

# Student Handbook of MOC-Floyd Valley High School 2016-2017

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*Greetings,*

*Welcome to MOC-Floyd Valley High School! We're glad you are here, and we're looking forward to learning and growing with you!*

*This handbook contains valuable information that should prove helpful to you during the upcoming school year. You will find our mission and belief statements; our class schedules; and our rules, routines and procedures.*

*Please recognize that these rules, routines, and procedures are designed to assure that everyone receives the best education possible. If at any time you have questions or need clarification don't hesitate to contact me.*

*It is our sincere belief that every student can meet with success! With this belief in mind, we will strive to convey the following message:*

*"We believe in you!"*

*"We have high expectations for you!"*

*"We will help you!"*

*"We will push you!"*

*"We won't give up on you!"*

*"We won't let you give up on you either!"*

*Best wishes for a positive and enlightening school year!*

*Sincerely,*

*Mr. Mulder  
High School Principal*

# **MOC-FLOYD VALLEY COMMUNITY SCHOOL DISTRICT MISSION STATEMENT**

**Fostering learning, excellence and civic responsibility . . .**

## **BELIEF STATEMENTS**

**Individuals in the MOC-Floyd Valley School District will reflect these core values:**

### ***CARING***

*We will show a genuine interest in and sensitivity towards others.*

### ***COOPERATION***

*We will work together in partnership--school, families, and communities.*

### ***EFFORT***

*We will demonstrate diligence and perseverance to achieve our personal best.*

### ***RESPONSIBILITY***

*We will be accountable for our actions and choices both individually and collectively.*

### ***RESPECT***

*We will recognize and honor the intrinsic worth of others as well as ourselves while valuing property and belongings.*

### ***EXCELLENCE***

*We will expect, strive for and encourage the highest level of achievement.*

### ***INTEGRITY***

*We will consistently reflect honesty and high moral character.*

### ***CREATIVITY***

*We will foster a safe learning environment where creative thinking and positive risk-taking are valued and nurtured.*

## INTRODUCTION

### DIVERSITY STATEMENT

The Board of Directors recognizes its obligation and duty to provide an educational program equally available to all young people of the School District. The Board of Directors believes that all children should have the opportunity to be educated to the full extent of their abilities, aptitudes, capabilities, and interest through a program that recognizes and provides for individual differences of all children of the School District. Innovation and change, based upon thorough research, study, deliberation, and evaluation shall be encouraged.

It is the policy of the MOC-Floyd Valley Community School District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles opened to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce the stereotyping and to eliminate bias on the basis of sex, race, ethnicity, marital status, religion and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multi-cultural, non-sexist society.

### NON-DISCRIMINATION POLICY

It is the policy of the MOC-Floyd Valley Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Russ Adams, Superintendent, 1301 8th St SE, Orange City, IA 51041 712-737-4873, radams@moc-fv.k12.ia.us.

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA) 504 or Iowa Code 280.2 is directed to contact Russ Adams, Superintendent of Schools, (712) 737-4873, who has been designated by the school district to coordinate the district's efforts to comply with these regulations.

**Policy: Annual Notice of Non-Discrimination CODE NO. 102.E1**

The MOC-Floyd Valley Community School District offers career and technical programs in the following areas of study: Business, Industrial Technology, Vocational Agriculture & Family & Consumer Science.

It is the policy of the MOC-Floyd Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Russ Adams, Superintendent & Equity Coordinator, MOC-Floyd Valley District Office, 709 8th St. S. E., Orange City, IA 51041, (712) 737-4873, Radams@moc-fv.k12.ia.us.

**Policy: Continuous Notice of Non-Discrimination  
102.E2**

**CODE NO.**

It is the policy of the MOC-Floyd Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Russ Adams, Superintendent & Equity Coordinator, MOC-Floyd Valley District Office, 709 8th St. S. E., Orange City, IA 51041, (712) 737-4873, Radams@moc-fv.k12.ia.us.

#### **Federal Non-Discrimination Notice**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of

discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 1(866)632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact the USDA through the Federal Relay Service at 1(800)877-8339 or 1 (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**Iowa Non-Discrimination Notice**

It is the policy of the MOC-Floyd Valley Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by (Name of CNP Provider), please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>.

