before each new or returning student is allowed to compete for Southwest Valley Community Schools. Registration information and state associations will be used to determine status.

2. - Academic Eligibility

The Southwest Valley School will have a minimum standard of "no F's" during the preceding grading period. The SWV Middle School checks eligibility every Wednesday. If a student has a failing grade, they are ineligible for one week. If a class is using standard-referenced grading and the student's average for any one class falls below 1.49, the student will be ineligible for one week. The grading period for the last quarter will determine eligibility over the summer, if a student participates in summer events, the ineligibility penalty is 30 calendar days from the date report cards are released. Students will begin the year academically eligible based on grades if they fail quarter grades, but pass semesters. Iowa state academic standards differ from local, in that they are based only on semester grades only, state periods of ineligibility are for 30 calendar days, and do not allow eligibility to start over after the summer. To be eligible for an activity, students participating must also meet the following minimum requirements:

1. be enrolled or dual-enrolled in school;
2. have earned passing grades in at least four full-time classes the previous semester;
3. be earning passing grades in at least four full-time classes in the current semester;
4. for students in athletics, music, or speech activities, be under 20 years of age;
5. for students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
6. for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
7. have met all transfer requirements with respect to academics, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship, if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plans.

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

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FHA, National Honor Society, all co-curricular clubs (e.g., Y Teens), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and dance team, drill team, mock trial, Destination Imagination, or any other activity where the student represents the school outside the classroom. Participation may be allowed if the administration deems the activity is an appropriate requirement for an academic class. The "activities" which qualify for this consideration will be requested by the teacher at the beginning of each school year with the administration providing a decision in writing to the teacher.

To retain eligibility for participation in Southwest Valley Middle School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who

represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. Student consequences will be cumulative for middle school, and then start at the first level consequence when they enter high school. The reduction in penalty options will also start at the first level when the student enters high school. Student athletes will be held accountable to these consequences as well as the penalty defined in the athletic section.

GOOD CONDUCT VIOLATIONS

Violations of the Good Conduct Policy include but are not limited to the following prohibited conduct or actions.

Students shall not:

- Sell, manufacture, or distribute illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia.
- Possess, use or threaten to use any instrument that is generally considered a weapon, or an imitation weapon or explosive.
- Possess, use, or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia.
- Possess, use, sell, transfer, or be under the influence of another person's prescription drugs.
- Possess, use, or be under the influence of alcohol, regardless of age.
- Attend a function or party where illegal drugs are being used or where minors are illegally using alcohol.
- Use, possess, and/or transmit tobacco, e-cigarettes, or imitation substances, regardless of age.
- Damage, destroy, vandalize or steal school property and/or personal property of employees.
- Participate in any conduct, which, in Iowa, is illegal. Simple traffic violations are exempt.
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others.

A student charged with violating the Good Conduct Policy shall be offered his/her due process. In school systems, due process is the student's right to hear the charges brought against him/her and present his/her side of the story. A committee composed of the guidance counselor, the athletic director, and the president of the student council will administer due process at SWV.

If a student is found to be in violation of the Good Conduct Policy, the following penalties will be assessed:

- **First Offense:** A first offense carries a suspension from all extra-curricular activities for 35 calendar days. The suspension will begin the day following the committee's decision (If a student elects due process) or the day a student personally admits his/her guilt to the principal. If a student fails to contact the principal and law enforcement notifies the school of

the violation, the penalty will start on the day after the notification. On a student's first offense, there can be a reduction of the penalty if the student agrees to participate in an awareness program tied directly to the violation. The suspension will be reduced to 17 calendar days.

- **Second Offense and each subsequent violation:** The penalty continues to double for each violation. A second offense carries a 70-calendar day suspension, a third carries a 140-calendar day suspension and so on.
- If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
- **Letters and Awards:** Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

****Good Conduct violations are carried over from year to year, so if you violate the policy as a 7th grader and then as a 8th grader, your 8th grade violation would be doubled.**

**Any student who violates the good conduct rule will lose the privilege of honorary or elected offices for the duration of the current school year.

