

MISSOURI VALLEY
Middle School Student Handbook
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Missouri Valley Community School

School Vision

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

District Goals

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

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

Expected Student Outcomes

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

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

Equal Educational Opportunity

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

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

Multicultural Non-Sexist Curriculum

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

EQUAL EDUCATIONAL OPPORTUNITY

Policy Title: Equal Educational Opportunity No. 102.1

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

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

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

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

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

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

Legal Reference: (Code of Iowa) 20 U.S.C. §§ 1221 et seq. (1994). 20 U.S.C. §§ 1681 et seq. (1994). 20 U.S.C. §§ 1701 et 29 U.S.C. § 794 (1988). 42 U.S.C. §§ 12101 et seq. (Supp. 1 994). 34 C.F.R. Pt. 100 (1996). 34 C.F.R. Pt. 104 (1995). Iowa Code §§ 216.9; 256.11, .11A; 280.3 (1995). 281 I.A.C. 12.

Date of Adoption: February 13, 1984

Date of Revision: November 14, 1994

Date of Revision: September 16, 1996

Date of Revision: March 8, 1999

Date of Review: November 14, 2005

Date of Revision: January 16, 2012

Date of Revision: June 15, 2015

Policy Title: Equal Opportunity Student and Parental Rights No. 102.1R1

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

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

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

High School Guidance Counselor-District Equity Coordinator, Missouri Valley Community School District
Phone (712)642-4149 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code 280.3.

Date of Adoption: September 16, 1996

Date of Review: March 8, 1999

Date of Revision: November 14, 2005

Date of Revision: December 19, 2011

Date of Revision: June 15, 2015

Policy Title: Equal Opportunity Grievance Procedure No. 102.1R2

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

Level One - Principal, Immediate Supervisor or Personnel Contact Person

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

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

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

LEVEL TWO - COMPLIANCE OFFICER

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

LEVEL THREE - SUPERINTENDENT/ADMINISTRATOR

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue. This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights, or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

LEVEL FOUR - APPEAL TO BOARD

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

The District Equity Coordinator is: Jamie Justesen

High School Guidance Counselor

District Equity Coordinator

Missouri Valley Community School District

605 E. Lincoln Hwy

Missouri Valley, Iowa 51555

Telephone (712) 642-4149

Office Hours: 8:00 A.M.-4:00 P.M. during school year

Date of Adoption: September 16, 1996

Date of Review: March 8, 1999

Date of Revision: November 14, 2005

Date of Revision: December 19, 2011

Date of Revision: June 15, 2015

*****The grievance form for complaints of discrimination or non-compliance with federal or state regulations requiring non-discrimination can be found in the appendix of this handbook or on our district website.***

Student Conduct & Behavioral Expectations

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

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

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

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

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

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

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities and property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities"

means all school activities in which students are involved whether they are school sponsored or school approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School-Based Interventionist

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

Schedule for the School Year

3:25 Schedule

8:10-9:00	1 st Period
9:04-9:54	2 nd Period
9:58-10:48	3 rd Period
10:52-11:18	Lunch
11:22-12:12	4 th Period
12:16-1:06	5 th Period
1:10-2:00	6 th Period
2:04-2:54	7 th Period
2:58-3:25	Homeroom

1:05 Schedule

8:10-8:40	1 st Period
8:44-9:14	2 nd Period
9:18-9:48	3 rd Period
9:52-10:22	4 th Period
10:26-10:56	5 th Period
11:00-11:27	Lunch
11:31-12:01	6 th Period
12:05-12:35	7 th Period
12:39-1:05	Homeroom

2:25 Schedule

8:10-8:51	1 st Period
8:55-9:36	2 nd Period
9:40-10:21	3 rd Period
10:25-11:06	4 th Period
11:10-11:37	Lunch
11:41-12:22	5 th Period
12:26-1:07	6 th Period
1:11-1:52	7 th Period
1:56-2:25	Homeroom

Attendance Policies

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

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

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

Attendance Policy for the School Year

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

- **Notification 1:** 32.5 hours (approximately 5 days)
- **Notification 2:** 52.0 hours (approximately 8 days)

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

1. A parent-student-Attendance Team meeting may be held and an attendance agreement may be created and signed by all parties. The purpose of the agreement is for the parties participating to attempt to determine the cause of the child's non-attendance and to address the child's attendance needs.
2. A doctor's note may be required as documentation of an excusable absence.
3. **If a student is absent from school 3 or more consecutive days, a doctor's note will be required or you must bring the child to school and have a school official or nurse assess them.**
 - **Notification 3:** 65.0 hours (approximately 10 days)
 - **Notification 4:** 78.0 hours (approximately 12 days)

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

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

The following reasons for absences are valid and excusable:

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

The following reasons are not excusable absences:

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

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

If a student is going to be absent for any reason besides illness or an emergency, **the absence must be pre-approved**. This can be done by contacting the office (phone call or an e-mail) or with a note. The note should detail the date, time and reason for the absence. All absences will be classified as "absent-no make-up allowed" until a proper contact is made with the office. Absences **will only be excused if it is pre-approved through the office**. Nearly all the absences that are pre-approved will be permitted if the student gives prior notice to the office; contact has been made by the parent and has all assignments completed before the date(s) of the absence.

Students may be excused from class to participate in school sponsored activities: such as field trips, music and speech activities, and athletic contests, if advance notification is given and arrangements have been made with the classroom teacher. Each student must complete a field trip form before attending a field trip. However, any time a student misses a class session regardless of the reason for being gone, they are responsible for all work missed. All work should be made up in advance if at all possible.

Students with a Modified Schedule

Students who have a modified schedule may be subject to withdrawal from the class without credit if they **exceed more than eight (8) unexcused absences per class, per semester**. The school interventionist, school

counselor, and principal will work with the student and parents after five (5) unexcused absences to develop and agree upon a written plan and Dr.'s notes may be required.

