

IOWA VALLEY



2017-18 PARENT & STUDENT HANDBOOK

TABLE OF CONTENTS

GENERAL INFORMATION

Jurisdictional and Behavioral Expectation Statement.....	3
Power School Information.....	4

ATTENDANCE AND ABSENCE

Attendance.....	5
Work Release	6
Post-Secondary Enrollment Option.....	6-7

GENERAL INFORMATION

School Day	7
School Closings.....	7
Breakfast and Lunch	7
Student Lockers.....	7
Visitors.....	8
Leaving the Building.....	8
Automobiles.....	8

STUDENT SERVICES

Guidance/Health/Psychological.....	9
------------------------------------	---

ACADEMIC POLICIES

Study Halls, Academic Study Table and Homework Policy	9
Graduation Requirements.....	9-10
Report Cards, Honor Roll, Mid-term Progress Reports	10
Early Graduation.....	10

STUDENT CONDUCT/DISCIPLINE

Student Conduct.....	11-14
Harassment.....	12-13
Weapons.....	13
Student Dress	13
Nuisance Devices.....	13
Detention, Suspension & Expulsion	14-15
Library/Media Center.....	15
District Online Information Acceptable Use Policy	16-17

STUDENT ACTIVITY PROGRAM

Academic Requirements	18
Extra-Curricular Activity Code.....	18-20
Bus Transportation Passenger Discipline Procedure	21-22
Student Awards	22-23
National Honor Society.....	22
Works Citation Guide	24-25
Schedule of Classes: Regular, Early Dismissals, Seminar Schedules, etc.....	26

Mission Statement:

The Mission of the Iowa Valley Community School District is to provide a safe, comfortable, clean, and caring environment where community and staff work together to provide an education that will maximize each individual's potential, instill a sense of self-worth, and prepare them for life-long learning.

School Colors:

Black and Orange

School Mascot:

Tiger

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT

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 or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect on student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

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 activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of the disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with question or concerns may contact the Iowa Valley Jr-Sr High School office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

NOTICE OF NONDISCRIMINATION

The Iowa Valley Community School does not discriminate in its employment practices, hiring procedures, educational programs or activities on the basis of 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. The Iowa Valley School also affirms its opportunities and equal access to school facilities without reference to affectional or association preference. For additional information on nondiscrimination policies, contact Superintendent of Schools, the coordinator of Title IX and Section 504, in the high school building at 359 East Hilton Street, Marengo, Iowa, 52301, telephone (319) 642-7714.

Model Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

Asbestos Hazard Emergency Response Act

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. School districts must annually notify parents, teachers, and employee organizations in writing of the availability of the management plan and planned or in progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities. 40 C.F.R. §§ 763.84(c), 763.94(g)(4).

Power School Information System

Power School is a secure web-based student information system. This program will allow you to quickly check the following:

- *Grades*
- *Assignments*
- *Attendance*

How do I get set up to use Power School?

- You can also get to this site by going to the school website <http://www.iowa-valley.k12.ia.us> and selecting *Power School*. From here you will enter your username and password, students will be given their own separate login information once school begins.
 - The password is case sensitive, meaning you must use capital and small letters exactly as shown.
- ** Write down your new password and keep it in a safe place.

USER NAME:
PASSWORD:

What do I do if I forget my password or need help?

Call the high school office at 319-642-3332 or email Shannon Rabe at srabe@ivcsd.org in the Main Office. We ask that you do not call teachers for help with passwords, login or technical problems.

Grades and assignment information?

You should be able to view grades the 2nd Friday after the current quarter begins, and then every Friday during the school year. If parents have a concern on whether grades are being updated on a regular basis please feel free to contact the high school principal office at 319-642-3332 or by contacting the individual teacher using their school email address.

ATTENDANCE AND ABSENCE

Attendance Policy – (Approved by the SIAC Committee 5/23/11)

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Learning lost due to an absence can never be replaced. Regular attendance and being prepared for class helps students in school as well as prepares students for adulthood and the world of work.

If a parent or guardian knows their child/student will be absent in planning ahead the parent/guardian **is advised** to notify the office **prior** to the absence. If advance notification is not possible, parents/guardians should notify the high school office by phone at (319) 642-3332, e-mail, or a written note on the day of the absence **prior to 9:00 a.m.** If notification is not received, the office may attempt to contact the parent/guardian and the student may not receive credit for being absent that day.

It is left up to the administrator's discretion to verify any absences with a note from the parents/guardians. The note needs to be submitted to the principal's office when the student(s) return to school following the absence, the absence will be considered **unexcused** if not. The note needs to include: the date, the date of the absence, and the reason for the absence. All doctor's visits must have a doctor's excuse which includes the date, time, and duration of appointment. **Routine** doctor appointments will be allowed **up to ½ of a school day (four periods)**. If the student is absent for more than the allowed half day, one half day will be excused and one half day will be counted as **unexcused**.

*All students out for activities will be expected to attend at least the afternoon session of a scheduled school day in order to be able to practice or participate in evening activities. (ex: student is not feeling well in the morning but arrives to school prior to noon he or she would be eligible for evening activities)

It is left up to the discretion of the school to determine whether an absence is excused or unexcused. **Excused** absences include, but are not limited to, illness, family emergency, recognized religious observances, medical appointments (i.e., doctor, dentist, optometrist, etc.), court appearances, funeral of family member, and school activities (School activities include college visits and field trips). Excused absences may include family trips or vacations and the student's assignments may have to be completed **prior to the excused absence**. (Family vacation is defined as a traditional out-of-state or out-of-country trip, or any trip for a scheduled event in the state of Iowa and/or a similar activity of this type in which at least one of the student's parent(s) /guardian(s) accompanies the student on the vacation).

Unexcused absences include, but are not limited to; tardiness (three tardies in a semester in any one particular class will equal one unexcused absence), shopping, hair appointments, hunting, concerts, preparation or participation in parties or other celebrations, and employment and extra-curricular activities where Iowa Valley students are **no longer participating** ******(i.e. State tournaments or contests where the Iowa Valley team(s) or an individual has been eliminated from further competition and will no longer compete, such as multiple day events.) **** This addition to the policy began August 23, 2011.**

Students are given a "free" pass for one tardy per semester to first period class only. A tardy can not exceed more than 20 minutes of a class period. The office keeps track of first period tardies and use of free passes.

Teachers will keep track of tardies in all classes **other** than first period class and the student will receive a 30 minute from the teacher when three tardies are reached in their class by any student. If a tardy is more than 20 minutes, it is counted as an **unexcused** absence. Students **do not** get credit for work missed due to unexcused absences, but may ask the teacher for make-up or missing work if they choose. The office will notify teachers of unexcused absences.

Students in grades 11 & 12 will receive a "**personal**" day which can be used during the **second** semester if that student has: perfect attendance during the 1st semester, no office referrals due to classroom incident(s), no unexcused tardies, and has no grade less than a C at the time of the request for the "personal" day. Students are asked to plan ahead for their "personal" day and have a parent/guardian contact the office at least 24 hours prior to taking the day.

If a student accumulates **7 or more unexcused absences** in a class per semester, he or she may lose credit for the class. Parents will be notified with a letter or oral communication after the third unexcused absence. Parents and student may be asked to attend an attendance conference with an attendance committee after the fourth unexcused absence where a student and his parents/guardians will be notified of the consequences and possible loss of credit after the fifth unexcused absence. If the student loses credit, the fact is recorded in the student's record as an "AW" (Administrative Withdrawal). Students can appeal loss of credit to the Appeals Committee and then the School Board. The Iowa County Attorney will be contacted with names of all students 16 yrs. or younger that have accumulated five or more unexcused absences.

Ref: IAC 299.1A COMPULSORY ATTENDANCE AGE. A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar .

Appeals Procedures

A. Appeals Committee

1. If a student is notified of 7 unexcused absences resulting in an Administrative Withdrawal from a class(s), the student, parent(s)/guardian(s) may file a written appeal with the principal's office within 2 school days of the student and/or, parent(s)/guardian(s) having received the notification.
2. Following the notification of Administrative Withdrawal, if the student, and/or parent(s)/guardian(s) have timely filed an appeal, the student will remain in class(s) until pending completion of the appeals process.
3. The appeals hearing will be held within 2 school days after the appeal is filed with the principal's office. The committee's decision after the appeal hearing has been held will be issued by the committee within 1 school day.
4. The Appeals Committee will consist of the principal, the guidance counselor, and three teachers. Appeals committee members may request to be taken off the committee if there appears to be a conflict of interest.
5. The Appeals Committee will consider the following in reaching a decision:
 - a) Absences caused by religious holidays; chronic or extended illness; hospitalization, family death or emergency; emergency medical or dental care; court appearances; or other circumstances that would cause the student to miss school which are not caused by the student
 - b) Attendance history of the student
 - c) Extenuating circumstances beyond your control.
 - d) Educational alternatives to removal from class
 - e) The total educational program for each individual student

B. Appeal to the School Board

Students and parent(s)/guardian(s) seeking a review of the Appeals Committee decision regarding sanctions imposed under this attendance policy must file a written request for review with the School Board within 5 school days after the date of the Appeal Committee's decision. The superintendent of the school district will fix the time, place and date for the review hearing with the School Board and will notify the student and parent(s)/guardian(s). At the conclusion of the review hearing the School Board will issue a decision within 1 school day either affirming, reversing, or modifying the Appeal Committee's decision.