## **HOMELESS CHILDREN OR YOUTH OF SCHOOL AGE**

The District shall make reasonable efforts to identify homeless children and youth within the District, shall encourage their enrollment in school, shall eliminate existing barriers in district policies and procedures which may serve as barriers to their enrollment, and shall ensure that homeless children and youth have equal access to the same free public education, including public preschool education, as is provided to other children and youth. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is Russ Adams, Superintendent of Schools 712-737-4873.

**Definitions:**

***“Homeless children and youth”*** means individuals from age three through age 21 who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- **Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;**
- **Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;**
- **Living in emergency or transitional shelters;**
- **Abandoned in hospitals;**
- **Awaiting foster care placement;**
- **Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;**
- **Children and youth who have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;**
- **Migratory children who qualify as homeless because they are living in circumstances described in this definition.**

## ADMINISTRATIVE INTERPRETATION OF HANDBOOK

The administration of the school reserves the right to interpret rules and policies of this handbook as individual situations and needs arise. Such interpretations will take into consideration the following two principles: all questionable and enabling behavior must be addressed and confronted for the good of the individual, and when there is a conflict of interests, the common good shall prevail.

<b>BELL SCHEDULES</b>
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**Schedule A (Regular)**

Period 1	8:05 – 8:47	(42)
Period 2	8:51 – 9:35	(44)
Period 3	9:39 – 10:21	(42)
Period 4	10:25 – 11:07	(42)
Period 5	11:11 – 12:31	(80)
<u>Lunch A</u>	11:11 – 11:43	(32)
<u>Lunch B1</u>	11:27 – 11:59	(32)
<u>Lunch B2</u>	11:43 – 12:15	(32)
<u>Lunch C</u>	11:59 – 12:31	(32)
Period 6	12:35 – 1:17	(42)
Period 7	1:21 – 2:03	(42)
Period 8	2:07 – 2:49	(42)
Success	2:53 – 3:15	(22)

**Schedule B (Wednesday 2:15 Staff Development)**

Period 1	8:05 – 8:43	(38)
Period 2	8:47 – 9:25	(38)
Period 3	9:29 – 10:07	(38)
Period 4	10:11 – 10:49	(38)
Period 6	10:53 – 11:31	(38)
Period 5	11:35 – 12:51	(76)
<u>Lunch A</u>	11:35 – 12:07	(32)
<u>Lunch B1</u>	11:47 – 12:19	(32)
<u>Lunch B2</u>	12:07 – 12:39	(32)
<u>Lunch C</u>	12:19 – 12:51	(32)
Period 7	12:55 – 1:33	(38)
Period 8	1:37 – 2:15	(38)

**Schedule C (2 Hour Late Start)**

Period 1	10:05 - 10:34	(29)
Period 2	10:38 - 11:09	(31)
Period 5	11:13 - 12:30	(77)
<u>Lunch A</u>	11:13 – 11:45	(32)
<u>Lunch B1</u>	11:26 – 11:57	(32)
<u>Lunch B2</u>	11:45 – 12:17	(32)
<u>Lunch C</u>	11:58 – 12:30	(32)
Period 3	12:34 – 1:03	(29)
Period 4	1:07 – 1:36	(29)
Period 6	1:40 – 2:09	(29)
Period 7	2:13 – 2:42	(29)
Period 8	2:46 – 3:15	(29)

**Schedule D – 1:15 Dismissal**

**Schedule B (Staff Development)**

Period 1	8:05 – 8:34	(29)
Period 2	8:38 – 9:09	(31)
Period 3	9:13 – 9:42	(29)
Period 4	9:46 – 10:15	(29)
Period 6	10:19 – 10:48	(29)
Period 7	10:52 – 11:21	(29)
Period 5	11:25 – 12:42	(77)
Lunch A	11:25 – 11:57	(32)
Lunch B1	11:38 – 12:10	(32)
Lunch B2	11:57 – 12:29	(32)
Lunch C	12:10 – 12:42	(32)
Period 8	12:46 – 1:15	(29)

**ACADEMIC**

**ACADEMIC HONORS**

High School students are eligible to earn an Academic Letter from MOC-Floyd Valley High School by meeting the following criteria:

1) Having a 3.5 GPA for two consecutive semesters in a calendar year of high school. The semester grades, which are a part of the student’s permanent record, shall be used in determining grade point eligibility for an academic letter. The student may not have any grade below a “C-” for the semester.

- An MOC-Floyd Valley “DUTCHMEN ACADEMICS” pin will be awarded to each student who earns an Academic Letter.