Perfect Attendance

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

Attendance Appeal Action

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

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

Tardy Procedures

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

Less than 15 Minutes Tardy:

1 st Tardy.....	Warning and unexcused tardy
2 nd Tardy.....	Administrator Conference – Phone Call Home
3 rd Tardy.....	One – 30 Minute SSB (Parent Contact)
4 th Tardy.....	One – 45 Minute SSB (Parent Contact)
5 ^{th+} Tardy.....	One – Saturday In-School (Parent Contact)

Over 15 Minutes Tardy:

1 st Tardy.....	Warning and unexcused absence
2 nd Tardy.....	One – 45 Minute SSB (Parent Contact)
3 rd Tardy.....	Two – 45 Minute SSB (Parent Contact)
4 ^{th+} Tardy.....	One Saturday In-School, an unexcused absence (Parent Contact)

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

Truancy Procedures (skipping school/class)

Truancy – Absent 1 or more periods, or any portion of a period during school, or part of a day. Inexcusable absences also come under these sanctions.

1 st Violation (1 Period)	One - 45 Minute SSB
1 st Violation (2 + Periods)	One - 45 Minute SSB for each period missed
2 nd Violation	One - Saturday In-School
3 rd Violation	Two - Saturday In-Schools
4 th Violation	Three days Out of School Suspension and referred to Attendance Review Committee
Subsequent Violations	Student will be treated as a continual violator.

Absences and Activities

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

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

Closed Campus

All students will remain in school during the day and at lunch. Any student who must leave the building during school hours must secure permission and sign out in the office area. Students are not to be outside the building between classes. Food cannot be ordered by students and/or delivered to the school to be eaten during the lunch period or school day. No bottled beverages, excluding water in a clear bottle, will be allowed outside of the cafeteria during the school day. No beverages may be brought into the school from outside the building during the school day or at indoor sponsored activities.

STUDENT EXPECTATIONS AND DISCIPLINE

Bus Rules & Consequences:

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

	Elementary	Middle School	High School
1 st Offense	Written Warning from Driver/Transportation Director	Written Warning from Driver/Transportation Director	Written Warning From Driver/Transportation Director
2 nd Offense	<u>1st Written Violation</u> 3 day suspension from riding. Parents notified by Transportation Director.	<u>1st Written Violation.</u> 5 day suspension from riding. Parents notified by Transportation Director.	<u>1st Written Violation</u> 10 day suspension from riding. Parents notified by Transportation Director.
3 rd Offense	<u>2nd Written Violation</u> 5 day suspension from riding. Parent-student conference with Transportation Director/Driver before reinstatement.	<u>2nd Written Violation</u> 10 day suspension from riding. Parents-student conference with Transportation Director/Driver before reinstatement.	<u>2nd Written Violation</u> Lose all bus privileges for 20 consecutive school days. Parents notified by Transportation Director.
4 th Offense	<u>3rd Written Violation</u> 10 day suspension from riding. Parent-student conference with Transportation Director/Driver before reinstatement.	<u>3rd Written Violation</u> 20 day suspension from riding. Parent-student conference with Transportation Director/Driver before reinstatement.	<u>3rd Written Violation</u> Lose all bus privileges for one calendar year. Parents notified by Superintendent.
5 th Offense	<u>4th Written Violation</u> 20 day suspension from riding. Parent conference with Superintendent and Driver prior to reinstatement.	<u>4th Written Violation</u> 30 day suspension from riding. Parent conference with Superintendent and Driver prior to reinstatement.	

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

Cheating

Students are expected to do their own schoolwork. Cheating by copying others' work, copying from other sources, or turning in downloaded materials as their own work will not be tolerated. Discipline sanctions may include, but are not limited to Social Skill Building(s), Saturday Social Skill Buildings, or In-School Suspension. Discipline may include the loss of class credit.

Dangerous Weapons

Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. At the discretion of the administration, law enforcement will also be contacted. The student will be subject to further disciplinary action, as stated in #8 of the Penalties for Infractions. No spiked apparel or pocket and/or wallet chains are allowed as part of a student's attire at school.

Social Skill Building (SSB)

A Social Skill Building is a conference and time spent with a staff member to provide the opportunity to help the student become successful and correct any behavior resulting in the issuing of the Social Skill Building. All school staff have the authority to issue Social Skill Buildings. Individual students receiving multiple SSBs for the same infraction or different infractions will receive more serious consequences.

The SSB period will be after the school day or during lunch and may last up to 45 minutes. The SSB will be served with the recommending staff member unless arrangements have been made to serve with another staff member.

If a student cannot make SSB on the day it is scheduled, they must check with the Principal's office before they leave school that day and they will be given 24 hours to bring a note from their parent or have their parent call the office. If it is not taken care of before the 24 hours are up, they will be given another SSB or Saturday SSB; whichever the policy calls for with no exceptions being made. Students that ride the bus will be permitted to telephone home informing parents of the problem. His or her family shall provide transportation home for the student.

Expulsion

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

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

Penalties for Infractions

In all suspensions, the parents and Superintendent will be notified. The following will provide guidance to the building principal when making decisions regarding consequences for behavioral infractions. Each event will be viewed on a case-by-case basis.

Physical Assault on a School employee	-	See Policy Number 503.1.
Physical Assault on a Student	-	Suspension. Possible recommendation for expulsion to the Board of Education.
Property Damage and Destruction	-	SSB, Suspension, Saturday SSB, and/or restitution. Possible recommendation for expulsion to the Board of Education.
Personal Endangerment for example but not limited to: (arson, fire-crackers, reckless driving, tampering with alarm systems)	-	Immediate out of school suspension. Possible recommendation for expulsion to the Board of Education. Any criminal violation may be reported to local authorities.