HONESTY CLAUSE/ TIMELY ADMISSION

We want to encourage students to be honest with the school regarding violations of the Good Conduct Policy. Students, who make a "timely admission" to school administration regarding a violation of the GCP, will be given the opportunity to take a one-performance/contest suspension reduction in all activities to which the suspension applies. "Timely Admission" means: The student notifies a school administrator, their sports or activities coach or sponsor on the next day of attendance following the violation. If the violation occurs during the summer break, the student has (7) days to make a "timely admission" to a school administrator or their sports or activities coach or sponsor. This "timely admission" option is available only once and only with a first violation.

GOOD CONDUCT RULE REGULATION

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal and athletic director shall keep records of violations of the good conduct rule. It shall be the responsibility of the superintendent to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

THE "MERE PRESENCE" PROVISION OF THE GOOD CONDUCT RULE

The Southwest Valley School has adopted a "mere presence rule" based on the philosophy recommended by School Administrators of Iowa.

A student's "mere presence" at a function or party where alcohol or other drugs are being consumed illegally by minors is also a violation. SAI, and apparently now the State Board of Education, believe the language from Bunger is legally "dated". We believe there are additional, valid, educational reasons for such a rule. For example: It's well worth noting that there are two factors the State Board expects to see applied or in a school district's "mere presence" rule: (1) there must be some evidence of knowledge that the student knew the drugs/alcohol were present and being used illegally, and (2) the student must have failed to leave (after discovery of the drugs/alcohol-illegal activity) within a reasonable time, assuming the student had an opportunity to leave. SAI's suggested rule would be more explicit (so that a student who accepted a ride from a neighbor who had groceries, including beer, in the car would not be in violation). The student would have to be participating (drinking or using drugs), or in a vehicle or in attendance at a social function or party where alcohol or other drugs are being consumed illegally by minors, know about it, and refuse or fail to leave despite having an opportunity to do so. This would likely eliminate the circumstances where a minor drinks wine at the family holiday dinner or takes a drink of champagne at a relative's wedding, assuming the student's parent/guardian was also in attendance, because parents can legally provide alcohol to their minor children. It would only cover circumstances that should be covered -- where illegal activity is occurring.

Remember: Just because a parent may condone a child's drinking, smoking, or other illegal activity at the time or later] doesn't mean the school cannot proceed to apply the Good Conduct Rule. A State Board decision upheld a district's decision to impose a Good Conduct Rule penalty in a situation where the student was drinking beer earlier in the evening with his mother and then joined friends driving around and drinking, allegedly with his mother's knowledge and consent. In re: Jesse Bachman, 13 D.o.E. App. Dec. 363 (1996). The Southwest Valley School district does not condone the "glass of wine at a family holiday dinner" and "sip of champagne at the wedding" situations. However, when in the context of brief celebration under the supervision of parents will be tolerated. However, any scenario where a parent is supplying the child with beer, alcohol, or drugs outside the context of any brief celebratory moment will be considered a violation of the good conduct rule.

Students and their parents need to realize that if a student finds him- or herself in a situation where alcohol or other drugs are being consumed illegally by minors, the student's options are

1. Leave immediately. An intention to leave is not a defense. Nor is being the "designated driver."
2. Apply "reverse" peer pressure to convince the persons responsible for bringing the contraband substances to leave the party and take the drugs/alcohol with them.
3. Otherwise get rid of the offending substances. (Flush or pour, but do not consume!)
4. Stay and risk loss of eligibility for extracurricular activities.

While it is wise to anticipate and discuss "hypothetical" situations prior to adoption of any rule, including the "mere presence" rule, not all scenarios can be anticipated. The administrative committee will address each incident, to determine a student's utilization of options listed above. For example, if a student without transportation calls home or calls someone else for a ride and waits outside the party, that should probably be interpreted as "leaving". If there are extreme weather conditions, a student should not be expected to endanger their health by waiting outside. Administrators will use "common sense" when determining good faith effort to avoid involvement with mere presence.

TRANSFERS - If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible.

OFFICES - Any student who violates the good conduct rule will lose the privilege of honorary or elected offices for the duration of the current school year.

RETURN AFTER ONE YEAR - Students who desire the opportunity to return to Southwest Valley activities after serving the 3rd penalty (one year loss of eligibility) must submit a written request to the principal. The principal will appoint a committee to hear the student request. The committee shall consist of the principal, athletic or activity director, and a coach or director in the area in which the student wishes to participate. The committee will determine if the student will be allowed to participate. If the student desires to appeal the committee decision, the student may use the appeals procedure identified at the end of the policy.