3) A “Lamp of Learning” pin will be awarded to any student who earns a 4.0 GPA in any semester. This pin will be awarded the first time only that a student achieves this level.

**ACADEMIC INTEGRITY**

Throughout the learning process, students will be asked to complete work in preparation for a class, or in a class, that will assist both the teacher and the student in assessing and evaluating that student’s learning. At times, collaboration with other students is necessary to effectively complete a task. At other times, the student’s sole, individual efforts are expected. Teachers will distinguish between the two, but it is imperative that students seek clarification if they are ever unsure of the specific expectations. Students are always expected to exercise academic integrity at MOC-Floyd Valley High School.

Breaches of academic integrity include, but are not limited to the following:

- Copying homework or allowing someone to copy your homework
- Looking on another’s test or quiz or letting another student look on your test or quiz
- Using any secretive method of obtaining or giving answers on a test or quiz (I-pods, cell phones, crib notes, internet, etc . . .)
- Taking information from another source that is not properly attributed (plagiarizing)
- Taking someone else’s assignment or portion of an assignment and submitting it as your own

**Consequences for breaches of academic integrity:**

**First Offense:**

- Student will be required to complete an alternative assignment or assessment with the opportunity to earn a maximum of 70% on that assignment or assessment.
- Teacher will record the infraction in the student’s discipline file.
- Teacher will contact the parent/guardian informing them of the infraction.
- Student will review the academic integrity policy with the teacher.

**Additional Offenses:**

- Student will receive a “0” on the assignment or assessment.
- Teacher will record the infraction in the student’s discipline file.
- Infraction will be considered a violation of the school’s good conduct policy.
- Teacher will contact the parent/guardian informing them of the infraction.
- Teacher will inform the administration of the infractions.
- Student will conference with the administration to review the academic integrity policy.

**AFTER-SCHOOL ACADEMIC SUPPORT**

At times, students may need extra time and support. Teachers who are not involved in coaching or other after-school activities will be available in their classrooms or offices from 3:15 – 3:45 each day. Regular communication will take place between the school, students, and parents regarding student academic performance and work completion. If it becomes clear that a student would benefit from the extra time or the structured study environment, attendance at the after-school support sessions might be required. This would be especially true when a student consistently fails to complete work on time.

**GRADUATION REQUIREMENTS (44 Credits required for Graduation)**

**Mathematics - 6 credits**

**Science - 6 credits**

Physical Science - 2 credits

Biology - 2 credits

Electives – 2 credits

**English - 8 credits**

English I - 2 credits

Composition/American Literature - 2 credits

Composition/Oral Communications – 2 credits

Composition/British Literature - 2 credits

**Social Studies - 6 total credits**

American History - 2 credits

American Government - 1 credit

World History/CA I or II OR Western Civilizations - 1 credit

Electives- 2 credits

**Career & Technical Education –Econ/Personal Finance or Ag. Management – 1 credit**

Total of 3 credits in at least 2 areas

**Fine Arts - 1 credit**

**Physical Education & Health- 4 credits**

P.E. - 1/4 credit per semester

(Required each semester enrolled.)

Health – 2 credits (Health I – Grade 9, Health II – Grade 11)

**General Electives – 10 credits**

Note: Band = ½ credit per semester/Vocal ¼ credit per semester

**Graduation Honors**

Students graduating with a cumulative grade point average of 3.2 – 3.79 will graduate with Academic Excellence honors. Students graduating with a cumulative grade point average of 3.8 – 4.0, will graduate with Distinguished Academic honors.



## **COURSE LOAD/CHANGE POLICY**

Student schedules must be filled to meet the following requirement: No more than 9 study halls per 6-day cycle. In other words: You should not have 2 study halls per day that meet every day of the cycle.

Students may request to **ADD** a new course to their class schedule during the first cycle (6 days) of the semester. **NO adds** will be permitted after that date. All other schedule changes must be made before the first day of the semester.

## **GRADING SYSTEM**

The MOC-Floyd Valley High School Marking System is:

A = 4.0	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.0
B+ = 3.33	C = 2.0	D- = 0.67
B = 3.0	C- = 1.67	F = 0

Grades A, B, C, and D are passing. A indicates exceptionally fine work; B represents better than average work; C indicates average work; D indicates poor work. A grade of F indicates failure to meet the minimum standard. The grade given at the end of the semester is a cumulative grade for that semester and is the one that is recorded on the student's permanent record. A 3.2 – 3.79 grade average for the semester grades is needed for the Academic Honor Roll. A 3.8 – 4 grade average is needed for Distinguished Academic Honor Roll.