A.) Profanity or Obscenity B.) Directed at a school employee	-	Disciplinary action will be based on the severity of the action. SSB, Suspension, or Saturday SSB.
Disrespect or Insubordination toward a school employee	-	SSB, Suspension, and/or Saturday SSB.
Extortion (obtaining money, property, or services of any sort by threat)	-	Suspension. Possible recommendation for expulsion to the Board of Education.
Possession of a Dangerous weapon	-	The disciplinary action taken or recommended to the Board shall be in compliance with Board Policy 502.8 including suspension. Possible recommendation for expulsion to the Board of Education. Any criminal violation may be reported to local authorities.
The use, distribution, sale or possession of drugs, alcohol or look alike substances	-	See STUDENT CONDUCT/DISCIPLINE policy No. 503.2. Immediate out-of-school suspension. Possible recommendation for expulsion to the Board of Education. Criminal violation reported to local authorities.
Inappropriate sexual behavior	-	Suspension and/or Saturday SSB. Possible recommendation for expulsion to the Board of Education.
Theft, stealing, or accessory to either.	-	Suspension, Saturday SSB, and/or restitution of property. Any criminal violation may be reported to local authorities.
Fighting	-	Suspension and/or one Saturday SSB. Subsequent violation may result in possible recommendation for expulsion to the Board of Education. Any criminal violation may be reported to local authorities.
The use, distribution, sale, or possession of any tobacco product or look-a-like product per Iowa Code Chapter 453A	-	Suspension and/or Saturday SSB. Criminal violation may be reported to local law authority. (See STUDENT CONDUCT/DISCIPLINE policy 503.2)
Harassment	-	Substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or recommendation to the Board of Education for expulsion. (Refer to HARASSMENT policy 104.2)
Unsportsmanlike conduct, for example but not limited to: abusive behavior either verbal or physical directed toward another individual.	-	1 st Violation – Suspension, Saturday SSB, and/or suspension from all school activities both as a participant and a spectator for up to 4 weeks. 2 nd Violation – Suspension, Saturday SSB, and/or suspended from all school extracurricular activities indefinitely.
Missing Social Skill Building	-	1 st Violation – One additional SSB. 2 nd Violation – While any SSB remain unserved – one SSB and the remaining suspensions will be served. 3 rd Violation – While any SSB remaining unserved – one-day out-of-school suspension and the remaining detentions will be served.
Skip Day	-	The Board of Education and the school administration do not sanction the concept of a skip day. A skip day will be considered as truancy according to the discipline code.
Student Transportation	-	All students riding on school transportation vehicles are subject to the policies governing student conduct within the discipline code. Riding on school transportation vehicles is an extension of the normal school day.

The Continual Violator	-	On the 5 th referral during a school year, or sooner if deemed necessary, the student will be suspended 3 days. The student, Principal and Parent shall enter into a behavioral contract specifying conditions for the student's re-admittance as well as consequences that will happen should further violations of the discipline occur.
Failure to Serve Saturday Social Skill Building	-	If a student assigned to a Saturday SSB fails to report, the student will be required to complete the original Saturday SSB, plus one day suspension. If a second incident occurs, the student will receive a 3 day suspension and be required to complete the original Saturday SSB. If a student misses a Saturday on a 3 rd occasion, the student will receive a 5 day out-of-school suspension and must meet with the Superintendent for re-admittance to school or possible recommendation of expulsion.
Student removal from class	-	If a student is permanently removed from class due to disciplinary reasons, the student will enter into independent study and arraignments will be made to complete work if the class is a core class. If the class is not, student will receive an F for the remainder of the semester.
Other Offenses	-	The principal or his/her designee may recommend expulsion and disregard the penalties noted in policy 503.1 if, in the judgment of the building administrator, the first offense is serious enough to jeopardize the learning process or endangers students.
Criminal Offenses	-	On any criminal violation by a student on school grounds exceeding the classification of a misdemeanor, the principal or his/her designee may report the violation to the police for possible filing of criminal charges.
Possession/Use of electronic devices or cell phones	-	1 st offense – Student may have cell phone at 3:25 2 nd offense – Parent contact and conversation with Principal, students may pick up phone at 3:25. 3 rd offense – Parent or Guardian must pick up device/cell phone and a plan may be put in place for student to turn in device at the start of the school day. 4 th offense – Student will be treated as a continual violator (#17)

Procedures for Dealing with Illegal Substances

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

Readmission to school will be based on furnishing proof of enrollment in some type of chemical dependence agency for the treatment of drug abuse. Forms to provide such proof will be furnished by the school. A list of agencies providing treatment for drug abuse will also be provided to the parents.

Second and later offenses will be dealt with individually as they occur.

Parents may appeal the school diagnosis by furnishing a statement from a doctor who has examined this student immediately following their release from school. In such case, the student will be readmitted to school with a doctor's statement.

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

Out-of-School Suspension

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

Saturday In-School Suspension

The Saturday In-School Suspensions will be held from 8:00 a.m. – 11:00 a.m.

Students will receive assignments to work on during each session. A staff member will be supervising the session. All work and books must be brought at the beginning of a session.

If a student receives a Saturday In-School on Monday, Tuesday, or Wednesday, their Saturday session will start the Saturday of that week. If the discipline is assigned on Thursday or Friday, the student will serve on the next Saturday. For students serving multiple disciplines, Saturdays will run consecutive until suspension is completed. Exceptions would be Saturdays that are included in school vacation periods.

Parents will receive notification of the Discipline Referral informing them of the suspension and the dates for the Saturday classes.

Wellness Policy

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

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

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

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

I Nutrition Education and Promotion

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

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

II Physical Activity

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

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

Elementary schools may provide recess for students that:

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

III Other School Based Activities That Promote Wellness

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

- Offer classroom health education facilitates the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
- Encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate;
- Operate a breakfast program, to the extent possible; and
- Notify parents and students of the availability of the school breakfast program.
- The school district discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diet.