Truancy

Truancy is when a student's absence is unexcused for any part of a school day or when a student is absent for more than 20 minutes of a period. For example, if a student oversleeps and comes to school at the start of fourth period, the student will be issued a detention with the appropriate time to be made up **before or after** school.

Loss of Driver's License

It is state law that the driver's license of a juvenile, who has voluntarily dropped out of school, be revoked. This applies to all students under the age of 18 who drop out of school. **IA Code: 321.213B**

Special Education Students

The foregoing procedures shall apply to all special education students except where the IEP Team has made the decision to change the placement of the special education student rather than recommending expulsion or being dropped from the class.

Work Release and privileges for seniors

- Work release for seniors is available through coordination and permission from the building principal. Interested individuals should inquire in the high school office. Seniors may be given permission to arrive or leave the school building during a 1st or 8th period study hall for authorized work experience or credit related offerings.
- This option will be **revoked** if the student is failing **any course** during any quarter/semester or at the request of a teacher or parent due to poor assignment completion or if attendance and/or behavior has become an issue.
- Said work release/work experience coordinator also has the option of revoking the student's opportunity to be released from said classes if attendance/behavior/conduct becomes an issue at the work place.
- This privilege will require permission at the beginning of each semester.

Alternative Concurrent Enrollment (formerly PSEO)

Students who meet advanced placement criteria, and have successfully passed a College or University required equivalent assessment for courses approved by the board, upon successful completion of classes, nothing below a C will be considered successful, the student(s) will earn high school or college level credit. The following factors shall also be considered in the reimbursement of tuition:

*Prior to taking a course at a post-secondary educational institution, students must complete necessary registration procedures through the guidance office and have approval of the building principal.

**Courses taken under this enrollment option may be used for high school credit and be applied toward completion of graduation credits in the Iowa Valley High School.

***Students who have received early graduation from the Iowa Valley Community School District **may not** be eligible for the post-secondary enrollment option.

Open Enrollment Notification

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district **no later than March 1** in the school year **proceeding** the year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

GENERAL INFORMATION

School Day-

First period of the day starts at 8:20 a.m. and the last period of the day ends at 3:17 p.m. Students should not arrive before 8:00 a.m. unless they have a scheduled meeting/practice with a staff member. Students should remain in the MP room and adjacent hallways before the bell dismisses to 1st period. Beginning with the (2017-18 school year) all exterior school building doors will be locked during the school days with the exception of the **main south entrance** located off Hilton Street, between the principal and superintendent's office. All visitors are to enter through this door and sign in to the principal's office. No students should be in the building after 4:00 p.m., unless supervised by a coach or activities sponsor.

School Closings and Early Dismissals

Parents and Guardians are advised that due to weather conditions, it is necessary to close school on short notice. We realize the decision to close school may put families at a disadvantage when it comes to scheduling for child care and therefore will do our best to make the best decision in considering whether to dismiss or cancel school early. These announcements will be made on WMT-600 AM, KGRN-15401 AM, KHAK-98.1 FM, KDAT-104.5 FM, KRNA-94.1 FM, KZIA-102.9 FM, KCCK-88.3, KGAN-TV (channel 2), KWWL-TV (channel 7), KCRG-TV (channel 9), our PowerSchool app and Iowa County INS alert, as well as being posted on our schools webpage.

Breakfast and Lunch

Breakfast begins serving at 8:00 a.m. in the cafeteria for those students who wish to eat at school. No food is allowed outside of the MP room with the exception of food being brought in for class activities. The food shall then be brought to the classroom where the activity will occur at the start of the school day.

Lunch is served in two shifts for the high school students and one shift for the junior high. All students are to report to the lunch room during their designated period. No students are allowed to leave the building during lunch.

Students may choose to bring a lunch from home, and the school does permit lunch items to be heated in a microwave. Meal account money may be turned in to the Superintendent's office before or after school, or paid through **payschools**, which is found on the schools webpage.

***Starting with the 2017-18 school year: All students and staff must maintain a meal balance of no less than -\$10.00** as the district will no longer allow individuals to charge to their negative account, also students will not be permitted to take their school 1:1 Devices home with them at the end of each day until meal balance is positive. Parents, students and staff are encouraged to set their reminders on **Power School** before the school year begins and if you have questions please contact the central office at 319-642-7714 for more information.

Student Lockers

Each student is assigned a locker. Students may not switch lockers or use another locker other than the one assigned to them for the school year. It is here that he/she keeps his/her books and personal belongings. *Backpacks and/or purses are not allowed in classrooms and should be kept in lockers. Students are encouraged to bring only things that they will need during a school day.

In accordance with IA Code Section 808A.2, school officials may conduct periodic inspections of all, or a randomly selected number of school lockers, desks and other facilities or spaces owned by the school which are provided as a courtesy to students. These inspections may be conducted without prior notice; however, they will either occur in the presence of students whose lockers are being inspected or in the presence of at least one other person. The use of drug detection canines may be used at various times throughout the school year.

Field Trip Forms

Parent or guardian will need to complete registration through **E-registration** through **PowerSchool** for approval that their child may attend identified function, and we continue to emphasize that field trips are designed to be an extended educational experience for the student, as well as in-depth study, but that the student will still be responsible for making up any educational opportunities in other classes missed during this time.

Instructional Supply Rental

The instructional supply rental policy as set up by the Board of Education is determined by the annual expenditures and, therefore, can possibly change from time to time, depending on the raising or lowering of costs for the books used.

Excessive wear on books will be charged against the student by a fine. All workbooks and lab books remain the property of the school and will be collected when school is out in the spring. These books and supplies represent a very great outlay of money each year, and students should protect them from rough handling.

School Sponsored Dances and Prom

Students attending school sponsored dances and prom held on school grounds will be expected to follow school conduct policy, and adhere to those guidelines. Grade appropriate dances will be for those students who are identified by the sponsor(s) of that event and others wishing to attend will have to have approval 24 hours before hand in order to do so. Example A: Jr High dances are intended for those students in grades 7th and 8th, and any elementary or high school grade student may not attend. Ex. B: The Jr-Sr High Prom is intended for high school students and therefore no Jr High or elementary student may attend that event, without proper approval.

Visitors

Parents and other visitors are welcome in our school at any time school is in session. We welcome their suggestions and comments. Student and adult visitors are to report to the principal's office so they can be welcomed and introduced to appropriate personnel. All visitors will need to sign into the visitor log book upon arrival and will need prior permission from building administration, to be able to visit with a particular staff member or student.

Leaving the Building

While at school, you are the responsibility of the school and it is necessary to know where you are at all times. If for any reason a student needs to leave the building, it is required that his/her absence be approved through the principal's office. Students who are going on errands that will take them from the building must first report to the principal's office, and receive permission from the building administration and their parent or guardian.

Automobiles

To provide safety and reduce the possibility of students being injured due to automobiles, the school policy is that there shall be no driving or riding in cars during the school day. Also, students should not be sitting in a vehicle during the school day. The only exceptions being when parents pick up students at noon or return them back to school and for work-study students who have been given special permission to drive directly to work.

Students who wish to drive and park at Iowa Valley shall comply with the rules and regulations established by the Iowa Valley School District. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion. Driving a motor vehicle and parking it at the student's attendance center is a privilege. There is a designated area to be used for mopeds and students will be asked to park in that designated area, regular parking lot is for full size vehicles only.

Lost and Found

If you find lost articles, turn them in to the office immediately. Students should make every effort to identify their belongings by identifying them. If you must bring large sums of money to school, leave it in the office during school.

Fire and Tornado Drills

Fire and tornado drills are a rehearsal, a rehearsal for a very serious situation. SIGNAL: The signal for fire drills will be a continual blast of the horns in the halls. Evacuation routes are posted near the door of each classroom. IT IS AGAINST THE LAW TO TAMPER WITH FIRE PROTECTION OR ALARM EQUIPMENT. VIOLATION OF SAID RULE NECESSITATES A SCHOOL SUSPENSION.

Church Night, each Wednesday evening

Wednesday night is designated as church night in Marengo. No school activities are to be scheduled after 6:00 p.m. on Wednesday during the school year, summer months with baseball and softball have pre-approval. * It is noted that the Iowa Valley district does host parent/teacher conferences on Wednesday evenings at various times throughout the year and we understand if a parent does not wish to participate in these events during the course of the school year.

Posters and Signs

Any sign or poster displayed in the school must be approved by the administration. The conference prohibits the use of posters, banners and noisemakers at all games and contest.

Change of Address

Any change in address, phone number, guardianship, etc. must be reported to the principal's office and parents will need to go on to PowerSchool and make that change as well, as we are required to report this information to the state in our reporting process.

Waiver of Student Fees

Students whose families meet the income guidelines or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the superintendent's office at registration time or any time thereafter for a waiver. This waiver does not carry over from year to year and must be completed annually.

STUDENT SERVICES

Guidance - The purpose of the guidance services is to help each student in his/her social, educational, vocational, and personal development. Conferences with students receive first consideration of the counselor's time.