## **PASS/FAIL OPTION**

Students have the option of taking up to three credits on a pass/fail basis. The criteria for this option are below:

- Students must earn the equivalent of a C- or above in a pass/fail course to receive a passing mark.
- Passing marks do not impact GPA.
- Students who earn lower than a C- will receive the actual grade earned but will have used one of their pass/fail opportunities.
- Failing marks do impact GPA.
- No more than one Pass/Fail course per term.
- This option is not available for required courses.
- The decision to take a course under the Pass/Fail option must be made by the established deadline.

## **STUDENT ACTIVITIES**

### **NATIONAL HONOR SOCIETY**

The nominees for the MOC-Floyd Valley Chapter of the National Honor Society are selected annually from the junior and senior classes. Students must have a minimum GPA of 3.65 (Jr.) and 3.5 (Sr.) to be considered for membership. Membership is based on Leadership, Character and Service in addition to the Scholarship qualification.

### **EXTRA-/CO-CURRICULAR PARTICIPATION**

A student must be in school from 11:11am on if he or she is to be eligible to participate in extra-curricular activities that day. Exceptions will be considered by the administration on an individual basis.

### **ACADEMIC ELIGIBILITY FOR ATHLETICS**

1. All contestants must be enrolled and in good standing at MOC-Floyd Valley High School.
2. All contestants must be under 20 years of age.
3. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester.

4. If at the end of a semester, a contestant receives a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
5. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, toward the goals and objectives on the student's individualized education program.
6. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds the interest of the student and the interscholastic athletics will be benefited.
7. A student is academically eligible upon entering ninth grade. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
8. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub-rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.
9. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally..
10. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

#### **ACADEMIC ELIGIBILITY FOR ALL OTHER CO-CURRICULAR ACTIVITIES**

1. All contestants must be enrolled and in good standing at MOC-Floyd Valley High School.
2. All contestants must be under 20 years of age.
3. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester.
4. If at the end of a semester, a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any contests, trips, or public performances for 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.
5. A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on basis of scholarship if the student is making adequate progress as determined by school officials, toward the goals and objectives on the student's individualized education program.

#### **ACADEMIC ELIGIBILITY—INCOMPLETES**

If a student has an incomplete grade at the end of a semester grading period, that student will be academically ineligible on the date that grades are due to be submitted to the office. The student will remain academically ineligible until a passing grade replaces the incomplete and is received in the office. Incompletes need to be satisfactorily completed within two weeks of the final grading period.

## **STUDENT GOOD CONDUCT POLICY - 503.8**

The following policy will apply to any student who participates in any extra-curricular program of the school.

### **ELIGIBILITY AND PHILOSOPHY OF EXTRA CURRICULARS**

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

The following activities are covered by the board's policy and these rules: Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g. Homecoming King/Queen/court, class officer, student council officer or representative), state contests, and performances for cheerleading, mock trial, or any other activity where the student represents the school district outside the classroom.

### **STUDENT GOOD CONDUCT - RELATED RULES**

- A. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for a preponderance of evidence of any of the following behaviors:
- possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
  - possession, use, or purchase of tobacco products, regardless of the student's age;
  - possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
  - engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
  - inappropriate or offensive conduct, such as fighting, insubordination (talking back or refusing to cooperate with authorities), hazing, or harassment of others.
- B. When the administration believes it is more likely than not that the student violated the Good Conduct Rule during the school year or summer, the student is subject to a loss of eligibility as follows:

**First Occurrence.** Offenders are subject to suspension from a minimum of (2) public performance dates and must complete a minimum of (10) hours of school service. Students who do not complete the school service hours as prescribed will have their suspension increased to a minimum of (4) public performance dates. An additional (2) event suspension will be added to students who do not admit their guilt to the principal within (3) school days of the violation.