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

School Meals

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

- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by local, state and federal law;
- Ensure foods made available through the school lunch program comply with the state and local food safety and sanitation regulations;
- Offer a variety of fruits and vegetables;
- Serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA);

- Ensure whole grains are served;
- Make drinking water available where school meals are served during mealtimes; and,
- Share information about the nutritional content of meals with parents and students. (The information could be made available on menus, a website, on cafeteria menu boards, placards or other point-of-purchase materials.)

Free and Reduced Priced Meals

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

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

Qualification of Food Staff

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

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

Miscellaneous

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

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

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

Snacks/Celebrations

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

Fundraising Activities

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

School-Sponsored Events

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

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

Monitoring and Evaluation

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

In each building:

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

In the school district:

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

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

LUNCH POLICIES AND PROCEDURES

School Lunch Fees

Breakfast:

Student 6-12 th	\$2.00 daily	\$10.00 weekly
Student K-12 th Reduced	\$.30 daily	\$ 1.50 weekly
Adults	\$2.25 daily	\$11.25 weekly

Lunch:

Students 6-8 th	\$2.80 daily	\$14.00 weekly
Students 9-12 th	\$2.90 daily	\$14.50 weekly
Students K-12 th Reduced	\$.40 daily	\$ 2.00 weekly
Adults	\$3.65 daily	\$18.25 weekly

The District operates on a computerized lunch program. Each student and adult has an account number to enter when they purchase lunch. The price of the lunch and any extras, (double helpings, cookies, extra milk, chips, pastries, cinnamon rolls, etc.) will be charged toward the balance of the lunch account. Accounts need to maintain a positive balance. Students or parents may deposit money in their account in the office or via Infinite Campus on the school website. They will be given a receipt and this money will then be entered into the individual accounts.

A hot lunch program is available for students or they may bring a sack lunch. Students that do not purchase a complete lunch or bring a sack lunch from home are not allowed to purchase items such as chips, cookies, muffins milk, etc. Parents need to inform their student if they are not to buy ala carte items. Once a student comes through the line and has items on the tray, we cannot ask them to return the items.

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

Negative Lunch Balances

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

Lunch Policy-Grades Pre-K – Eighth Grade

After three lunches are charged, a letter will be sent home with the student, and office personnel will attempt to contact parent/guardian stating that payment needs to be made to their child's account and that the child will need to bring a cold lunch from home until payment is made. If payment is not made and the child does not bring a lunch, then food services will provide a modified meal for which charges will also occur.

Breakfast Policy-Grades Pre-K – Eighth Grade

After three breakfasts are charged, a letter will be sent home with the student letting the parent know that their child needs to eat breakfast at home until payment is made.

Negative Meal Balances

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

Textbook Fees

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

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

STUDENT HEALTH, WELL BEING, AND SAFETY

Immunizations

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

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

Immunizations required by Iowa Law for school entry:

- MMR (Measles-Mumps-Rubella)
- DTP (Diphtheria-Tetanus-Pertussis)

- Polio
- Hepatitis B
- Varicella
- Meningitis

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

Physical Examinations

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

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

Medications

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

When sending any prescription or non-prescription medication to school, parents must send:

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

For prescription medication, the pharmacist will supply a duplicate labeled container so one can be kept at home and one can be kept at school. Each container should have the phone number of the pharmacy, student's name, physician's name, medication's name, dosage, time to be given, and route (oral, inhaled, etc.).

A written order from the physician for all prescription medication – the label on the current bottle is acceptable. Storage: Medication is held in a locked cabinet and distributed by the school nurse or designee. Exceptions are students who may carry an asthma inhaler, if they have written parental and physician permission.

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

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

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

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

Thank you for your cooperation on these medication procedures. Our intent is to insure safety and good health for your child.

Illness at School

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

*Parents and students frequently have questions about when it is appropriate to stay home from school because of illness.

Follow these guidelines to help with your decision:

If your child has had a temperature of 100.0 degrees or higher in the past 24 hours.

If your child has vomited within the past 24 hours.

If having your child at school would significantly put others at risk for contracting your child's illness.

If your child feels ill enough that he or she would not be able to benefit from being at school.

First Aid

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

Communicable Diseases

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

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

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

Head Lice

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

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

Emergency Drills

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

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

Violence, Harassment & Discrimination

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

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

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

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

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

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

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student.

Retaliation against a student because the student has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Students who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline by measures up

to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

*The district will promptly and reasonably investigate allegations of harassment. The building principal, Level I investigator, or designee will be responsible for handling all complaints by students alleging harassment.

STUDENT ACTIVITIES

Activity Bus

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

Dances

School district policies, rules, and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules, or regulations are asked to leave the dance and school grounds. Students who leave a dance are not allowed to re-enter the dance. Middle School dances are sponsored for only Missouri Valley Middle School students.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, students must return a field trip form to the sponsor that has been signed by the teachers, verifying that the attending student has obtained assignments. The field trip form **MUST** be signed by a parent/guardian indicating approval. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should notify their teacher.

School-Sponsored Student Organizations

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

Social Events

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

Student Activity Tickets

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

Use of School District Facilities by Student Organizations

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

STUDENT EDUCATIONAL RECORDS

Directory Information

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's record have been violated. Any student over the age of 18, parent, or guardian not wanting this information released to the public must make objection in writing by September 15, to the principal. The objection needs to be renewed annually. This policy is designed to ensure parents and students the full implementation, protection, and implementation of their rights under the Family Educational Rights and Privacy Act of 1974. Forms for individuals not wanting their information released are available in the principal's office. The following information will be released if requested:

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

Emergency Forms

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

Transfers in/out of the District

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

Book Bags and Purses

For student safety, students will not be allowed to carry book bags, purses, or any other type of bag into individual classrooms. These articles will need to be in the student's locker during the school day.