The counselor may assist the student:

- Assist students experiencing academic difficulties;
- in recommending materials that the student may use to improve his/her study habits;
- in planning his/her schedule and the school program;
- in making realistic curriculum selections and suitable plans for the future; and/or
- in offering aid in problems of adjustment.

Health - The school nurse heads the health program of the school. He/she identifies those children with health needs, gives them temporary immediate aid, and makes referrals for treatment.

*Throughout the year, the State of Iowa, the Iowa Valley School District as well as Grant Wood AEA sponsors or offers vision, hearing and dental screenings. If you have a question concerning your child's vision, hearing or dental, please contact the school nurse.

The nurse's office is located on the second floor of the high school building. Please check at the junior-senior high principal's office before going to the nurse, as he/she is not always in the building.

ACADEMIC POLICIES

Study Hall's and Success Study Hall

Study halls serve a key academic purpose: to allow students extra time to fulfill academic responsibilities and be successful. Study halls are not "social time" or intended to be "free time." Students are expected to bring **and** work on academic work or appropriate reading material in study hall for the entire period. If a student is disciplined for any reason in a study hall he or she may be placed in a "restricted" study hall environment and have privileges revoked for a specified time, which could result in the remainder of the quarter/semester or year. All students will be expected to report to study hall just like any academic setting on time and in their assigned seats, if they arrive late they must have a sign hallway pass or will be given a detention after the third (3rd) unexcused tardy.

A designated number of students will be allowed to go to the media center during the course of a week, but this is generally on a rotational basis and the student **will not be allowed** to report to the library if they've had their privilege's revoked or if they're failing any class during a quarter or semester unless they have prior permission from a faculty member.

Use of personal laptops or electronic devices is left up to the discretion of the study hall monitor/teacher, and students will be expected to use devices within the school acceptable use guidelines as well as making sure they take care of any school equipment under school policy and guidelines. There is a designated area in which electronic devices may be used as well as an area for partner or group collaboration, but these areas will be identified by the study hall monitor/teacher.

Academic Study Table

We feel that for a student to be successful at Iowa Valley Jr-Sr High School, guidelines need to be in place to help those students that aren't meeting the academic standards that we feel are important. All students whether participating in activities or not will be monitored on a weekly basis. At the mid-term (4 ½ week) period of each quarter, any student having a D or F on their report will be placed in an **Academic Study Table** which is held each Tuesday and Thursday after school from 3:30 pm-4:30 pm. Students will remain in **Academic Study Table** for a minimum of 1 week, at that time if their grade has improved to at least a C- or better, they will be excused from attending **Academic Study Table**, even though they will be encouraged to continue to attend. Students who remain on the **Academic Study Table** for the remainder of the quarter will then be ineligible for activities.

Coaches and activity sponsors will support the **Academic Study Table** and must allow their student to participate. With the "mindset" that academics always come first, it is our hope that all students to their best to be successful in all academic courses. Coaches and activity sponsors are also encouraged to follow up with their students on a regular basis, continuing to enhance the importance of a strong academic standing. Students who have obtained teacher signature that their grades have improved by Tuesday at 2:30 pm will be excused from **Academic Study Table**. Administration will work with students who are currently eligible according to academic eligibility guidelines when events or activities take place on either a Tuesday or Thursday.

Academic Study Table will be staffed by Iowa Valley staff who have committed to helping students be more successful. If a student does not attend a required **Academic Study Table** session he/she is suspended from their activity for a period of no less than one week and his/her parents will be notified. If a student in an activity fails to report to **Academic Study Table** for a period of three weeks he or she will be dropped from the activity for the remainder of that season and or grading period. Those students who are not out for an activity and have not attended **Academic Study Table** on required days will not be allowed to attend any school sponsored home event during their period of ineligibility. (Ex: home events, Homecoming Dance, Prom/After Prom, any event that is sponsored by the Iowa Valley School District).

(SIAC and IV School Board approved for 2017-18 school year)

HOMEWORK POLICY

Homework is assigned by teachers to provide students with practice opportunities to apply new knowledge and it may differ with each teacher, so it becomes the student's responsibility to contact their teacher when they are absent or have missed the due date of an assignment or assessment.

Teachers will be notified of whether an absence by a student is school related and/or whether it is excused or not. Students missing 1 day will have one day to make up that assignment, their 2nd missed day will result in two days to make up missed assignments. Students and parents should work with teachers to try and eliminate absences throughout the course of the year the best they can, but the school understands that some scheduled appointments are difficult to schedule outside the normal school day. When students do not complete homework, they are not receiving the practice opportunities teachers feel are necessary for deeper learning to occur. In order to support students in regularly completing homework assignments, students should utilize calendars or planners to record assignments in every class. Teaching staff may advise the student to attend a study table before or after school, and parents are encouraged to contact the school if they would like their student to attend these sessions as well.

Graduation Requirements

The board of education, assisted by the professional staff, shall establish graduation requirements for each of the curriculum areas offered by the school district. In all instances these graduation requirements shall meet the standards established by state statute and/or the Department of Education. Students being considered for graduation must be within 2 credits of graduating with their cohort in order to participate in the graduation ceremony (i.e. stage and diploma recognition).

A total of forty-eight (48) credits will be required for graduation from high school: 27 credits from required courses and 21 from elective courses. The **minimum** class load for all students shall be six (6) five-day-per-week classes per semester plus physical education. Band and choir **may** satisfy the sixth class requirement for high school students.

- Every student is required to be enrolled in physical education during the duration of his/her attendance, unless they meet the qualifications under a Physical Education waiver stated under IA Code 12.5(5) (f) which allows a student to be waived from Physical Education for 1 class period/unit of credit per semester.. Students will receive .5 credits per year for the successful completion of each year of physical education course work.
- Students will receive .5 credits per year for the successful completion of instrumental music and vocal music.
- Students will receive 1 credit for successfully completing the prescribed course in driver education classroom and driving requirements.

During a student's four years of high school, the following minimum credits must be earned in each of the subject areas:

LANGUAGE ARTS - 8 credits (4 yrs)

- 1 year this includes one semester of: English 9 & Speech 9
- 1 year English 10 or Honors English
- 1 semester Creative Writing, British Literature, Sports Literature, Drama or Advanced Communications
- 1 semester Composition
- 1 year Senior English or College English

SCIENCE - 6 credits (3 yrs)

- 1 year Biology or Honors Biology
- 1 year Physical Science *
- 1 year of any of the remaining Science electives: Earth or Environmental Science, AP Physics, AP Chemistry, Advanced Biology, Anatomy and Physiology.

*The only exception would allow for a year of either Physics and Chemistry to be substituted for Physical Science.

MATHEMATICS - 6 credits (3 yrs)

SOCIAL STUDIES - 6 credits (3 yrs)

- 1 year American History (9th)
- 1 year World History (10th)
- 1 semester Government (Jr or Sr)
- 1 semester of remaining Social Studies electives: Economics, Western Civilization, Sociology, Psychology, Topics in US History

HEALTH - 1 credit (1 semester)

PHYSICAL EDUCATION - 2 credits (8 semesters @ .25 per semester)

GRADE POINT AVERAGE (GPA) & CUMULATIVE GRADE POINT AVERAGE (CUM GPA)

***All GPA calculations are based on 1st and 2nd semester grades.

Physical Education, Band and Choir grades are now included and calculated in the cumulative GPA.

Report Cards

As parents are now able to view their students' progress and ending grade reports online we will only print report cards at the end of a quarter by request. Semester grades will be printed for all students in grades 7-12, report cards will also be available at parent/teacher conferences during the school year.

Honor Roll

Students who maintain a 3.0 average (B average) will be considered members of the honor roll.

Student Progress

Mid-term notices are sent to parents of students who are failing and/or seriously under-achieving in their respective class(s). Parents are encouraged to check the progress of their child online through **Power School** or contact the office if a conference with teacher(s) is desired. This conference may be arranged through the guidance office or through individual teachers. **Power School** is available to those with internet access in order to check progress of individual students.

Early Graduation

Students may graduate prior to the completion of their 12th grade year, if all course work required for graduation under board policy, "Graduation Requirements," has been fulfilled. In such cases, the student must have the approval of the Board upon a recommendation by the superintendent and the secondary principal.

If a student wishes to graduate prior to the completion of grade twelve, the student and his/her parents must meet with the guidance counselor to consider all ramifications of such a decision. Following the conference, the student and his/her parents may petition the principal for early graduation.

Students who select and are approved for early graduation **shall forfeit** their eligibility to participate in extra curricular activities after completion of necessary course work.

Students who select and are approved for early graduation will be entitled to participate in the commencement program with their graduation class if they so choose.

Iowa Valley Alternative School

Iowa Valley Jr-Sr High School began its Alternative School Program in the fall of 2016, if a student or parent would like more information on this program please contact the guidance counselor at 319-642-3332.

STUDENT CONDUCT/DISCIPLINE

The Iowa Valley School Board supports the student responsibility and discipline policies. It also supports the staff in enforcing them and holds the staff accountable for implementing them. The maintenance of orderly conduct of students is necessary in every school situation so that maximum learning may occur. An essential aspect is effective discipline if quality education is to be maintained.