**Second Occurrence.** Offenders are subject to suspension from a minimum of (6) public performance dates. Substance abuse offenders will be required to successfully complete a minimum of (6) hours of counseling (at student's expense) within a time frame and at an agency prescribed by school administration. Substance abuse offenders will be required to complete a

minimum of (20) hours of school service as prescribed by school administration. Non substance abuse offenders will be required to complete a minimum of (40) hours of school service. Students who do not complete the counseling and/or the school service hours as prescribed will have their suspension increased to a minimum of (12) public performance dates. An additional (2) event suspension will be added to students who do not admit their guilt to the principal within (3) school days of the violation.

**Third Occurrence.** One-year suspension from all extra-curricular activities with an appeal to the appeals committee established by the principal. The appeal may not be made before (1) calendar year has elapsed. Provisions of the appeal will include school attendance, behavior and academic performance; ADTU (Alcohol and Drug Treatment Unit) evaluation in cases of substance abuse; a minimum of (3) letters of recommendation from employer, parent/guardian, counselor, or clergy.

**Special Circumstance -** A student who has not been convicted of a policy violation, but voluntarily seeks help by entering a 30- or 45-day inpatient treatment program for substance use/abuse will be eligible for extra-curricular activities immediately upon his/her return to school (first and second occurrence).

- C. All students will begin high school with a clean slate. High School begins in the summer following 8th grade, and the Good Conduct Policy remains in effect year around.
- D. Students who go 365 days without a violation will be placed back on Step 1 (1<sup>st</sup> Occurrence).
- E. The period of ineligibility attaches immediately upon a finding of the violation if the student is currently engaged in an extracurricular activity. If not currently engaged or if the ineligibility is not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- F. An ineligible student shall attend all practices or rehearsals but may not “suit up” nor perform/participate. If the student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks to go out for an activity.
- G. Students will not be allowed to begin a season in progress and must finish a season in good standing with the coach/sponsor and administration to use it as suspension time.
- H. If denial of a violation is followed by later conviction, the denial serves as the first offense, and the second offense penalty is instated.
- I. Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.
- J. If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student’s violation in the previous district.
- K. Appeals:
  - Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent’s decision.

- If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parent/guardian (or the student, if student is 18) requests an open session. The grounds for the appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.
- If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

## **RULES, ROUTINES & PROCEDURES**

### **ASSEMBLIES**

One of the most mature attributes for anyone to possess is to learn to be very polite to anyone speaking to him/her. Even when a speaker or performer is not particularly interesting, the mark of maturity is to remain attentive and polite. Assembly programs are for the interest of all students. Students are always expected to listen, remain alert, and show courtesy at all times. During assemblies, students and staff members will be expected to sit in their assigned TEAMS seating areas.

### **CAFETERIA/COMMONS**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others.
4. To keep things orderly, seniors will line up at the beginning of each lunch period. All other students should be seated and will be dismissed by the lunchroom supervisors.
5. No food may be taken from the cafeteria without permission.
6. Students who are leaving school to eat lunch must have their white slip by 9:00 A.M. and be picked up in the office by a parent. Students who fail to get their white slip (for lunch) on time will be required to eat lunch prepared for them at school.

### **CHURCH NIGHT**

Wednesday nights have been reserved for church activities. School activities will be completed by 6:30 p.m.

### **DETENTION—CLASSROOM**

1. Classroom behavior problems will be handled by the classroom teacher. The classroom teacher will administer the necessary disciplinary action. Notification can be written or verbal.
2. If a student's behavior is such that the classroom teacher feels the student should be removed from class, the student will be sent to the office.
3. Students who are removed from class must go to the office immediately and will conference with an administrator. The student will develop a plan to assure that removal from class will not be necessary in the future.

### **DETENTION—OFFICE**

1. Notification of detention will be given to the offending student by the enforcing school employee.
2. All office detentions must be made up (by the student receiving the detention) by the next assigned detention period (Monday, Tuesday, Wednesday). Detention not made up on assigned time will result in loss of student privileges and could result in suspension.

3. Detentions will be served from 7:00 – 8:00 a.m. or 3:15 – 4:30 p.m. on Monday, Tuesday, or Wednesdays, as assigned by the Administration.
4. Students in detention are expected to come prepared with proper study materials and dressed in proper school attire.

## **EMERGENCY PROCEDURES**

Emergency (Fire and tornado) drills at regular intervals are required by law and are an important safety precaution. The evacuation route for fire emergencies is posted in each classroom. It is essential that when the signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Teachers in each classroom will give the students instructions on safety areas in the case of a tornado.