Planners

Students are expected to have their **planner** with them at all times. **Planners** will be filled out at the end of each class and will be used as the pass when in the hallway. If a student's planner becomes unusable, lost, or stolen,

students will be responsible for purchasing a new planner from the office for \$3.00. If a student is unable to pay in need of a new planner, they will be issued one planner and the fee will be placed on their account to be paid at a later time. Students who damage another's planner will be responsible for the replacement cost.

Water Bottles

Students may carry water bottles during the school day. Bottles must be filled between classes and must not be a distraction in the classroom. Bottles must be **transparent** and filled only with non-flavored water. Water must not be used around technology; this includes all computer labs and classroom areas in which technology is present. All other beverages are not allowed in the school building during the school day, including lockers. Teachers will determine availability in individual classrooms.

Care of School Property

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

Dress Code

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

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

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

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

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

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

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

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

Dual Enrollment Students

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

Freedom of Expression

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

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

Hall Passes

Students are to use the restroom, visit their locker, and conduct school-related business during passing periods. Only in extenuating circumstances may students be in the halls when classes are in session. During this time, students must use their own planner as a pass and have it with them. Failure to do so will be treated as truancy.

Illegal Items Found in School or in Students' Possession

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

Interrogation by Outside Agency

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

Policy for Personal Use of Student-Owned Laptops & Other Electronic Devices in School

PURPOSE: Missouri Valley High School provides all students access to a wireless network and the option of bringing in personal wireless electronic devices as a means to enhance their education. The purpose of the policy is to ensure that students recognize the limitations that the school imposes on their use of wireless personal electronic devices. In addition to this policy, the use of any school computer, including laptop computer, also requires students to abide by the Board approved Computer, Network, and Internet Acceptable Use Procedures for Students.

During the course of the school year, additional rules regarding the use of personal electronic devices may be added. If this occurs, any new rule will become part of this policy following board approval.

Before using personal electronic devices in school, the student must complete the registration and orientation process with designated school staff.

General Usage

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

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

Inappropriate student use during the school day will result in disciplinary consequences (8:10 a.m.-3:25 p.m.) The item(s) will be confiscated and the student will face disciplinary action. A parent or guardian may be asked to pick up items confiscated during the school day. Electronic devices that are alleged to contain any evidence of harassment, bullying, sexting, vandalism or other illegal activity will be confiscated and may be turned over to law enforcement.

Consequences of General Usage

If students refuse to comply with the above guidelines, the following consequences will apply. Student infractions will be documented as a referral for each offense.

- 1st Offense-Electronic device will be confiscated until the end of the school day when the student may retrieve it.
- 2nd Offense-Electronic device will be confiscated until the end of the day, student must meet with Principal before retrieving it.
- 3rd Offense – Electronic Device will be confiscated until the end of the day, parent must retrieve it, and student must submit electronic device to the office each morning for the remainder of the semester.

Electronic Device Security Risks

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

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

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

Student Responsibility

Missouri Valley School District accepts no responsibility for personal property brought to school by students. This includes laptop computers and other personal digital devices.

Students who choose to bring an electronic device to school assume total responsibility for the electronic device. Electronic devices that are stolen or damaged are the responsibility of the student and their parents or guardians.

Students should take all reasonable steps to protect against the theft or damage of their personal electronic device.

Physical Security

Users should take the following physical security preventative measures.

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

Access Control and Authentication

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

Internet Appropriate Use

The district will annually notify parents of their responsibility to advise the district of their wish to deny their student access to the Internet.

The district shall ensure that policies and regulations relating to the usage of the Internet Policy are published in individual building student/parent handbooks.

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Access to the Internet is a privilege. This privilege can and will be taken away for violation of this policy and the accompanying regulations.

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

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears,

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

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

Internet/Network Violations

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

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

Consequences For Network/Internet Violations

1st non-serious violation- the student will lose all computer privileges for 7 calendar days.

2nd non-serious violation- the student will lose all computer privileges for 30 calendar days.

3rd non-serious violation- the student will be removed from all contact with the network for 90 calendar days and the student will be removed from any technology class and given an "F" and no credit.

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

Lockers

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

Student lockers are the property of the school district and, while assigned to individual students, remain the property of the school and subject to inspection by the school. It is the student's responsibility to keep their locker clean and in good condition. Students who deface or vandalize their lockers will be charged for repairs and clean up. The school reserves the right to inspect any locker when there is reasonable suspicion that a school district policy or rule has been violated or a criminal offense has occurred. Students are encouraged to bring a lock for both their school and locker room lockers. The school will conduct periodic locker inspections of all lockers or of a randomly selected group of lockers and will comply with the procedures specified in state law in making such inspections.

Food, drinks, and other items not essential or required for the school day may be confiscated and disposed of.

Lost and Found

Please bring all items found to the office. Check valuables with teachers, managers or coaches. If for some reason it is necessary that you have a large sum of money in your possession, bring it to the office. Reminder students should not carry large sums of money or bring valuables to school. Students should also keep their lockers and/or PE lockers locked at all times.

Morning Drop-Off

For the safety of our students before school, all students must be dropped off in front of the wrestling room doors on the southwest side of the High School. Students are to enter into the Middle School Front doors, not the High School doors.

Posting of Information

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

Search and Seizure

School authorities may, without a search warrant, search a student, student lockers, desks, backpacks, purses, personal belongings, work areas, or student automobiles, based on a reasonable suspicion in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, apparatus used for the administration of controlled substances or look alike substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action and will be reported to local law enforcement authorities.

School Announcements

Daily announcements will be read to students at a scheduled time. All announcements regarding school activities, clubs, etc. must be approved by the activity sponsor.