PENALTY APPLICATION

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for an activity.
2. If the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
3. At the coach/director's discretion, an ineligible student may attend all practices or rehearsals but may neither "suit up" nor perform/participate, nor travel with the group.
4. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

REDUCTIONS IN PENALTY

1. Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced by one game.
2. A student who violates the "mere presence" provision of this policy (see ADDENDUM B) shall serve no more than one-half of the established penalty for the first, second, or third/subsequent violation.

SCOPE AND EXEMPTIONS OF PENALTY

Violations Occurring During Ineligibility: If a student is ineligible at the time of a violation of the Good Conduct Rule; the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

Academic Consequences: There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Letters and Awards: Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

APPEALS

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied; he or she may seek further review by the school board by filing a written appeal with the superintendent at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

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

MISC ITEMS

DISTRICT BUS POLICY

The safety of every child on our buses is of great concern to all of us. Every precaution will be taken by the school to insure that the children arrive at their destination safely, but this takes the cooperation of all parents. The safety of everyone is the sole purpose in setting up the following regulations governing the behavior of all students. These are not difficult to obey nor are they unreasonable, and if every student does his/her part, the trips to and from school can be a lot of fun. The school district may utilize cameras to monitor bus behavior.

Rules for students who wish to ride on the school bus:

1. Students are under the authority of the bus driver and must obey him/her. Drivers will consult with administration regarding behavior concerns.
2. Students shall be at the designated loading point **before** the bus arrival time.
3. Parents will notify the bus driver in advance if he/she will not be riding.
4. Food and drinks are not allowed on the bus without prior approval of the driver.
5. Respectful communication will be used between all riders and drivers.
6. Students must ride their regular bus unless permission has been obtained from parents or school authorities.
7. The emergency exit is for emergency use only. Emergency evacuation drills will be practiced at various times so students know how to exit in case of an emergency.
8. Students who must cross the road to board or depart from the bus shall pass in front of the bus, no closer than 10 feet, look in both directions, and proceed with crossing only after being signaled by the driver. Students should NEVER walk behind the bus.
9. Seats may be assigned by the driver.
10. Smoking is not permitted in school vehicles.
11. Riders are to remain in a normal seated position, facing forward. Items should be kept out of the aisles.
12. Permission to open windows must be obtained from the driver. Throwing things, yelling out the windows, extending your head or arms out the window, etc. will absolutely not be allowed.
13. Nothing should be torn up or thrown on the floor.
14. Conversations are to be kept reasonably quiet to avoid distractions for the driver.

15. Anyone damaging the bus will be expected to pay for the necessary repairs.
16. When activity or PEP buses are provided to school functions, students will be expected to ride both to and from the activity unless prior approval is obtained from the principal or given signed parental consent to coach or sponsor after the activity.

Violations of the rules will result in the following consequences:

- **1st Offense:** The driver will fill a bus conduct report with the principal. Parents will be sent a copy of this report.
- **2nd Offense:** The privilege of riding the bus to and from school will be taken from the offender for a period of one week (5 days). Parents, student, transportation director, and driver (if needed) will meet and discuss the violation of rules. This may be a conference call with the parent while the others are in the principal's office.
- **3rd Offense:** The privilege of riding the buses to and from school will be taken from the offender for 1 month (30 calendar days). Parents, student, transportation director, and driver (if needed) will meet and discuss the violation of rules.
- **4th Offense:** The privilege of riding the buses to and from school will be taken from the offender for the remainder of the school year. Parents, student, transportation director, and driver (if needed) will meet and discuss the violation of rules.

Administration reserves the right to escalate through the consequences for behaviors deemed excessive or threatening. For extreme concerns, the student may be recommended for suspension or expulsion.

Any student or parent who has a problem or a question should feel free to contact the driver, Director of Transportation, Building principal, or the Superintendent of Schools. We will try to do everything possible to make this year's transportation on school buses as safe as possible.