## **IN-SCHOOL SUSPENSION & OUT-OF-SCHOOL SUSPENSION**

- During an in-school suspension, homework must be completed and turned in by the end of the day that a student is in-school suspended. If a test or quiz is given while a student is serving an in-school suspension, the student will be expected to take the test/quiz in the office.
- Following an out-of-school suspension a student will be required to conference with teachers to determine expectations and timelines for any missed work. Students will be bound by these expectations.

## **LOCKERS**

Hall lockers and physical education lockers are loaned to students for their use. All lockers are subject to inspection by the administration any time it is deemed necessary for the safety and welfare of the students in school. Students must keep assigned lockers. If a problem arises, contact the main office immediately. Students are responsible for the condition of their assigned lockers. Damage beyond normal wear will result in students being fined for that damage.

***Locks are provided for all student lockers and should be used at all times.***

## **PARKING LOT GUIDELINES**

1. Students should park their vehicles in the north parking lot.
2. Vehicles must be parked only in a space marked for parking.
3. Driving at a safe speed and under control is expected.
4. Failure to follow these guidelines as well as any other common sense guidelines may result in any or all of the following:
  - a. Warnings
  - b. Loss of driving privileges
  - c. Fines assessed by the school
  - d. Charges filed with the police department
  - e. School service
  - f. Other

## **PERMISSION TO LEAVE THE BUILDING**

All requests to leave the building while school is in session, including the lunch period, must be cleared through the principal's office. Students are expected to plan ahead and request a white slip by 9:00 A.M. Whenever possible, bring a parental note to the office immediately upon arrival at school. The white slips will be prepared and may be picked up between classes. When issued the white slip, you are to sign out in the office before leaving the building. You are to return your white slip to the office immediately upon return to the building and sign back in. Failure to follow procedures will result in disciplinary action.

Students who leave school without administrative and parental permission will lose all student privileges for a period of time and could also receive 1 full day of ISS.

## **SENIOR OPEN CAMPUS**

Senior Open Campus Privilege— (Beginning after grades are determined for the first quarter)

During scheduled study hall periods eligible seniors may either attend study hall or leave the school campus. All seniors are expected to eat lunch at the high school. Eligible seniors are allowed to eat lunch off-campus on the last school day of each week.

#### Eligibility Criteria

- Parent permission
- All grades earned must be in the C or above range.
- No unexcused absences
- No suspensions
- No more than one detention
- 90% Attendance

Eligibility will be lost for any of the following

- Parent/Guardian request
- Declining academic performance (as deemed by the administration)
- Poor behavior (as deemed by the administration)
- Any unexcused absences
- Any suspensions
- More than one detention
- Excessive absences (as deemed by the administration)

### SKIPPING CLASS

1. Failure to provide parent verification will be considered a skipped class.
2. Students who skip class will be assigned Office Detention that will be equal to double class time missed. Example: Student A skips one class. Student A receives 60 minutes Office Detention.
3. Office Detention rules will be followed.
4. Any assigned work or in-class work will be considered late and may earn a deduction of up to 50 percent.
5. Students who leave school without permission will receive a minimum of 1 full day of ISS. ISS rules will be followed.

### STUDENT BAGS

In consideration of student safety and order in the classrooms, student bags should be kept in the lockers during the school day. If a student feels it is necessary to have a purse it should be relatively small and should be kept under that student's desk during class. School-provided or school-approved computer bags should be used in order to transport computers. Students should always be sure to use the handles or shoulder straps.

### STUDENT COMPUTERS

Student computers will be used in school for educational purposes only unless otherwise allowed by faculty and staff. Parents and students must sign appropriate use agreements prior to student laptop use. (See Appendix A)

### STUDENT DRESS GUIDELINES

The rationale for a school dress guideline is simple: *school attire must be appropriate for a learning environment.*

1. Shirts, blouses, and dresses must completely cover the cleavage area. Straps must be wide enough to be deemed acceptable for school and the sides should come to just below the armpit. Spaghetti straps and halter-tops are not permitted. Undergarments should not show and pants should be pulled up to the waist.
2. No mid-riffs—if the stomach or lower back show when in a normal stance, it is considered inappropriate.
3. No caps or hoods will be worn in the building during the school day.
4. Shorts should be of an appropriate length. The inseam should be no shorter than a typical pair of athletic shorts.
5. Skirts should be an appropriate length—mid-thigh or longer.
6. No references to alcohol, cigarettes, sex, drugs, offensive symbols or references, suggestions of gang affiliation, offensive language, or double meanings of a sexual or offensive nature, etc.
7. Students who violate the dress guidelines will be expected to change immediately. Clothing will be provided if necessary.