Student Complaints

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

Student's Due Process

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

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

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

Student Publications

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

- Students shall not publish or distribute materials, which are obscene, libelous, or slanderous.
- Students shall not publish or distribute materials, which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school.

Within these guidelines, advisors and student staff shall maintain professional standards of English and Journalism when choosing which information to publish in school-sponsored publications.

Student Visitors/Guests

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

Cellphone Use During the School Day

Students will be permitted to bring cellphones to school and may use them during pre-approved times.

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

If students would like to call/text home, it must be done from the Middle School Office in order for office staff to be aware of the situation. Students who receive telephone calls during school hours will not be called out of class. It is requested that parents assist office personnel by calling school with messages of an emergency nature only. Messages will be announced in between class periods. The school is not responsible for messages that are not received. Students may use the phone during homeroom or lunch to make a phone call with permission from the teacher or office. Student use of phones outside of this time may be subject to consequences of the general electronic usage policy.

MIDDLE SCHOOL GRADING

At Missouri Valley Middle School, we envision a student-friendly report card with clearly defined learning targets aligned to high quality, balanced assessments that will bridge our elementary and high school grading formats. Our Standards-Based Report Card seeks to provide meaningful feedback so both students and parents can track student progress toward mastery of key academic concepts, reflect upon strengths and weaknesses, and identify multiple pathways to deeper learning.

What is standards-based grading?

Standards-based grading communicates how students are performing on a set of clearly defined learning goals made up of standards. The purpose of standards-based grading is to identify what a student knows, or is able to do, in relation to pre-establish learning goals, as opposed to simply averaging grades/scores over the course of a grading period, which can mask what a student has learned, or not learned, in a specific course.

How does standards-based grading differ from traditional grading?

Unlike with traditional grading systems, a standards-based grading system measures a student's mastery of grade-level standards and learning goals by prioritizing the most recent, consistent level of performance. Thus a student who may have struggled at the beginning of a course, when first encountering new material, may still be able to demonstrate mastery of key content/concepts by the end of a grading period.

In a traditional grading system, a student's performance for an entire quarter is averaged together.

Early quiz scores that were low would be averaged together with more proficient performance later in the course, resulting in a lower overall grade than current performance indicates.

Standards-based report cards separate academic performance from work habits and behavior in order to provide parents a more accurate view of a student's progress in both academic and behavioral areas. Variables such as effort, participation, timeliness, cooperation, attitude and attendance are reported separately, not as an indicator of a student's academic performance.

How are grades determined?

A student's performance on a series of assessments (both formative and summative) will be used to determine a student's overall grade in a course. Practice assignments (homework) are just that, practice, and thus should serve primarily as a source of feedback and instructional support for both students and teachers. Scores on practice assignments should not be used as a major component of a student's academic grade. Teachers may require students to complete all of their practice work prior to allowing them to take, or retake, an assessment.

Will there be teacher comments on report cards?

Yes. Individualized feedback is an essential component of standards-based grading. Effective feedback is a more useful source of information than simply assigning a numeric value or letter grade to student work.

What will each of the numbers in the 4 point scale represent?

A **score of (4)** would indicate that a student **exceeds a learning goal** by consistently demonstrating an advanced level of understanding and/or the ability to apply their knowledge at a higher level.

A **score of (3)** would indicate that a student has independently **met the learning goal**. The student demonstrates mastery of the standard.

A **score of (2)** would indicate that a student is **making progress towards the learning goal**, but still may be in need of additional instruction and/or support.

A **score of (1)** would indicate **minimal understanding or inadequate progress made toward the learning goal**. The student shows limited evidence of understanding the standard.

A **score of (0)** would indicate **no attempt made towards the learning goal**.

Now that we are using Points (4-0), will we still have grades (A-F)?

Yes, the points will correlate to the same letter grades you are used to seeing on report cards:

A: 3.20 – 4.00

B: 2.40 – 3.19

C: 1.60 – 2.39

D: 0.80 – 1.59

F: 0.00 – 0.79

Is it possible to achieve a grade of 4?

Yes it is. However, a score of (4) indicates performance that is consistently above what is expected for mastery at that point in the school year. Level 4 work would indicate a much deeper understanding of a standard, the ability to apply that knowledge, make connections and extend learning beyond the targeted goal.

How will I know if my child needs help?

Receiving a 1, 2, * or NE (no evidence) on a grade report/report card can be a sign that a student is in need of extra support in the areas where they are receiving low marks. This is one benefit of a standards-based report card, areas in need of support are clearly evident.

What is a Citizenship Report Card?

The Citizenship Report Card will indicate a student's ability to meet pre-established behavioral guidelines in the areas of respect, responsibility and work habits. All students may receive a citizenship grade, which is separate from their academic grade.

Where else in the area is standards-based grading being implemented?

It is important to note that our elementary schools have been utilizing a point grading system for several years, so it will not be new to the majority of our families. It is also under study, or already implemented, in a number of school districts in the area, including elementary schools, middle schools, and high schools.

STUDENT SCHOLASTIC ACHIEVEMENT

Academic Non-compliance

Students are expected to perform their academic duties. If a student chooses not to do their homework, assignments, projects, other items as assigned, or are failing, they will be classified as academic non-compliant. When a teacher classifies a student as academic non-compliant, the student will be required to attend tutoring after school (3:25-4:00) until work is completed and the student is passing. If a student is habitually non-compliant a plan shall be initiated to help the student become academically compliant. Part of this plan may include temporary removal from extra-curricular activities, extra time spent before or after school or Saturday SSB. If a student refuses to participate in the plan, they may face disciplinary action. Student academic non-compliance lists will generate every two weeks. Students on the list will be required to stay after school until all work is made up.

Course Load Requirements

All students are expected to be enrolled in **seven** classes per semester. Students must be enrolled in the following classes. The only exception would be for students who have modified schedules.