COMPUTER ROOM

1. Classes accompanied by their teacher will have first priority for computer use.
2. No more than two students per computer at a time unless directed to do so by a teacher.
3. The computer is for educational use only.
4. Anyone not complying with the computer room rules or who abuses the computers will not be allowed to use the computers.
5. Students may use a teacher's computer only if they first obtain permission from the teacher. Students must have appropriate permission prior to using any computer.
6. Students may check out laptops from the cart in the computer lab. A student must have a pass from a teacher to check a laptop out. Please sign out the laptop. All laptops must be returned to the cart at the end of the period.

DRIVING PERMITS

Driving permits are available once a student has passed a driver's education course. The Department of Transportation has made it perfectly clear that before a student can apply for a driving permit, the student must live at least one mile from the school and completed the driver's education course. In extreme cases where a hardship is involved, the superintendent of schools may make exceptions to the one mile restriction. The route must be from the student's home to the school using the shortest possible route.

EMERGENCY PROCEDURES

FIRE DRILLS: Students should always follow teacher instructions and respond both quickly and orderly. The routes listed are primary routes. In the event of an actual fire, students may be directed to use a secondary route to avoid potential hazard. Students are to remain as a group and congregate across the street when exiting the building. The exit warning will be via the fire alarm system or from the office.

Rooms 203, 204, 206, 207, 208, 209 (Middle school wing) will exit the northeast doors.

Rooms 202, 213, 214, 215, and the cafeteria will exit the northwest doors.

Rooms 134, 135, 136, 137, 139, 141, 142, 143, 219 will exit the southwest doors.

Rooms 129, 130, 131, cafeteria, 228, and the office complex will exit the main south doors.

The teachers' work room, music room, gym, and all PE locker rooms will exit the east doors.

The industrial technology and agriculture shops will exit west into the service entry.

The industrial technology classroom will exit the north door.

SEVERE WEATHER DRILLS: Students should always follow teacher instructions and respond both quickly and quietly. Students will always follow the most direct, interior route to the boys' locker room area under the stage. Students are not to go through the gym as part of the route. Students will file into and fill the locker areas and must remain reasonably quiet and orderly until an all clear is announced. Warnings will be announced via intercom or office personnel.

OTHER EMERGENCIES: For any incident, which may require the emergency evacuation of the building other than fire or severe weather, teachers will notify students of what procedure to follow. If this happens, students must do exactly as directed by school personnel. Students will not be allowed to use phones or make other contacts unless the administration has cleared such use. Students will not be released during such an emergency unless the parent or guardian is present.

ALICE: Alert, Lockdown, Inform, Counter, Evacuate

LIBRARY RULES

1. All library materials leaving the library must be checked out. The librarian will explain which materials and the length of time each may be checked out.
2. Materials used for research papers is due the day the report is due. Fines start the following day.
3. Fines are five cents per day per item overdue. There will be a fine of \$1 for the removal of items from the library without checking the item out. Fines unpaid at the end of the quarter may be doubled.
4. Students will be required to pay for lost or damaged items.
5. Students who destroy, mutilate, or steal library items may lose all library privileges.
6. Supplies will not be "loaned" or furnished by the library.
7. Due to limited space, the library is to be used for library related work and must be quiet.

LOCKERS

Lockers are provided for student outerwear, books, and other materials. Locker numbers are assigned to students at registration. A padlock may be issued for a fee and the lock must be returned at the end of the school year. Students who use personal locks must provide the office with the combination or a key. The padlocks, which are available, are good insurance for the proper care of both your locker and contents. If the lock is lost or damaged, a fee will be charged.

The lockers are school property. Students are responsible for the condition of the locker and schoolbooks. No exterior marks or displays are allowed unless prior approval has been obtained from the principal. To assure the safety and rights of students as well as maintain the school property, the lockers may subject to a check at any time the administration feels the need to do so. Anything found which may be determined to be detrimental to the well being of the student body (i.e. firearms, knives, drugs, alcohol, water guns, fireworks, etc.) may result in disciplinary actions. The interior of the lockers must be kept free of items that are identified with or promote the use drugs, alcohol, or other illegal/discriminatory/offensive activities. All coats, hats/caps, bandanas, etc. are to left in the lockers during the school day. All bags and backpacks are to be left in the lockers.