## STUDY HALL PROCEDURES

The intent of study halls is to create an environment in which students can study, read, or do something of an educational nature. The atmosphere must be such that students can study without disruption. Therefore, students and teachers are expected to follow these guidelines:

1. Students are expected to bring study materials and/or reading materials.
2. A seating chart will be used. Students must be in their assigned seat and quiet when the bell rings.
3. Orderly checkout procedures will begin when the supervisor is finished taking attendance and the room is quiet.
4. Students may talk only after receiving supervisor permission.
5. Students signing out to the restroom must use the restrooms located on the north and south sides of the gymnasium.
6. Students going to the library/computer lab must go directly to the library/computer lab by using the north library door.
7. Students must return to study hall before the bell rings at the end of the period.
8. Students that need to see another teacher must have a pre-signed pass.
9. The study hall area should be cleaned up at the end of each period.

## SUCCESS PERIOD

Immediately following 8<sup>th</sup> period we will have our Success Period. The Success Period is designed primarily for academic support. In addition, school climate will be enhanced through periodic all-school activities or assemblies.

- Students in Grades 9 & 10 will be required to attend Success every day.
- Students in Grades 11 & 12 will sometimes have the option of leaving after 8<sup>th</sup> period.
- All students are required to attend Success when requested by a specific teacher. Failure to attend will result in an unexcused absence and permanent assignment to a specific Success room.
- **ALL STUDENTS WILL BE REQUIRED TO STAY UNTIL 3:15 AT THE BEGINNING OF THE YEAR AND ON SCHEDULED TEAMS DAYS, ASSEMBLIES, OR SPECIAL ACTIVITY DAYS.**

## TEAMS: HOMEROOM

TEAMS (Together Everybody Achieves More Success) groups will meet periodically during the Success time at the end of the school day. This is an opportunity for students to develop relationships with classmates and TEAMS leaders. On these days ALL students are expected to stay until 3:15 and attend their assigned TEAMS room or activity. TEAMS groups will meet daily to begin the year. Everyone is required to attend.

## TELEPHONES

A public phone is located in the hallway for student use. If a parent/guardian needs to contact a student during the school day, that contact should be made through the office.

Cell Phones/I-Pods, Cameras, and other Personal Electronic Devices—Cell phones, I-Pods, cameras and other personal electronic devices can be both educational tools and distractions from learning. It is important that we recognize both and manage this balance in a responsible manner. To that end, all students will be expected to follow the guidelines below:

- Cell phones, I-Pods, cameras, and other personal electronic devices should be turned off and kept out of sight during each class period (8:05 – 3:15).
- Teachers may allow the use of these electronic devices for specific educational purposes within their classrooms. Express permission must be given by the teacher in charge of the classroom.
- Students with study hall privileges may listen to music on their computer in study halls or at lunch. Students may only use one ear bud, so they are able to hear the teacher. The volume must be low enough that no one else is able to hear the music.
- Students must obtain permission from the administration before capturing video, audio, or photos on school property. Capturing video, audio, or photos is always strictly forbidden in locker rooms, restrooms, or any other areas where students may be dressing or undressing.

Consequences for using these items without following the above guidelines:

- **First Offense:** Electronic device will be confiscated from the student and taken to the office. It will be returned to the student at the end of the school day. The student will serve a 45 minute detention and will review the policy to insure understanding for the future.



- **Second Offense:** Electronic device will be confiscated from the student and taken to the office. It will be returned to the student at the end of the school day. The student will serve a 45 minute detention and will meet with the principal or assistant principal. Parents will also be notified of the issue.
- **Additional offenses** will result in great consequences. Communication will take place between the student, parent and administration.
- In the case of capturing inappropriate video, audio or photos, legal action may be taken.

## **WATER BOTTLES**

Proper hydration allows the brain to work more efficiently and therefore enhances student learning. Students may bring their own water containers but they must meet the following criteria:

- They must be clear/translucent and contain only water.
- They must be of a reasonable size.
- If a student is disruptive with a water bottle, he/she will lose the privilege of carrying one.