6th Grade – Social Studies, Math, Science, Language Arts, Literacy, PE, Exploratories

7th Grade – Social Studies, Math, Science, Language Arts, Literacy, PE, Exploratories

8th Grade – Social Studies, Math, Science, Language Arts, Literacy, PE, Exploratories

Dropping Classes

No schedule changes can be made after the student's designated schedule change day. If a student wishes to drop a course after this time, he or she must submit a formal written request to the middle school principal stating their reason for dropping the course. This request must also be signed by the student's parent/guardian prior to submission. If the request is approved by the administration, the student will be dropped from the course and placed into another course. If the request is not approved, then the student must remain in the course for the rest of the semester.

Extended Learning Program

The Extended Learning Program (ELP) is designed for students possessing outstanding abilities and capable of high performance. ELP students require appropriate instruction and educational service consistent with their abilities and needs beyond those provided by the regular school program. ELP students include those with

demonstrated achievement or potential ability, or both, in any of the following areas or in combination: general intellectual ability, creative thinking, leadership ability, visual and performing arts ability, and/or specific ability aptitude.

All students at MVHS are eligible to qualify for ELP status based upon the following identification process: parent and self/peer nomination, AIMSweb and Iowa Assessment scores in math, reading, and science in the 80th percentile or higher, teacher recommendation, and current grades. Students are encouraged to meet with the school principal if they are currently an ELP student or would like to see if they qualify in order to discuss the opportunities available in the program.

Grade Reports/Progress Reports

Students receive progress reports mid-quarter and a report card at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Middle School Parent/Teacher conferences are held at the end of the 1st and 3rd quarters.

Computer generated report cards are given to the parent at this time. The purpose of these and all reports is to inform parents of the progress the student is making. We urge parents to contact us if they have any questions. Students who receive an incomplete in a class must complete the class within 2 weeks after the start of the next quarter. The teacher, with the permission of the principal, may grant extensions. Failure to finish an incomplete may result in a failing grade and loss of credit.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become better acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in a failing grade in the class.

Middle School Honor Roll and Academic Honors

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

- 4.0 Honor Roll – a student must earn a 4.0 (A) average in all academic subjects.
- High Honor Roll - a student must earn a 3.5 – 3.99 average in all academic subjects.
- Honor Roll – a student must earn a 3.0 – 3.49 average in all academic subjects.

Open Enrollment

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

Semester Tests

Semester tests or projects will be given in all classes that meet for the full year. If a student does not show up for a semester test, that student may receive a "0" for the semester test. All semester tests that need to be rescheduled because of serious illness or emergency situations will need to be done through the teacher. If a student does not have the tests done by the date and time agreed upon, the student may receive a "0" for the test.

Standardized Tests

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

Tests given at MVMS are:

- Iowa Assessments – grades 6-8
- AIMSweb Assessments

Middle School Program of Studies

Middle School Students will be enrolled in the following core classes: Literacy, Math, Language Arts, Social Studies, Science, and Physical Education. Exploratories and music are additional classes for students that will vary depending on the grade level (exploratory examples: Family Consumer Science, Health, Careers/Tech, Industrial Tech, and Art). Students who are not proficient in math and reading based on the district's standardized assessments may be required to take additional classes in these subjects, which may impact the exploratories a student may take.

Middle School Band & Vocal Programs

- The Middle School Band and Chorus Programs are elective programs for 7th and 8th grade students.
- Students in sixth grade may elect to enroll in Band and/or Vocal Music.

Students enrolling in the programs have a two-week grace period to make a schedule change each semester. Students making a schedule change after two (2) weeks, whether voluntary or for disciplinary reasons, will receive a failing grade for that quarter. Students earning a failing grade will be ineligible for the Honor Roll.

STUDENT EXTRA-CURRICULAR ELIGIBILITY

Academic Eligibility – 8th Grade into High School

8th grade students will establish their eligibility for high school athletic/activity participation at the completion of the eighth grade academic year. Any ineligibility earned while attending the middle school must be completed prior to being eligible for high school athletics or activities.

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

Academic Eligibility Policy

Extra-curricular activities at the Missouri Valley Community School District are an integral part of the total education of students and are a privilege, not a right. Students at Missouri Valley Middle School are required to be passing all classes in order to participate in extra-curricular activities.

Grades will be tabulated every two weeks and any student who is not receiving passing grades will be deemed ineligible until they are passing all of their classes. Students who are deemed ineligible may regain eligibility upon receiving passing marks in all of their classes. Students who have a failing grade at the end of the Semester, will sit out of all activities for the state-mandated 30 calendar days.

Students who are ineligible will not be allowed to travel with their teams to away games or contests. Students are still required to participate in all practices with their teams.

Students who have been absent will be given one day for every day that they were absent before their work will be counted as late. A student may not be placed on the ineligibility list for missing work that occurred during an excused absence unless they have exceeded the make-up time allowance.

Parents/guardians will be notified on the Friday before the week that their son/daughter will be ineligible. Parents will also be notified by phone or email when their student regains eligibility.

Good Conduct Policy

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

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

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

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

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

If a student transfers from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall

be ineligible if the administration determines that there is general knowledge of the fact of the student's violation in the previous district.

If a middle school student receives a good conduct violation and has not served the consequence before entering high school, they will be required to serve the suspension during their first high school extracurricular activity. If a middle school student receives a good conduct violation and serves their suspension while still in middle school, the good conduct policy starts over when they enter high school.

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

Penalties

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

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

Second Offense: Within the student's high school or middle school career – one full athletic season and twelve weeks of co-curricular activities initiated with the first performance or event.

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

Self-reporting by the student, within 48 hours of the incident, reduces the penalty by 50%. If the incident resulting in a good conduct violation occurs during school hours or a school activity, and is discovered by staff or administration, there will be no reduction of penalty for self-reporting.

