

Nodaway Valley Community School District

2023-2024

Student Handbook Grades 6-12



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The most current copy of this handbook can be found on the Nodaway Valley homepage

OPENING STATEMENTS

WELCOME:

Students, parents, teachers, administrators, school board members, and citizens of the Nodaway Valley Community School Districts all have a vested interest in the operation of the school. The effectiveness of the schools in fulfilling their mission is dependent upon each individual assuming his/her responsibilities. The challenges facing schools and their students today are many. If we are going to make our mission and vision statements a reality, each of us must personally commit his/her maximum effort to establishing a positive and cooperative learning environment. The policies set forth in this Student/Parent Handbook are in effect 12 months a year and are designed to assist each member of the school community to function appropriately within the framework of the educational system of the Nodaway Valley Community School Districts.

NODAWAY VALLEY BELIEFS:

We believe...

- that everyone has value as a person and a learner
- in respect for self and others in the school and community.
- all members of the school and community have the potential to learn
- that a variety of learning experiences and styles is essential for success
- learning is a lifelong experience
- positive influences enhance learning
- the district must take responsibility to reach and all challenge all students

NODAWAY VALLEY MISSION:

The mission of Nodaway Valley Community School District will be to prepare all students for productive, successful lives beyond school through a balanced curriculum, activities, community experiences, global awareness, high expectations, and interaction between students, parents, school staff, and community.

NODAWAY VALLEY STUDENT LEARNING GOALS:

All Nodaway Valley students will...

- effectively communicate in a variety of ways, including speaking, writing, technology, the arts, etc.
- effectively use available resources and skills (reading, writing, mathematics, science, technology, the arts, etc.) to create innovative solutions to solve complex problems and make reasonable decisions.
- demonstrate the ability to be respectful, responsible, and productive citizens of the community, to effectively prioritize and organize tasks to reach a common goal, and to remain lifelong learners.

SCHOOL SONG, COLORS, AND MASCOT

Hail our Wolverines, we're ever loyal
Showing strength and unity.
As we rise, we firmly stand behind you
Urge you on to victory
Rah! Rah! Rah!
As you lead us on to fame and honor,
Fight! Fight! Fight! Will be our cry.
So give us a yell
Ho! the silver and purple victory for NV High.

The official colors of the school are purple, black, and silver. The school mascot is a wolverine.

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the 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, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and 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. School district policies, rules, and regulations are in effect 12 months a year. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a 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, and regulations. Students who fail to abide by the school district's policies, rules, and regulations 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 a disciplined atmosphere. Disciplinary means 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, including athletics. 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 and regulations 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 questions or concerns may contact the Principal's office for information about the current enforcement of the policies, rules, or regulations of the school district.

DEFINITIONS

In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term “school-facilities” includes school district buildings and vehicles. The term “school activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

EQUAL EDUCATION OPPORTUNITY (Board Policy 102)

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

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

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

NOTICE OF DISCRIMINATION

It is the policy of the Nodaway 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 the district's equity coordinator: Elementary Principal James Larson, Nodaway Valley Community School District, 324 NW Second Street, Greenfield, IA 50849, Phone: 641-743-6136 Email: james.larson@nodawayvalley.org. This individual has been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

HOMELESS CHILDREN AND YOUTH (see also Board Policy 501.16)

Students who experience homelessness must have access to educational services for which they are eligible, including Special Education programs, English Language Learners programs, Gifted and Talented Programs, Voc./Tech. Programs, and School Nutrition Programs. For more information on the rights of and services available to children and youth experiencing homelessness, please contact: Mrs. Brittany Baier, 743-6141, brittany.baier@nodawayvalley.org

NOTICE OF GENERAL EDUCATION INTERVENTIONS

As part of its general education programming, Nodaway Valley provides “general education interventions” to any and all students who require them. These interventions are provided in an attempt to assist your child in being as successful as possible in school. Professionals from Green Hills Area Education Agency who serve our district assist in developing and implementing these interventions. These professionals work collaboratively with your child’s teacher to resolve difficulties your child is experiencing.

SCHOOL FEES

The school district charges fees for certain items, books, lockers, classroom materials and class dues. Parents/guardians and students who have concerns about the fees should contact the principal.

	Fee	Partially Waived Fee
Book Rental	\$30.00	\$12.00
Student Planner (Grades 6-8)	\$5.00	\$2.00
Gym Padlock (Grades 7-12)	\$7.00 (replacement only)	
Drivers Education	\$380.00	\$136.00
(non-resident)	\$350.00	
High School Class Dues (not required)	\$5.00	
Activity Ticket (K-12, not required)	\$50.00	
Adult Activity Ticket (not required, 20 punches)	\$75.00	
High School Events	\$5.00 (adult and student)	
Middle School Events	\$3.00 (adult and student)	
Lunch Fees (6-12)	\$2.50 single meal	
Lunch Fees (Adult)	\$5.00 single meal	
Main Dish A La Carte	\$2.00	
Breakfast Fees (PreK-12)	\$1.70 single meal	\$0.50
Breakfast Fees (Adults)	\$2.75 single meal	
Breakfast Main Dish A La Carte	\$2.00	
Milk	\$0.50	

FINES, FEES, CHARGES (Board Policy 503.03)

The board believes students should respect school district property and assist in preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The superintendent shall inform the board of the dollar amount to be charged to students or others for fines, charges or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver, or a reduction of student fees. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Student Fee Waiver and Reduction Procedures (Board Policy 503.03R1)

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers, or temporary waivers, depending upon the circumstance and the student or student's parents' ability to meet the criteria.