LUNCH PERIOD

MIDDLE SCHOOL students are expected to eat at school unless their parent or another school approved adult checks the student out at the office. Students will remain in designated areas as a group following the lunch break. All food and drink should be kept in the lunch area. Failure to keep the area clean may result in the loss of ala carte and vending machine items as well as privileges to use the area.

Lunch money may be deposited in your lunch account before school or online. Students electing to eat school lunch will be allowed to charge up to ten days. If, at any time, your account is extended beyond this amount, you will not be able to eat school lunch until the account is taken care of. Students, who eat school lunch and are overextended on their accounts, will be offered a peanut butter or cheese sandwich and a carton of milk.

While waiting in line to eat school lunch, please refrain from causing disturbances such as pushing, shoving, loud talking, cutting in line, etc. Violations of these rules will result in lunch detention. The amount of time will be at the discretion of the principal.

MOTOR VEHICLES

Students who drive to school are to park their cars prior to the first period and not to operate them until they are dismissed from school for the day. Never park on the grass or illegally park near intersections, crosswalks, alleys, etc. There is to be no parking in the east parking area or in the north service entry area.

OPEN NIGHT

Southwest Valley Community Schools will make a good faith effort to avoid all activities on Wednesday nights after 6 p.m. State scheduled events will be honored. Activities that last past 6 p.m. must have principal approval. The only exception is when a state sanctioned event is scheduled and SWV is scheduled to participate.

RAVE (Raising Achievement , Verifying Excellence)

RAVE is an afterschool tutoring/study hall session where students can get extra assistance on homework, study with groups, finish homework before leaving for home, etc. RAVE meets two days a week after school, 3:30-5:00 pm. All students are invited to take advantage of this opportunity. Transportation may not always be available.

SCHOOL DANCES

1. The dances will be open only to Southwest Valley middle school students and specific non-student dates as signed in with the principal. Exceptions may be made by the sponsor or principal at the dance. The student hosting a non-school date will be responsible for the behavior and any consequences for that person's misbehavior. All non-SVV student dates will need to turn in a dance permission form. (Please see the office for form)
2. School rules apply to all participants.
3. Students are not allowed to leave and return to the dance. A check out list will be utilized for all to sign as they enter and leave. Participants must arrive within one hour of the start of the dance unless prior arrangements are completed through the principal.
4. Sponsors will have final say so in regard to lighting and the decibel level of the music.
5. Students will be dressed in accordance to school dress code. They may be asked to remove coats and hats.
6. A sponsor will be at present at all times.
7. At the sponsor's discretion, parents or guardians may be called if deemed necessary. Local authorities may be contacted as well.
9. All middle school dances will be completed prior to 10:00 PM unless special arrangements are made with the principal in advance.
10. The homecoming dance dress code will be determined by the student council, subject to administrative approval.

STUDENTS IN THE BUILDING

Students who participate in the school breakfast program may enter the building at 8:00. No other student is to be in the building prior to 8:10 AM or after 3:40 (or when the buses leave) unless they are under the direct supervision of a school employee. Students who are in the building at unauthorized times may be subject to detention. For repeated incidents or incidents considered flagrant, students may be suspended. Per school board policy, students are not allowed to remain at school for work or practice if school is dismissed due to potentially hazardous road conditions.

STUDY HALL RULES

Study halls are intended to be used by students for studying, completing assignments, reading, or using appropriate materials and therefore are expected to be quiet and orderly. Any activity that might interfere with another student's right to study must be avoided. This includes any activity the supervisor considers distracting and having a negative effect on the educational atmosphere.

1. Students will be seated and quiet by the designated time.
2. Each student will have an assigned seat.
3. Students are not allowed to sign out of study hall during the first 15 minutes or last 10 minutes unless they have a pass.

4. Students who wish to conference with a teacher need to have their pass in advance.
5. To talk to other students, the student must first receive the permission of the supervisor. Permission will be at the discretion of the supervisor and may be limited in time.
6. Study hall students not in the media center will require a pass to the library.
7. Students who abuse pass privileges will lose study hall privileges and may have to serve detention.
8. Students who must leave the room for the restroom will always use the nearest facility.
9. Students who are "ineligible" may lose study hall privileges.
10. Absolutely no cell phone use during study hall.
11. You must have a pass to check out a computer from the computer cart. The computer must be returned at the end of the study hall period.