Additionally, if a student is not currently involved in an activity, or if insufficient time remains within the season or activity for the student to serve the entire period of ineligibility, the student will be subject to completing the period of ineligibility during their next season or activity. A student must also remain in good standing and complete a season in order to fulfill the consequences for a violation.

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

Appeal Action – Good Conduct

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

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

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

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

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

I, _____, am filing this grievance because _____

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible: _____

(Attach additional sheets if necessary)

Signature _____

Address _____

Phone Number _____

If student, name _____ Grade Level _____

Attendance center _____

Date of Adoption: September 16, 1996

Date of Review: March 8, 1999

Date of Review: November 14, 2006

Date of Revision: January 16, 2012

Date of Revision: June 15, 2015

**EDUCATIONAL PHILOSOPHY AND OBJECTIVES
SERIES 100**

Policy Title: ANTI-BULLYING/HARASSMENT POLICY

No. 104.2

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Harassment and bullying of students and employees is against federal, state and local policy, and is not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies to deal with incidents of bullying and harassment as well as processes and procedures to deal with reports of bullying and harassment. Bullying and harassment of students by other students, by school employees, or by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students or employees, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students or employees are on property within the jurisdiction of the board, on school-owned or school-operated vehicles, attending or engaged in school-sponsored activities. This policy may also apply to students and employees not on school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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

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

- Places the student/employee in reasonable fear of harm to the their person or property;
- Has a substantially detrimental effect on the student’s physical or mental health;
- Has the effect of substantially interfering with the student’s/employee’s academic performance or employee’s job performance; or
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

ANTI-BULLYING/HARASSMENT POLICY—

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances—that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim:

- Repeated remarks of a demeaning nature,
- Implied or explicit threats concerning one’s grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at the student/employee, and/or
- Unreasonable interference with a student’s/employee’s performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student’s education or participation in school programs or activities; and/or
- Requiring submission to, or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, will be immune from civil or criminal liability relating to such a report and the person’s participation in any administrative, judicial, or other proceeding relating to the report.

Retaliation against any person who has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation will

ANTI-BULLYING/HARASSMENT POLICY—

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be subject to discipline measures, as will any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy will be subject to measures up to, and including, suspension or expulsion. Any school employee found to have retaliated in violation of this policy will be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy will be subject to measures up to, and including, exclusion from school grounds.

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

It is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent is also responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will

include how to recognize harassment and what to do in case a student is harassed. It will also include proven, effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

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

- Inclusion in the student handbook;
- Inclusion in the employee handbook;
- Inclusion in the registration materials; and
- Inclusion on the school district's web site.

A copy will be available to any person at the central administrative office at 109 East Michigan Street, Missouri Valley, Iowa 51555.

Legal References: 20 U.S.C. §§. 1221-1234i (2004) 29 U.S.C. §794 (1994).
42 U.S.C. §§ 2000d-2000d-7 (2004). 42 U.S.C. §§ 12001 *et. Seq.* (2004)
Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
Iowa Code §§ 216.9; 280.3 (2007). 281. I.A.C. 12.3(6).
Morse v. Frederick, 127 S.Ct.2618 (2007)

Date of Adoption: July 16, 2007

Date of Review: March 12, 2012

Name of complainant: _____

Position of complainant: (Check one)

<input type="checkbox"/>	STUDENT	<input type="checkbox"/>	EMPLOYEE	<input type="checkbox"/>	VOLUNTEER
<input type="checkbox"/>	GRADE:	<input type="checkbox"/>	BUILDING:	<input type="checkbox"/>	BUILDING:

Date of complaint: _____

Name of alleged harasser or bully: _____

Check one:	<input type="checkbox"/>	STUDENT	<input type="checkbox"/>	EMPLOYEE	<input type="checkbox"/>	VOLUNTEER
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Date & place of incident or incidents: _____

Nature of Discrimination or Harassment Alleged: (Check all that apply)

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

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

(May attach additional pages if needed)

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

Signature: _____

Date: _____

MISSOURI VALLEY COMMUNITY SCHOOL DISTRICT ANNUAL PUBLIC NOTIFICATION

EACH YEAR SCHOOL DISTRICTS ACROSS THE STATE ARE REQUIRED TO MAKE CERTAIN INFORMATION AVAILABLE TO ALL COMMUNITY MEMBERS IN THE DISTRICTS. A LISTING OF THAT INFORMATION IS AS FOLLOWS: (IF YOU HAVE ADDITIONAL QUESTIONS, PLEASE CONTACT THE SUPERINTENDENT AT 712.642.2706.)

ANTI-BULLYING/HARASSMENT (POLICY # 104.2)

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

HEALTH EDUCATION (Policy #603.5)

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

HOMELESS STUDENTS

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

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

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

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

OPEN ENROLLMENT (Policy #501.15)

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the State of Iowa should be aware of the following dates: March 1–Last date for regular open enrollment requests for the year. September 1–Last date for open enrollment requests for entering kindergarten students and those students falling under the “Good Cause” definition.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or

in the form of a cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the superintendent's office at 712.642.2706.

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

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

RESTRAINT AND PHYSICAL CONFINEMENT

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

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

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

STUDENT RECORDS ACCESS (POLICY #506.1)

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

USE OF VIDEO CAMERAS ON SCHOOL PROPERTY

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

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

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

ASBESTOS

The buildings of the Missouri Valley Community School District have been inspected for asbestos. Those areas with known asbestos are marked (however, other areas of the buildings may contain assumed asbestos building

materials). Every precaution will be utilized to provide the protection required. The asbestos management plan of the Missouri Valley Community School District, containing all past, present, and future asbestos activity, is located at 418 North 7th Street, Missouri Valley, Iowa. Persons wishing to review this plan may contact the maintenance department at 712.642.3666.

HAZARDOUS CHEMICALS

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