A teacher must be the administrator of classroom discipline. Therefore, minor discipline offenses are the responsibility and obligation of the classroom teacher. When a situation arises in which the educational process is unable to proceed, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem. The following are examples of misconduct, which can subject a student to potential discipline and appropriate due process for the misconduct:

1. Refusal to conform to school policies, rules or regulations;
2. Conduct which disturbs the orderly, efficient and discipline atmosphere and operation of the school or school related activity;
3. Refusal to comply with directions from teachers, administrators, or other school personnel;
4. Physical attack or threats of physical attack to any individual while on school property or at a school sponsored activity;
5. Possession of weapons, contraband, or dangerous objects;
6. Extortion;
7. Criminal or illegal behavior;
8. Theft or robbery;
9. Damaging, altering, injuring, defacing or destruction of any school building, fixture, tangible property, or personal property of others while on school property or school sponsored activities;
10. Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property, whether or not any such property is actually damaged or destroyed;
11. Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device in or about the school premises or premises where a school sponsored activity is being or will be held;
12. Fighting or engaging in disruptive behavior at school or at school events;
13. Making noise in the vicinity of the school or school sponsored activity which disrupts the orderly, efficient and disciplined atmosphere of the school or the school sponsored activity;
14. Abusive epithets or threatening gestures to other students, teachers, administrators, other school personnel or ;
15. By words or action initiating or circulating a report or warning of fire, epidemic, or other catastrophe knowing such report to be false or such warning to be baseless;
16. Obstructing school premises or access to school premises where a school activity is being held;
17. Possessing or consuming alcohol liquors or beer on school property or while attending a school activity;
18. Possession or use of a controlled substance or controlled substance look-alike;
19. Being under the influence of alcoholic beverages and/or a controlled substance while on school property or while attending a school activity;
20. Use or possession of tobacco;
21. Gambling;
22. Documented conduct detrimental to the best interest of the school district.

One or more of the foregoing acts of misconduct committed by a student shall subject the student to appropriate discipline by the school and said discipline shall include, but not be limited to, detention, suspension or expulsion of the student. In addition to disciplinary action, violations of the foregoing may also result in a report being made to the local law enforcement authorities by the school administration.

The use of profanity by a student toward a member of the school staff, school employee, school board member, or a member of the school personnel of the Iowa Valley Community School District that constitute course of conduct by the student toward said school employee whether said profanity occurs on or off school property or during school hours or the school year where said profanity is used in such a manner that the same may be overheard by members of the public and said profanity is used in such a manner that the same is detrimental to the best interests of the district may be grounds for suspension or expulsion.

Whether the same occurs on school property, school time, or during the school year, the damage to person or property of a member of the school staff, school board member, school personnel or employees shall be grounds for appropriate discipline by the school and said discipline may include, but not be limited to, suspension or expulsion of the student from attendance in the Iowa Valley Community School District where said damage to the property or person of a member of this district or his/her immediate family is done intentionally by the student.

Whether the same occurs on school property or not, and whether the same occurs during school time or not, or during the school year or not, where the student threatens, strikes or assaults any school employee, school board member, or a member of the school staff or personnel or a member of said employee's immediate family this action shall be grounds for appropriate discipline by the school and said discipline shall include, but not be limited to, suspension or expulsion of the student.

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

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Student-to-Student Harassment

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment on the basis of race, gender, creed, color, religion, national origin, disability, marital status, sexual orientation, physical appearance, and/or personality traits means conduct of a verbal or physical nature that is designed unreasonably to embarrass, distress, agitate, disturb or trouble students when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment. Students whose behavior is found to be in violation of this policy after an investigation shall be disciplined, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- Verbal or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment as set forth above may include, but is not limited to the following:

- Verbal, physical or written harassment, bullying, hazing or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.;
- Demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The building principal or designee (generally the guidance counselor) will be responsible for handling all complaints by students alleging harassment.

**** Added 5/21/12**

Communication procedure: The building principal or (his/her designee) generally the guidance counselor in the event of a severe altercation shall:

1. Make sure that all students either mentioned by name or harassed shall be separated and removed from the classroom in a responsible manner by said personnel.
2. Contact the parents/guardians of any student of which a threat of harm or perceived threat of harm has been alleged or is determined to be in violation of this policy. Notification shall be in the form of phone call and a letter sent home with the student prior to the next school day.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. However, the superintendent has the right to discipline students who knowingly file false harassment complaints. A student who is found to have retaliated against another in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case a student is harassed. It shall also include effective harassment prevention strategies. The superintendent shall also develop a process for evaluating the effectiveness of the policy by reducing harassment in the school district. The superintendent shall report to the board on the progress of reducing harassment in the school district.

Student-to-Student Harassment Investigation Procedures

Students who feel that they have been harassed should follow these steps:

- If the student is comfortable doing so, the student should communicate to the harasser that the student expects the behavior to stop. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - tell a teacher, counselor or principal; and
 - *** **Updated 5/21/12**, write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - What, when and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the student said or did, either at the time or later;
 - How the student felt; and
 - How the harasser responded.

Procedures for Charging and Investigating Allegations of Abuse of Students by School Employees

It is the policy of the Iowa Valley Community School that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the Iowa Valley Community School to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The Iowa Valley Community School has appointed a level-one investigator and alternate, and has arranged for or contracted with a trained, experienced professional to serve as the level-two investigator.

The superintendent or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education to carry out any investigation. The **level-one** investigator for the Iowa Valley Junior-Senior High School the Superintendent of Schools.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Weapons

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Student Dress

According to Board policy the following guidelines are established. All students are expected to be neat, clean, and modest when attending school. Clothing that is disruptive to the learning environment is not acceptable. The final determination of what is appropriate dress lies with administration; many terms of the dress code do not need such determination and will be handled immediately by staff members. Apparel which promotes products illegal for use by minors, displays obscene material, contains profanity, allows undergarments to show, has unacceptable double meanings or displays derogatory, discriminating, or harassing words or pictures is unacceptable. Additionally the following articles of clothing are unacceptable and should not be worn to school: shirts that do not cover the entire midriff, shoulder straps less than 1" wide, low-cut blouses that show "cleavage," articles of clothing that are gang related (if known), Halloween costumes, shoes with cleats or roller attached. Clothing or accessories that are dangerous or could be used as weapons (chains, studded collars/armbands), hats, gym bags, caps, bandanas, or any other item of headgear not intended to be worn inside a building. Inappropriately dressed individuals will be asked to change into appropriate clothing or address the necessary problem immediately. If they do not have anything available to them to change into, the student will be sent to the office. The principal will provide an article from the lost and found box or when appropriate the student may be sent home to change, and may receive no credit for missed class period(s). Any student refusing to comply, being disrespectful, belligerent or insubordinate, or found to be a habitual violator will be sent to the administration who will determine appropriate consequences. Any absence from class due to the student's refusal to comply with this policy will be counted as an unexcused absence.

Personal Devices

While it is recognized that cell phones and/or personal devices are a valued communication tool between parents and students, they do represent a disruption to the educational environment. Cell phones or other electronic devices not used for educational purposes are to be used, seen, or heard from during classroom instructional periods unless the cell phone is being utilized for instructional purposes, and only when used under the direct supervision of the classroom teacher.

Cell phones will be allowed to be used in the "multi-purpose" room during the student's lunch period, and only in this location and only during this time. Also, cell phones (and other electronic devices) are not to be used or seen in rest rooms, or locker rooms. Teachers will confiscate the offensive item and bring it to the office when they are seen or heard during school hours. With permission, cell phones may be used in the office area during the school day.

Consequences for violations are as follows:

- **First offense:** The device will be confiscated from the student and they may pick up the device from the office at the end of the school day.
- **Second offense:** 30 minute detention assigned and **parent/guardian must** pick up the device from the office.
- **Third offense:** Student **must** turn the device into the office at the start of the school day for **five consecutive school days** - if a student does not do this, an immediate in-school suspension will be given. No excuses will be accepted for not turning the phone in.
- **Fourth offense:** Student **must** turn the device into the office at the start of each school day for **fifteen consecutive school days** - if a student does not do this, the student will receive either an in-school suspension and/or an out of school suspension. No excuses will be accepted for not turning the phone in.
- **Fifth and all consecutive offenses:** Student **must** turn the device into the office at the start of the school day for **the remainder of the school year** – the student will also receive discipline consequences which may include an in-school and/or out of school suspension and the student and his/her parents will be required to attend a future school board meeting to defend why their student has committed 5 or more offenses of this policy. No excuses will be accepted for not turning the phone in.

Assembly Programs

Prompt attention should be given when the person in charge appears. Do nothing to disturb others or mar their enjoyment of the program. Applaud properly. Stamping, whistling or shouting is never good applause. It is not a compliment of the entertainer, and it also reflects discredit upon the school.

DETENTION, SUSPENSION, AND EXPULSION

Detention

For failure to assume certain school responsibilities students may be assigned to a detention period. Students will be issued a citation form that states the nature of the infraction and the date to serve the detention. These forms are in triplicate; a copy may be mailed home and one will be placed in the student's file. If a student is in school the day he/she is to serve a detention, he/she is expected to be there. Students who miss a detention will be issued another detention. Students who miss detention for the second time will be issued an in-school suspension and/or be subjected to additional consequences. Students serving detention will be assigned some learning experience. If the student refuses to do their assignment, he/she will be issued another detention.