TELEPHONES

The telephones are for business only. Students should not expect to use the phone except in case of emergency. Please obtain permission prior to using a phone.

ADMINISTRATIVE NOTICES

MULTICULTURAL/GENDER FAIR EDUCATION (BOARD POLICY 603.4)

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination, regardless of their race, religion, socioeconomic status, color, creed, sex, marital status, national origin, sexual orientation, gender identity, ability or disability.

The educational program is free of discrimination and provides equal opportunity for the students. The educational program will 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. Special emphasis is placed on Asian-Americans, Hispanic- Americans and persons with disabilities. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the compliance officer by writing to: Chris Fenster, Title IX, Title VI, and section 504 50864-1189; or by telephoning him at 712-826-2552; or by writing to the Director of the Region VII Office and Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedure for filing a Grievance are available in the central administrative office and the administrative office of each attendance center.

PERMANENT STUDENT RECORDS

A student's parents may access the student's educational records. Other than parents, only authorized certified personnel, the student, authorized government officials from the US Comptroller General, the Secretary of Health, Education, and Welfare, the Commissioner and Director of the National Institute of Education, the Assistant Secretary for Education and State Education Department, and appropriate authorities in a health or safety emergency may access the student's educational records without the approval or the notification of the student's parents. Records of a student who has reached the age of

maturity or who is attending a post-secondary educational institution may be accessed by the student's parents or others only with the student's permission.

Information from students; educational records, designated as directory information by the school district in compliance with board policy, "Student Directory Information", may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent.

Permanent records maintained by the district may include any of the following information: student's name, address, telephone number, gender, marital status of student, birthdate and birthplace, names of parents/guardians, previous schools attended, dates enrolled, name and location of district schools attended, date of graduation, transcripts, course summaries, number of students in class and class rank, grade point average, attendance, standardized achievement test scores, standardized IQ scores, extra-curricular activities, awards and honors, evaluations by professional staff, photograph, follow-up information after high school, and logs of records requested or disclosed.

HOMELESS STUDENTS

According to Board Policy 501.16, the Southwest Valley Community School District Board of Directors will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices.

Chapter 33 of Iowa Administrative Code defines "homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

- A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.
- A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
- A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

Inquiries regarding identification of homeless children or youth shall be directed to the district liaison for homeless children and youth: Chris Fenster, by telephoning him at 712-826-2552; or contacting the central administrative office or the administrative office of each attendance center.

SCHOOL CLOSINGS

EMERGENCY SCHOOL ANNOUNCEMENTS/WEATHER

The Southwest Valley Community School District contracts with Infinite Campus Messenger to provide secure notifications of weather/urgent cancellations and postponements via email or text messages to a cell phone.

At times weather conditions are severe enough to cause school to be dismissed. Please listen to one of the following radio stations or sign up for SNOWCAP for this information:

KMA 960 AM
KOAK 1080 AM

KKBZ 99.3 FM
KCSI 95.3 FM

KSOM 96.5 FM
TV Channels 3, 5, 6 & 8

School will be in session unless closing information is given on the radio. Please do not call the school, superintendent, or principal to learn weather related school announcements. Whenever possible, information will be shared with radio stations by 7:00 a.m. If weather becomes bad during the day, parents are asked to listen for radio announcements if school is being dismissed. The time will always be given.

CLASS AND ORGANIZATION PURCHASES

The purchasing of items for classes or clubs may be accomplished by securing a purchase order from the principal's office by the sponsor or with the sponsor's permission. The purchase order must be obtained first, not after the purchase. Failure to have a purchase order may result in the item be returned or the class/organization having to pay a "fine".

SEARCH AND SEIZURE

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on school premises. Items of contraband may include but is not limited to non-prescription controlled substances, such as cocaine, marijuana, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on school premises.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

VISITORS

Students must get permission from the principals' office before bringing a visitor to school. Visitors of school age will be issued visitor passes from the principal on an individual basis, depending on the purpose of the visit. The host student will be responsible the guest's actions and guests will be expected to follow all school rules. Parents are welcome and encouraged to visit classes.

MEDICATION

ADMINISTRATION OF MEDICATION

In Iowa, only a licensed physician is qualified to make a diagnosis and prescribe drugs. If there is reason to suspect a possible health problem, the child's parents should be notified with the suggestion that the child be seen by a doctor.