<b><u>RELATED BOARD POLICIES</u></b>
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## **ANTI-BULLYING/HARASSMENT POLICY—104.R**

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

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

- **Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.**
- **If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:**
  - **Tell a teacher, counselor, or principal, and**
  - **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 or bully did;**
    - **Witnesses to the harassment or bullying;**
    - **What the student said or did, either at the time or later;**
    - **How the student felt; and**
    - **How the harasser or bully responded.**

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- **Verbal, physical or written harassment or abuse;**
- **Pressure for sexual activity;**

- Repeated remarks to a person with sexual or demeaning implications; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc; and
- Demeaning jokes, stories and activities.

### **ATTENDANCE POLICY—501.8**

The class attendance policy is based on the fact that something important happens in class every day, and that the activity or interaction with the teachers and students can never be exactly duplicated. In our analysis of academic data it is clear that students who are frequently tardy to class perform at a significantly lower level than their classmates who are prepared and present for the entire class.

- An absence is only excused when both the parent(s) and the office have excused it. Examples of unexcused absences include, but are not limited to, truancy, haircuts, shopping, oversleeping, and appointments that can be scheduled outside of the school day.
- Parents are expected to call the school before 9:00 am on the day on which their child is absent to verify the student's absence. If the parents have not called before 9:30, school personnel will attempt to contact the parents or the student's emergency contact person.
- Parental verification of an absence must be communicated with office personnel by the end of the next school day after the absence. If there is no parent verification, the absence will automatically become unexcused.
- Unexcused absences and unexcused tardies are subject to loss of privileges, detention, and suspension.
- Any student who accumulates five unexcused absences in a course during a semester will be dropped from the class and will not earn credit.
- **Make-up work.** The longer a student waits to make up work the less value that work is likely to have in the learning process. Students will be expected to have make-up work completed by the established due date. It is always the student's responsibility to gather make up work from his/her teachers.
- **Late/overdue work.** On Friday of each week, teachers will provide the office with a list of any student with late/overdue work. Students on that list will be assigned to Working Lunch for the following week. This list will be updated each week and working lunch assignments will run from Monday through Thursday.

### **THREATS OF VIOLENCE—502.14**

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.

### **TOBACCO, ALCOHOL, & DRUGS—502.3**

Board Policy 502.3 states: Possession or use of tobacco, alcoholic beverages or drugs by pupils on school property is prohibited. School board policy will be followed for students who violate. This policy applies to all school-sponsored activities as well as the regular school day.

### **WEAPONS POLICY—502.13**

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premise or property within the jurisdiction of the school district.

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/guardians 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. A dangerous object is defined as an item capable of producing harm (inflicting death or injury) to oneself or others (e.g. knife, club, chains, razor-blade, dagger, stiletto, switchblade, mace, pepper spray).

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, 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.

Weapons under control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

*MOC-Floyd Valley Community School District*

***Laptop Use Agreement***

Student Name: «Name»  
Computer ID#: «txtMOCFVid»  
Computer Serial #: «txtSerialNumber»  
Power Cord Serial #: «intCordSerialNumber»  
Check-Out Date:

Parent Signature

Student Signature

Date

Date

**Student Email Address**

By signing above, I certify that the equipment indicated above was checked-out as indicated and hereby agree to abide by this agreement:

- The equipment remains at all times the property of MOC-Floyd Valley Community School District. The District retains the right to collect and/or inspect the laptop at any time, including via remote access, and to alter, add or delete any installed software or hardware.
- User may not deface, damage, or destroy this property in any way.
- Inappropriate use of the machine may result in the user losing the right to use this laptop.
- User acknowledges and agrees that use of this laptop is a privilege and that by user’s agreement to the terms hereof, user acknowledges user’s responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by the District.
- The District has purchased insurance coverage subject to a \$250 deductible per damage or loss. The District reserves the right to charge the user the full cost for repair or replacement when damage or loss occurs due to gross negligence as determined by administration.
- Signature constitutes agreeing to abide by the policies and consequences set forth in the MOC-Floyd Valley Community School District *Acceptable Use Policy*.

***\*\*Laptop Computer School Day Use Only Agreement\*\****

\*\*\*This section is to be signed if a family wishes their child to **only** have access to their district-issued laptop during the school day. Students participating in this option will not be allowed to bring the district-issued laptop computer home.

\_\_We allow our child to **only** have access to his/her district-issued laptop computer **during** the school day.

Parent Signature

Date