Suspension

A) In-school Suspension

- 1) In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspension may be imposed by the principal for infractions of school rules or "student conduct" which are serious but do not warrant the necessity of removal from school.
- 2) The principal shall conduct an informal investigation of the allegations against the student prior to imposition of an in-school suspension. Such an investigation shall include, but not be limited to written or oral notice to the student of the allegations against

him and an opportunity to respond. In-school suspension shall not be imposed for a longer period than ten (10) school days. Written notice of the in-school suspension and the reasons therefore shall be sent to the student's parents.

B) Out-of-school Suspension

- 1) Suspension is the removal of a student from the school environment for periods of short duration. Suspension is to be employed when other available school resources are unable to constructively remedy student misconduct.
- 2) A student may be suspended for up to ten (10) school days by a principal for a commission of gross or repeated infractions of school rules or "student conduct" or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend such students after conducting an investigation of the charges against the student, and giving the student:
 - a. Oral or written notice of the allegations against the student,
 - b. The basis in fact for the charges, and
 - c. The opportunity to respond to those charges.
- 3) Notice of the suspension shall be mailed no later than the end of the school day following the suspension, to the student's parents, the superintendent and the board president. A reasonable effort shall be made to notify the student's parents by telephone or personal contact, and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances involving the student which led to the suspension.

C) Suspensions and Special Education Students

- 1) Students who have been identified as special education students may be referred for a review of the student's Individual Education Program. The Individual Education Program will be revised to include a continuum of intervention strategies and programming to change the behavior.

*Note: Any student who is serving an in-school or out-of-school suspension **may not** attend any extra-curricular activities on that day(s).

Expulsion

Students shall conduct themselves in accordance with board policy, "Student Conduct." Students who fail to abide by that policy may be expelled from school.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the fact to which each witness will testify;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel;
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student will be provided with the following procedures:

1. Determine whether the student is actually guilty of the misconduct.
2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.
3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

LIBRARY/MEDIA CENTER

The Iowa Valley High School Library Media Center combines print and electronic resources to support and enrich both the middle and high school curricula. Students are encouraged to research and to prepare class assignments in the library. The collection also includes fiction titles, magazines and newspapers for leisure reading. The library media center hours will be posted at the start of each school year. The librarian is available to help students locate needed information and resources.

Circulation Policies

- Books may be checked out for up to 3 weeks.
- Past issues of magazines must be checked out and returned the same period.
- Reference materials do not circulate except with special permission.
- All materials may be renewed for similar loan periods.
- If materials are lost or damaged, students are responsible for paying replacement costs.

Library Media Center Use

- A predetermined number of students may come to the media center from each study hall.
- Teachers sending students to the media center when not supervising study halls need to complete a pass for each student.
- Students need to report directly to the media center from study hall or classroom.
- Students should work independently, quietly and productively. Students should treat others in the library with courtesy and respect. Keep voices down.
- Misuse or abuse of library materials or other school property is prohibited.
- Eating, drinking, and chewing gum are not permitted in the library.
- Library computers should be used only for educational purposes. Game playing, chat-rooms, instant messaging, e-mail, etc. or inappropriate internet surfing are strictly prohibited. See Internet-Appropriate Use Regulations.
- Students causing disruptions will be asked to leave the library:
 - 1st offense - 3 weeks
 - 2nd offense - 6 weeks
 - 3rd offense – 9 weeks
 - 4th offense – the remainder of the school year
- Academic and conduct ineligibility: any student who is ineligible will not be able to use the library media center during study hall unless the student has a pass from a teacher who has assigned work that must be completed with media center resources.
- There is no charge for printing, but it should be limited to that which is essential for class assignments.

Internet – Appropriate Use Regulations (to be included in the new 1:1 Device Policy handbook)

Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.

1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
2. It is the goal to allow teachers and students access to the rich opportunities on the Internet while we protect the rights of students and parents who choose not to risk exposure to questionable material.
3. The smooth operation of the network relies upon the proper conduct of the end (computer) users that must adhere to strict guidelines, which require efficient ethical and legal utilization of network resources.
4. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
5. The school district makes no guarantees as to the accuracy of information received on the Internet.

Permission to Use Internet

*Internet usage policy and agreement will be completed during the E-registration process by parents and students before the will be allowed to use school internet and/or Wi-Fi.

If a classroom assignment requires the use of the Internet, special arrangements will be made for the student to complete the work. Teachers will be supplied with the list of students who have violated the policy with their dates of suspended use.

Student Use of Internet

- A. Equal Opportunity –The number of available terminals and the demands for each terminal may limit the amount of time available for each student. The internet should not be used for “gaming” or anything that is considered “non-educational” shall be accessed during school time. No chat rooms or any type of instant messenger will be allowed.
- B. On-line Etiquette
 1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user’s responsibility to abide by the policies and procedures of these other networks.
 2. Students should adhere to on-line protocol:
 - Respect all copyright and license agreements.
 - Cite all quotes, references, and sources.
 - Remain on the system long enough to get needed information, then exit the system.
 - Apply the same privacy, ethical and educational considerations utilized in other forms of communications.
- C. Restricted Material – Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd.
- D. Illegal Uses – Students who disrupt the computer system, cause security problems, try to gain access to another person’s account will be disciplined according to the student violation plan. Students who try to disrupt the filtering system will be dealt with according to the same student violation plan. Students who physically abuse the computer and its parts will also be in violation of the plan.

Student Violation – Consequences and Notifications

Students who violated the above mentioned rules shall be subject to the appropriate actions described in board policy or regulations or the following consequences.

- A. **First Violation** – A verbal “Warning” notice will be issued to the student. The student will be asked to log off and not use the computer.
- B. **Second Violation** – A verbal and written “Violation” notice will be issued to the student. The student will lose Internet access for a period of three (3) weeks. A copy of the notice will be sent to the student’s parents and a copy provided to the building principal.
- C. **Third Violation** – A verbal and written “Violation” notice will be issued to the student. The student shall forfeit all Internet privileges for the balance of the school year. A copy of the notice will be sent to the student’s parents and a copy provided to the building principal.

If a classroom assignment requires the use of the Internet, special arrangements will be made for the student to complete the work. Teachers will be supplied with a list of students who have violated the policy with their dates of suspended use.

IOWA VALLEY SCHOOL DISTRICT ONLINE INFORMATION ACCEPTABLE USE POLICY (to be included in the new 1:1 Device Policy handbook)

Internet access is available to students and teachers in the Iowa Valley School District. We are very pleased to bring this access to Iowa Valley and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. *Internet usage policy and agreement will be completed during the E-registration process by parents and students before they will be allowed to use school internet and/or Wi-Fi.

The Internet is an electronic highway connecting thousands of computers all over the world to millions of individual subscribers. Students and teachers have access to:

- A. Limited electronic mail communication with people all over the world.
- B. Information and news from all over the world.
- C. Public domain software and shareware of all types.
- D. Discussion groups on a variety of topics ranging from Chinese culture to the environment to music to politics.
- E. Many university library catalogs and the Library of Congress.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. Although the school district uses various filtering and monitoring strategies, it is technologically impossible to filter all access while still retaining a meaningful connection. Iowa Valley School District firmly believes that the valuable information and interaction on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies and regional/state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you and your child(ren) are aware of the responsibility you and your child(ren) are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resource. If an Iowa Valley student user violates any of these provisions, his/her access will be terminated and future access could possibly be denied. The signatures at the end of this document are legally binding and indicate the parties who have signed have read the terms and conditions carefully and understand their significance.

Internet—Terms and Conditions

Acceptable Use: The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Access to the Internet must be in support of education and research and consistent with the educational objectives of the Iowa Valley School District. Use of other organization’s networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of a U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

Privileges: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The systems administrators and the building principals will deem what is inappropriate use and their decision is final. Also, the system administration, faculty, and staff of the Iowa Valley School District may request the system administrators to deny, revoke, or suspend specific user accounts.

Network Etiquette: The user is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. The user will not reveal his/her personal address or phone number or those of any other person to anyone on the Internet.

5. Electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. At Iowa Valley, all responses received for any student will be given to the student in print form. No student will be allowed to access Iowa Valley's electronic mailbox.
6. Messages sent over electronic mail must be written appropriately. The reason for this is that the people receiving the messages can forward the messages to others or post them on electronic bulletin board systems for anyone to read. Therefore, the messages should not contain profanity, obscene comments, sexually explicit materials, or expressions of bigotry, racism, or hate. They should not contain personal information that one would not want any stranger to have such as one's name, address, or phone number.
7. The user will not use the network in such a way that would disrupt the use of the network by other users.
8. If the user wants to save information to a disk, the user will need to purchase a new disk on which to save this information from the media specialist. Once a disk leaves an Internet access classroom, the disk is no longer considered "new". This precaution is necessary to avoid computer viruses infecting the computer network.
9. After the user has permission from his/her parent or guardian to use the Internet, he/she may access the Internet without being supervised during his/her use.

Iowa Valley School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.