Absolutely no medication should be administered by school personnel or the nurse unless written permission has been granted by the student's parent and the following recommendations have been met:

Prescription/Non-Prescription Medication

- The drug must be in the original container. If the medication is prescribed, the container must be prepared and labeled by a pharmacist, clearly showing the name of the child, name of medication, time of day that it is to be given, duration it is to be given, and the name of the doctor.
- Written permission with the parent's signature.
- Under no circumstance will the drug be furnished by the school.
- All medication shall be left in charge of the nurse or school when it is to be distributed at prescribed times.
- The registered nurse may contact the student's doctor if there is any question regarding the administration of medication.
- A written record shall be maintained showing all medications administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of administration, and any reaction to the medication. A written record shall also be kept if it is determined that such medication should not be given and the reason therefore.
- All non-prescription medication will be sent home with the student at the end of the school year. Prescription medications must be picked up by a parent at the end of the school year. Prescriptions that are not picked up will be destroyed by the school nurse in the presence of a witness. The date, time, and number of pills destroyed shall be noted. The notation shall be signed by the school nurse and the witness. It will then be placed in the student's cumulative folder.

NO CHILD LEFT BEHIND NOTIFICATION

Parents/Guardians in the Southwest Valley Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and the baccalaureate/graduate certification degree. You may also request the qualifications of an instructional paraprofessional who serves your child in a Title I program.

Parent/Guardians may request this information from the Office of Superintendent by calling 712.826.2552 or by sending a letter of request to Mr. Chris Fenster, Superintendent, 406 E 3rd Street, Villisca, IA 50864.

SECTION 504

Section 504 is a federal civil rights statute enacted to ensure non-discrimination against persons with disabilities. The law states that, "No otherwise qualified individual...shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by any program or activity receiving federal financial assistance.

Many children have impairments that do not limit major life activities, however for those who do, they may be considered eligible under the definition of Section 504 if the child:

- Has a mental or physical impairment which substantially limits one or more major life activities
- Has a record of such an impairment
- Is regarded as having an impairment

Questions concerning Section 504 can be directed to the school's 504 coordinator. (HS Principal)

SCHOOL VISITORS

All school visitors must check into the office upon arrival. Any person wishing to visit a classroom must be cleared through the administrative office.

Students wishing to bring a friend/relative/visitor to SWV MS must first have it cleared with the office at least one day in advance. These visitors may eat lunch with the students. However, we discourage visitors to visit classrooms, we want to avoid any learning distractions.

TEAM RULES

In addition to the Good Conduct Policy, a coach or sponsor may also have a set of rules. Sponsors will discuss these rules at the beginning of their respective seasons. If a sponsor does not have a set policy, our Good Conduct Policy will take precedence, whether the infraction takes place on or off school grounds.

A student who is under suspension shall not compete, represent, or ride school transportation to any extra-curricular activity.

CONDUCT AT EVENTS

We encourage students and adults to be supportive of our school. However, students or adults involved in the degrading of others including officials, coaches, other fans, or players will be subject to the State of Iowa rules for attending events.

Unacceptable behaviors handed down by the state are:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.
That includes making noise to distract an athlete! PENALTY – EJECTION!
- Throwing articles onto the contest area. PENALTY – EJECTION!
- Entering the contest area in protest or celebration. PENALTY – EJECTION!
- Physical confrontation involving contest officials, coaches/directors, contestants, or spectators.
PENALTY – EJECTION!
- Spectator interference with the event. PENALTY – EJECTION!
- Jumping or stomping on the bleachers. PENALTY – WARNING/EJECTION!
- Use of artificial noisemakers, signs or banners. PENALTY – WARNING/EJECTION!

- Chants or cheers directed at opponents. PENALTY – WARNING/EJECTION

In addition to the state of Iowa rules the board of education and the administration have added the following:

- The “Tomahawk Chop” and the “Push It” chants are banned from our school.
- No singing of songs unless it is our school song!
- And furthermore, any cheer or chant that the supervising administrator deems inappropriate is unacceptable.

**While in attendance at SWV events at other schools, students are reminded that all of our school rules are in effect.