Iowa Valley School District will not be responsible for any damages the user suffers. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Iowa Valley School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security: Security on any computer system is a high priority, especially when the System involves many users. If the user feels he/she can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Vandalism: Vandalism will result in cancellation of privileges, and the user who vandalizes will be held financially responsible. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above-listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

STUDENT ACTIVITY PROGRAM

Participation in school activities is a privilege. All students participating should recognize and understand that they are representatives at all times of the Iowa Valley Community School District. School activities provide the benefits of promoting additional interests and abilities in the student during their school years and for their lifetime.

Students will have an opportunity to participate in all school activities that are offered by the district unless the activity is an intramural or interscholastic athletic activity or the student is unable to participate due to disciplinary and/or academic reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams. However, there will be appropriate activities for both boys and girls that will allow them to reap the benefits of school activities.

Prior to activity events taking place, the administration will review them and approve those that are appropriate. If it involves unusual travel expense, the board will take action. The events must not disrupt the education program or other school district operations.

It shall be the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Student Eligibility for Extra Curricular Activities (Approved by the SIAC Committee 5/23/11)

The rules of eligibility as stated herein shall apply to all of those students, grades 7-12, who are involved or could be involved in any extra curricular activity in the Iowa Valley Community School District.

A. Academic Requirements

- 1) All students must pass all coursework. If not passing all coursework at the end of a semester, the student is ineligible for first period of 30 consecutive calendar days in the inter-scholastic activity or event in which the student is a participant. (See: IHSAA "Scholarship Rule" 281—IAC 36.15(2) pg. 2)

There is no requirement that the student competed in the sport previously.

Any student failing at the quarter reporting period will be ineligible until a successful appeal is completed at the designated mid-point of the following quarter. To be declared eligible at that time, the student must be passing all courses. Students may appeal once per semester.

Note: Students who become *academically ineligible* after 4th quarter or 2nd semester will be ineligible for a period of 23 calendar days starting with the posting term grades.

Students in sports who are on academic ineligibility will be allowed to practice during scheduled practice times; however, they are not able to participate in the following:

(The following also apply to students who are **not** in sports.)

- Athletics: Games, scrimmages, ride on buses, pep rallies/assemblies cannot walk out with team, state functions, or school related field trips.
- Choir/Band: Contests, Concerts, Honor Choirs, Competitions, trips where there is a school district financial obligations. In case of home concert, the director must provide affected students with an alternative assignment to offset participation in said event.
- FFA: Service as an officer (meetings, projects), speaking parts at banquets, interscholastic competition not directly related to the classroom, representative at conventions, conferences, field trips.
- Speech: Small and large group contests, school and/or individual performances.
- Drama: Participate in play or contests related to drama performances unless the helping activity is graded.
- Cheerleading: games, pep rallies, state meets, or traveling with the team.
- Homecoming: work during day or during study hall period, play in the game, or participate in the King and Queen nomination or coronation functions.
- National Honor Society: Induction ceremony (see NHS section for more details).
- Mentoring at the elementary.

B. Conduct Requirements for All Activities (Good Conduct Code)

- 1) Students who wish to have the privilege of participating in extra curricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy. (Board Policy 503.4)
- 2) No student shall be charged for a violation regarding the use or possession of alcoholic beverages and/or drugs and/or tobacco.
- 3) No student shall be observed using tobacco and/or alcoholic beverages and/or drugs in any form. If the student is observed using or possessing tobacco and/or alcoholic beverages and/or drugs by faculty, administrators, or law enforcement personnel, the student will be declared ineligible.
- 4) No student shall have in their possession or consume alcoholic beverages and/or drugs and/or tobacco on school property or at a school-sponsored activity, or at any time be present at a school-sponsored activity or on school grounds while under the influence of alcohol and/or drugs.
- 5) No student shall willfully steal, destroy, and/or deface any school property.
- 6) No student shall be charged of a felony, aggravated misdemeanor, or serious misdemeanor.
- 7) These are minimum requirements. Any further rules specified by an activity sponsor must be followed.
- 8) These rules apply to all Iowa Valley students regardless of age.
- 9) Participate in any conduct which, in Iowa, is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations.

***Note:** Any student who has served or is serving an in-school or out-of-school suspension **may not** attend any extra-curricular activities on that day or evening.

The foregoing rules are conduct requirements for all activities at all times. Any violation of these requirements during the school year whether the student is at that time in an activity or not will be deemed to be a violation of these rules and subject the student to the penalties hereinafter set forth. If a student violates these rules when school is not in session the penalties will still be enforced.

Students in sports who are on conduct ineligibility will be allowed to practice during scheduled practice times; however, they are not able to participate in the following:

(The following **also** apply to students who are **not** in sports.)

- Athletics: Games, scrimmages, banquets, ride on buses, pep rallies/assemblies (cannot walk out with team), state functions with team/school, team camps held during the school year, parents night, concession stands, or trips during the season.
- Choir/ Band: Contests or Competitions, Concerts, performing at home contests, Honor Choirs, Competitions, trips where there is a school district financial obligation, or help back stage and/or concession stand.
- FFA: Service as an officer (meetings, projects), speaking parts at banquets, interscholastic competition not directly related to the classroom, representative at conventions, conferences, field trips.
- Speech: Small and large group contests, school and/or individual performances.
- Drama: Participate in play or help behind the scenes (ex. Lighting, sound, stage help), unless the helping activity is graded, in case of home event, the director/sponsor must provide affected students with an alternative assignment to offset participation in said event.
- FCS Club: participate in any club activities during school day or participate in committee work during, before or after school.
- Cheerleading: games, pep rallies, state meets, traveling with the team, or help at concession stands.
- Homecoming: play in the game, ride on float in HC parade, attend the dance, work night(s) for float building, or participate as King and Queen candidate.
- Prom: attend the dance, Grand March, or the After Prom party (if the After Prom party is held at the school with school supervision).
- National Honor Society: Induction ceremony and induction qualifications (see NHS section for more details).
- Mentoring at the elementary. Any violation of the Good Conduct Code will terminate a student's mentoring privilege for the balance of the school year.

C. Length of Ineligibility for “Good Conduct” Violations.

First of all, the offending student **must** notify the proper authorities as soon as possible of his or her offense. After the student’s report has been noted, the period of ineligibility would begin immediately if the student is currently participating in an activity. If the student is not presently participating in an activity, the offending student’s period of ineligibility would not begin until the next activity or sports first officially scheduled contest or event.

(Example: Student A is not out for a fall activity/sport, but is guilty of possession of an alcoholic beverage at a fall weekend party, the student then reports the incident on the following Monday to the proper authorities, the period of ineligibility would begin with Student A’s 1st official contest/concert or event). (SIAC recommendation that was amended and approved by Iowa Valley School Board July 15, 2013)

1) Length of ineligibility shall be as follows:

- a) If a student is cited/ticketed with alcohol/drugs, tobacco products or other illegal activity and **does not self-report**; the student is ineligible for extra-curricular activities for **six weeks and** must complete a minimum of 3 hours of preventative counseling services.
- b) If a student is cited/ticketed with alcohol/drugs, tobacco products or other illegal activity **and self-reports**; the student is ineligible for extra-curricular activities for **three weeks and** must complete a minimum of 3 hours of preventative counseling services. *
- c) If a student is present at a party where alcohol/drugs or other illegal activity is occurring the student **is ineligible for two weeks.**

* Reduction to the period of ineligibility is possible if the offending student “self-reports” an incident **or** successfully completes professional counseling services, (MECCA) is an example of one service provider.

** Self-reporting is when a student contacts his or her activity sponsor, school administration, or central office personnel the next business/school day following the incident/infraction.

- d) **Second offense:** students will be ineligible for twelve (12) consecutive weeks applying the provisions of section A. above.
- e) **Third offense:** students will be ineligible for twelve (12) consecutive months applying the provisions of section A. above.

2) In determining whether an offense is a second or third offense, only offenses occurring within twelve (12) consecutive months (starting with the date of the first offense) shall be counted.

D. Attendance/Tardiness:

Any student who wishes to participate in or attend any extra-curricular activity/event must be excused and in school for at least one half of that day. If there are unusual circumstances, such as a funeral, doctor’s appointment, etc., the principal may waive the half-day requirement. The approval must be granted **before** the student leaves or arrives late. Also, any student who arrives late/unexcused to school will not be allowed to participate in that evening’s event/activity/practice. **Example A:** *The student who misses a morning, must be at school by the beginning of fifth period(lunch) in order to have the attendance count for the half day requirement.* **Example B:** *Student A arrives late/tardy(unexcused) to school is ineligible to participate in that evenings practice session or game/event or contest.*

E. Length of Ineligibility for Transfer Students

Any student declared ineligible under the prior school district’s good conduct rule, and then without having completed the full period ineligibility at that school transfers to the Iowa Valley High School, will not be eligible for interscholastic competition at the Iowa Valley Jr. /Sr. High School until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at the Iowa Valley Jr. /Sr. High School as far as any good conduct rule is concerned.

F. Due Process

If the student denies the charge, the principal shall explain the evidence and give the student an opportunity to tell the student’s side of the story. The high school principal or the superintendent shall then determine whether the student should be declared ineligible. If the student is declared ineligible, said ineligibility shall commence immediately. The student will be granted an informal hearing with the

school board at the student's request to have said ineligibility reviewed. The board's decision, in the event that the student requests an informal hearing, shall be final.

Insurance

All athletes are required to have accident insurance. If the athlete is not insured by his/her parent's policy, athletic insurance is available. Insurance for non-athletes is available at a reasonable rate.

Activity Trips

Students are required to ride and font to any school sponsored event, activity or contest in school provided transportation, arrangements must prior approved by the students/child's sponsor/coach or building principal and a written notice or phone call must be made by a parent or guardian. The only exception to this rule will be in cases where the parents make a personal request to the sponsoring teacher that their child will ride home with them.

Student and Spectator Participation

A loyal Iowa Valley fan wants his/her team to win but to win fairly and cleanly. He/she respects the decision of the referees even though he/she believes it to be wrong. He/she enters into all activities whole heartedly, yells for the team when defeat is certain. He/she treats the opposing team and their boosters with respect. He/she is a worthy winner and a good loser.

Dual Participation-Athletic Teams

Any high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the high school principal or his/her designee. Any student who does not receive written permission to participate could be declared ineligible to participate in school sponsored activities.

The length of ineligibility will be:

- a) First offense – four (4) weeks;
- b) Second offense – twelve (12) weeks;
- c) Third offense – twelve (12) consecutive months.

In determining whether an offense is a second or third offense, only offenses occurring within one year shall be counted. Such outside participation shall not conflict with any school-sponsored activity in which the student is involved. The student shall not use any school owned equipment or materials without written permission and such use would be permissible under school and state activity guidelines.

School Activities Regulations

- 1) Cheerleaders, when traveling with players, are directly responsible to the coaches.
- 2) At no time will any student be allowed to drive any vehicle to or from any away contest or event/activity. This does not include driving to practice directly from home.
- 3) Anytime a student boards a bus, the student will remain a passenger on that bus until the round trip has been completed. The only exception will be if a parent asks the head coach at the contest if his/her child may ride home in the family transportation.
- 4) No student will be let off the bus anywhere other than the high school, or at a site designated by the coach/sponsor.
- 5) Every coach/sponsor is responsible for the conduct of the members of their team. This responsibility exists prior to contests, while traveling, in the locker room, as well as during the contest.
- 6) Any coach/sponsor may issue a more strict set of rules than stated herein, but none may be more lenient.
- 7) All participants must dress according to the coach's requirements for contests both home and away.
- 8) Students involved in activities may be awarded a certificate, letter, or other award as deemed appropriate according to specifications set by the activity's sponsor.

Responsibility during Activity Participation

Students must recognize, and voluntarily assume, the risks inherent when participating in a given activity. These risks of participation could result in injury to oneself, including loss of property, limb, life or permanent physical impairment.

Iowa High School Athletic Association Eligibility Rules Penalty

Any student disqualified from an interscholastic contest by game officials for flagrant, violent or verbal misconduct will be ineligible for the next regular scheduled game/meet at the level of competition and all other games/meets in the interim at any level in addition to any other penalties the IHSAA or the school may assess.

The second violation carries a four game/meet automatic ineligibility.

Anabolic Steroid Use

- A) Steroid use is unsportsmanlike conduct in that it can give unfair athletic advantage to the user.
- B) Any athletic who uses anabolic steroids is subject to a one calendar year period of ineligibility from all high school athletics.
- C) The only exception to an athlete who uses anabolic steroids being declared ineligible for one calendar year will be if a medical doctor signs an affidavit that they have prescribed anabolic steroids for the student athlete. Information regarding such usage must be filed with the high school principal or athletic director prior to the athlete taking part in high school athletics.

STUDENT TRANSPORTATION

- 1. All students who ride the bus are reminded to follow the rules of courtesy and good conduct. The bus driver will report misconduct to the principal. Parents will be notified and conferences held.
- 2. Bus students are not counted tardy when the bus is late arriving.
- 3. Students are expected to meet the bus on time and not keep it waiting. The bus will generally leave from in front of the high school five minutes after dismissal of school.

Bus Transportation Passenger Discipline Procedure - To assist in providing an efficient and safe environment the following procedure has been established for drivers and passengers on the Iowa Valley Community School buses, vans, and suburbans. Passengers are expected to follow the bus rider rules as printed in the Parent Newsletter. However, when difficulties arise, they are usually one of two types.

Passenger to Passenger – When a passenger(s) is experiencing difficulty with another passenger(s), he/she should first discuss the situation with the bus driver. If a satisfactory solution does not result, the passenger, or parent/guardian should contact the building principal. If the situation continues, the superintendent should be notified.

Passenger and Drivers

- a) **First Offense** – The bus driver and passenger(s) will confer in an attempt to solve the situation.
- b) **Second Offense** - The driver will contact the building principal who will then visit with the passenger(s) and the driver in an attempt to solve the problem. The incident will be recorded and a copy sent to the parent or guardian.
- c) **Third Offense** – The driver will again contact the building principal in an attempt to solve the situation. Either the driver or the principal will contact the parent/guardian. (If the principal contacts the parent/guardian, the driver should be present to provide necessary information.) After the conference with the passenger(s) and the call to the parent/guardian, a notice of probation will be sent to the parent/guardian. This notice will indicate the problem(s) involved and state that any subsequent problems will cause suspension of bus riding privileges for the period of time up to two weeks. If the phone contact was attempted but not made, the notice will also indicate that the parent/guardian was not able to be reached by phone. Communications among parents/guardians, bus drivers, and building principal is an essential part of a good, safe transportation system.
- d) **Fourth Offense** – The driver will refer the passenger(s) to the building principal. A conference will be held with the passenger(s) and a notice of suspension of bus riding privileges will be sent to the parents/guardians. This period of suspension could last for four weeks.
- e) **Fifth Offense** – The driver will again refer the passenger(s) to the building principal. A conference will be held with the passenger(s) and a notice of suspension of bus riding privileges will again be sent to the parents/guardians. This period of suspension could last for the remainder of the year.
- * In the event of an emergency or extreme situation, suspension of riding privileges may be given without prior warning. This action will be taken at the discretion of the building principal after conferring with the bus driver, conference with the passenger(s) and notice to the parents/guardians.
- ** At any step in this procedure the parent/guardian has a right to request an informal meeting or formal hearing with the bus driver and/or building principal. This request should be made to the building principal and will be held prior to any suspension of bus riding privilege.
- *** Communication, cooperation, and respect are the ways to an effective and safe transportation system. The drivers, passengers, and parents/guardians are expected to communicate in an open and respectful manner on a regular basis regarding the transportation program. This is essential as initial problems begin to surface. Normally, these efforts will avert any serious difficulties.

STUDENT AWARDS AND HONORS

Semester GPA Awards

Academic Excellence Awards

1. Honor Roll - 3.0 to 3.74 Semester GPA attainment
2. Honors with Distinction- 3.75 to 4.0 Semester GPA attainment
3. Perfect Attendance - Attained by being present all school days except when participating in a school related activity
4. Most Improved Student - Awarded to students who improve their Semester GPA .5 from the previous semester.

National Honor Society

- 1) Student must be in the 11th or 12th grade and have completed one full semester at the Iowa Valley High School.
- 2) Students will have an accumulative grade point average of 3.5 or above.
- 3) Students will then be evaluated in the areas of service, character, and leadership by the secondary staff under the supervision of a five-member faculty council.
- 4) The secondary staff will record a score of 1-9 in each of the three areas. Scoring will be based on pre-established criteria set up in each area.
- 5) The students will need a score of 20.25 points which is an average score of 6.75 in each of the three areas.

Points awarded in each area shall be 1-9 as follows:

- 9 – Superior, the maximum possible number of points to be given for any indicated quality
- 7 – Above average, slightly above his/her average peers.
- 5 – Average
- 3 – Below Average
- 1 – Poor, quality almost non-existent

**** Students who do not uphold their academic eligibility or characteristics of leadership and service may be dismissed from membership of the National Honor Society.

Graduate as an Honor Student

Students who attain a 3.25 average for four years of high school will be recognized as honor students when they graduate from this high school.

Student of the Month Recognition

Recognition: Every month, September through April, students will be recognized as "Students of the Month."

Rationale: All students will benefit from the positive recognition of school efforts. Approximately 10% of our study body will be recognized as "Student of the Month."

Implementation:

- 1) Students are to be selected from each of the three groups: Junior high (7 & 8), Junior Varsity (9 & 10), Varsity (11 & 12).
- 2) Each faculty member may nominate up to two (2) students in any of the three groups in which the faculty member is teaching or supervising (except Study Halls).
- 3) Nominations will be based on: a) Overall improvement; b) Citizenship; c) Leadership; and d) Scholarship.
- 4) Students will not be awarded as "student of the month" more than once during a school calendar year.

Works Citation Guide

Students who are college and career ready will be able to cite specific evidence when offering an oral or written interpretation of a text. The specific skills students use to cite this information is developed across all content areas. Twenty-first century students demonstrate independence as they become self-directed learners who effectively seek out teachers, peers and references and cite those references responsibly.

MLA References

The standard citation style guide for the humanities, especially languages and literature, is the *MLA Handbook*, 8th edition, 2016. The Modern Language Association of America (MLA) publishes this manual.

The English departments of IRSC recommend MLA format for papers written in these fields.

Two types of citations are included in most research papers: 1) citations within the text of the document and 2) a list of reference citations at the end of the paper

In-Text Citations: In-Text citations appear in the body of your paper. They identify your use of an idea or quotation from one of your sources. The *MLA Handbook* uses the author-page citation system for in-text citations.

Reference Citations: Information about the sources you use in your work are included as a separate list at the end of the paper. The *MLA Handbook* suggests using the title, "Works Cited", for the list.

Any source information that you provide in an in-text citation must correspond to a source in your Works Cited page.

MLA Works Cited Core Elements

Works Cited references are made up of a list of Core Elements, The Core Elements allow writers to create reference citations for any type of source, regardless of the medium.

- 1) Author - Personal author(s), editor(s), corporate author, director
- 2) Title of source - Book title, article title, chapter title, title of TV episode, film title
- 3) Title of container - Book title, Journal title, title of TV series
- 4) Other contributors - translators, performers
- 5) Version - Edition, abridged/unabridged, director's cut
- 6) Number - Volume and issue numbers, season and episode numbers
- 7) Publisher - Publishers, university presses, organizations, governments, production companies
- 8) Publication date - Use the date most pertinent to your full dates given in this format: 24 Aug. 2016
- 9) Location - Page number(s), web address, DOI (digital object identifier), stable URL, time on a recording, DVD disc number

In-Text Citations

In-text references provide a means for you to give credit when using others' words, facts, or ideas. MLA style uses parenthetical notations to identify the source (author's surname) and the specific location (page reference) from which you borrowed material.

Place the parenthetical reference where a natural pause would occur, as near as possible to the material documented. In-Text citations are typically placed at the end of a quote, sentence, or paragraph.

Example:

According to B.F. Skinner, behavior analysis is necessary for society because "almost all major problems involve human behavior" (24).

OR

Behavior analysis is necessary for society because "almost all major problems involve human behavior" (Skinner 24).

Work cited: Skinner, B.F. *Beyond Freedom and Dignity*. Alfred A. Knopf, 1971, p. 24.

More Resources

Library Guides - <http://irsc.libguides.com/mla> - see explanations, more examples, and links to resources to help you master MLA, 8th ed.

MLA Style Center - <https://style.mla.org> - view sample papers, FAQs and downloadable practice templates

Major Changes to the 8th Edition of MLA (2016)

- If a core element does not exist or cannot be found, simply omit the element from the Works Cited entry. Placeholders including “n.d.” for “no date” and “N.p.” for “no publisher” are no longer used.
- Include a DOI (digital object identifier) when available using the format: doi:alphanumeric string
- The URL, without http:// or https://, should be included for Web sources. Angle brackets are no longer used.
- The source’s medium (Print. Web. etc.) is no longer included.
- Some sources are whole and some are part of one or two containers and require the repetition of some core elements for each container. Add the elements to your reference entry from Author through to Location, then add any second elements in that same order. For example, journal articles from databases have two containers: the first is the journal in which the article is contained and the second is the database which contains the journal.
- In the Works Cited entry, “p.” is used before citing a page number and “pp.” is used before citing a page range.

Examples

Material Type	In-text Citation	Works Cited
Book with one author	(Brinkley 525)	Brinkley, Alan. <i>The Unfinished Nation: A Concise History of the American People</i> . 7th ed., McGraw Hill, 2014, p. 525.
Electronic book (Login required)	(Hardy 58-60)	Hardy, Thomas. <i>Far From the Madding Crowd</i> . The Floating Press, 2009. <i>eBook Collection (EBSCOhost)</i> .
Chapter/essay from a book/anthology	(O’Brien 689)	O’Brien, Tim. “The Things They Carried.” <i>Literature: Reading Fiction, Poetry, and Drama</i> , edited by Robert DiYanni, 6th ed., McGraw Hill, 2007, pp. 684-97.
Article from a scholarly journal in a database	(Tucker et al. 159)	Tucker, Virginia M., et al. “Learning Portals: Analyzing Threshold Concept Theory for LIS Education.” <i>Journal of Education for Library and Information Science</i> , vol. 55, no. 2, Apr. 2014, pp. 150-65. <i>Academic One File</i> , db12.linccweb.org/login?url=http://go.galegroup.com/=481641178d785366b35d618e23308ebf . In this example, [Academic OneFile] is the database and second container so it is italicized.
One page of a website/one blog post	(Meade)	Meade, Rita. “It’s Not Too Late to Advocate.” <i>Screwy Decimal</i> , June 2016, www.screwydecimal.com/2016/06/its-not-too-late-to-advocate.html .

Reference Sources:

"MLA Home." *Modern Language Association*. N.p., n.d. Web. 24 Apr. 2017.

"LibGuides: MLA Style Guide, 8th Edition: About MLA." *About MLA - MLA Style Guide, 8th Edition - LibGuides at Indian River State College*. N.p., n.d. Web. 24 Apr. 2017

IOWA VALLEY JUNIOR-SENIOR HIGH SCHOOL

Schedule of Classes

<p><u>REGULAR SCHEDULE</u></p> <p>1st Period 8:20 - 9:07 2nd Period 9:10 - 9:57 3rd Period 10:00 - 10:50 4th Period 10:53 - 11:40 5th Period 11:43 - 12:47 6th Period 12:50 - 1:37 7th Period 1:40 - 2:27 8th Period 2:30 - 3:17</p> <p>LUNCH A - 11:40 - 12:02 LUNCH B - 12:02 - 12:25 LUNCH C - 12:25 - 12:47</p>	<p><u>1:00 PM DISMISSAL</u></p> <p>Period 1 8:20- 8:48 Period 2 8:51 - 9:19 Period 3 9:22 - 9:53 Period 4 9:56 - 10:24 Period 6 10:27 - 10:55 Period 7 10:58 - 11:26 Period 8 11:29- 11:57 Period 5 12:00 - 1:00</p> <p>LUNCH A 11:57 - 12:18 LUNCH B 12:18 - 12:39 LUNCH C 12:39 - 1:00</p>	
<p><u>Seminar: b/f lunch</u></p> <p>Period 1 - 8:20 - 9:04 Period 2 - 9:07 - 9:51 Period 3 - 9:54 - 10:38 Period 4 - 10:41 -11:25 Seminar 11:28-11:50 Period 5 -11:53- 12:56 Period 6 -12:59-1:43 Period 7 -1:46 -2:30 Period 8 -2:33-3:17 LUNCH A - 11:50 - 12:12 LUNCH B - 12:12-12:34 LUNCH C - 12:34-12:56</p>	<p><u>Seminar after lunch</u></p> <p>Period 1 - 8:20 - 9:04 Period 2 - 9:07 - 9:51 Period 3 - 9:54 - 10:38 Period 4 - 10:41 -11:25 Period 5 - 11:28-12:31 Seminar 12:34-12:59 Period 6 -12:59-1:43 Period 7 -1:46 -2:30 Period 8 -2:33-3:17 LUNCH A - 11:25 - 11:47 LUNCH B - 11:47 - 12:09 LUNCH C - 12:09 - 12:31</p>	<p><u>End of Day Seminar</u></p> <p>Period 1 - 8:20 - 9:04 Period 2 - 9:07 - 9:51 Period 3 - 9:54 - 10:38 Period 4 - 10:41 -11:25 Period 5 - 11:28 - 12:31 Period 6 -- 12:34 - 1:18 Period 7 -- 1:21 - 2:05 Period 8 -- 2:08 - 2:52 Seminar 2:55-3:17 LUNCH A - 11:25 - 11:48 LUNCH B - 11:48 - 12:11 LUNCH C - 12:11 - 12:34</p>
<p><u>1 HOUR LATE START</u></p> <p>Period 1 - 9:20 - 9:58 Period 2 - 10:01 -10:39 Period 3 - 10:42 - 11:23 Period 4 - 11:26 - 12:05 Period 5 - 12:08 -1:11 Period 6 - 1:14 - 1:53 Period 7 - 1:56 - 2:35 Period 8 - 2:38 - 3:17</p> <p>LUNCH A - 12:05 - 12:27 LUNCH B - 12:27 - 12:49 LUNCH C - 12:49- 1:11</p>	<p><u>2 HOUR LATE START</u></p> <p>Period 1 - 10:20 - 10:50 Period 2 - 10:53 - 11:23 Period 3 - 11:26 - 11:59 Period 5 - 12:02 - 1:05 Period 4 - 1:08 - 1:38 Period 6 - 1:41 - 2:11 Period 7 - 2:14 - 2:44 Period 8 - 2:47 - 3:17</p> <p>LUNCH A - 11:59 - 12:21 LUNCH B - 12:21 - 12:43 LUNCH C - 12:43 - 1:05</p>	<p><u>2:30 DISMISSAL</u></p> <p>Period 1 - 8:20 - 9:01 Period 2 - 9:04 - 9:45 Period 3 - 9:48 - 10:23 Period 4 - 10:26 - 11:05 Period 6 - 11:08 - 11:47 Period 5 - 11:50 - 12:56 Period 7 - 12:59 - 1:42 Period 8 - 1:45 - 2:30</p> <p>LUNCH A - 11:47 - 12:10 LUNCH B - 12:10 - 12:33 LUNCH C - 12:33 - 12:56</p>