Waivers

Full Waivers - a student will be granted a full waiver of fees charged by the school district, if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, Supplemental Security Income guidelines or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.

Partial Waivers - a student will be granted a partial waiver of fees charged by the school district, if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. (A partial waiver shall be based on the same percentage as the reduced price meals or 40%.)

Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

Application - Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.

Appeals - Denials of a waiver may be appealed to the Superintendent of Schools.

Fines or charges assessed for damage or loss to school property are not fees and will not be waived. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the parent handbook /student handbook.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their 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 secretary at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

EMERGENCY FORMS

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

STUDENT ATTENDANCE

Daily Schedule

The Middle School operates on a seven period schedule with some classes still operating on an A/B day schedule and block schedule.

The High School operates on an A/B block schedule.

Daily Bell Schedules can be below:

High School

Block 1 & 5: 8:15-9:35

Block 2 & 6: 9:40-11:00

Block 3 & 7: 11:05-12:55

Flex: 1:00-1:50

Block 4 & 8: 1:55-3:15

Middle School

Period 1: 8:20-9:13

Period 2: 9:15-10:08

Period 3: 10:10-11:03

Period 4: 11:05-12:32

Period 5: 12:34-1:27

Period 6: 1:29-2:22

Period 7: 2:24-3:15

The Nodaway Valley Secondary School will have a closed campus; therefore, students are not allowed to leave the school grounds at any time during the school day. If school is dismissed early, students are expected to leave the school grounds. As a general rule, **students are permitted to arrive on the school grounds at 7:50 a.m.** or after. However, there are several exceptions such as early morning practices, workouts, or students coming for extra academic help.

Students are encouraged to cross streets only at intersections or marked crosswalks.

The Middle School:

Students enter the building each morning through the southeast entrance and report to the gym. Supervision is provided in the gym starting at 7:50 a.m. Students are to arrive at school no earlier than 7:50 a.m. Students arriving before 7:50 a.m. will wait in the southeast entryway during inclement weather and outdoors during nice weather, at 7:50 a.m. students will be allowed to go to the gym.

The High School:

Students enter the building each morning and report to the Commons area.

STUDENT ATTENDANCE (see also Board Policy 501.09)

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. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Regular attendance and preparation for class help students in school as well as prepare them for future educational experiences.

Students who know they will be absent must **have parents/guardians** notify the office prior to the absence with a written note or phone call. If advance notification is not possible, parents should notify the office by phone before 9:00 a.m. If notification is not received, the office attempts to contact the parents. If notification does not occur, students must bring a note from their parents or parents must call the school stating the reason for absenteeism within two days of absence. An admit slip is issued to the student from the office and is given to the classroom teacher.

It is important to note that the determination of whether an absence is excused or unexcused is the responsibility of the school district and its administration. While parental knowledge is important, it does not automatically make an absence from school excused. The school determines whether an absence is **excused** or **unexcused**. Truancy is the act of being absent from school or an assigned class or classes without school permission or approved reason.

Excused absences include, but are not limited to:

- illness, family emergency, recognized religious observances, school activities, medical appointments, transportation issues and parent requests (2 per semester). (Parents simply informing the office that the student will be not coming in or are coming later, will be considered a parent request)

Unexcused absences include, but are not limited to:

- shopping, hunting, concerts, oversleeping, preparation or participation in parties or other celebrations.

Students who need to leave school during the school day must receive permission, sign out in the office or have their parents/guardians sign them out in the office in order to leave. Students who return to school or arrive after the school day has begun must check in with the office and sign in. Students are not released to anyone other than those listed on the registration form during the school day unless the office has a note signed by the student's parents.

Students participating in school activities must be in school by 8:45 a.m. on the day of the event/practice in order to participate. In special circumstances, the Activities Director can waive this rule.

Students are responsible for making-up school work that is missed during absences. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make-up schoolwork. Students have two school days to make-up schoolwork for each absence upon their return. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Parents making a request to pick up make-up from school should contact the school by noon to allow sufficient time for teachers to get materials collected.

IF AN ATTENDANCE PROBLEM OCCURS THE FOLLOWING STEPS WILL BE TAKEN:

1. The school will attempt to notify the parents by telephone and or letter.
2. If the attendance problem continues, a phone conference and/or meeting may be arranged with the parents. The purpose of the conference will be to develop a plan to remedy the problem, which may include a request for a note from the doctor.
3. If the attendance problem persists, the principal may arrange a conference with the parents, and one or all of the following alternatives, but not limited to, may be utilized: make-up time missed from school, attend summer school, if available, legal authorities are notified and possibly being dropped from school for lack of attendance.

Students who know they will be absent must notify the office prior to the absence with a written note or phone call by 8:45 a.m. If notification does not occur, students must bring a note from their parents or the parents must call the school stating the reason for absenteeism within 24 hours of absence before becoming excused.

Students who need to leave school during the school day must receive permission, sign out in the office or have their parents/guardians sign them out in the office in order to leave. Students who return to school or arrive after the school day has begun must check in with the office and sign in.

- All sign-outs from school are considered to be an absence.
- Students are not allowed to leave the school building to go to the car or get materials at home unless permission has been granted by the office and must sign out and in.
- Any student who leaves the school building during school hours without permission from the office is considered truant.
- School-sponsored events, including school bus delays, are not an absence.
- Students participating in school activities must be in school by 8:40 a.m. on the day of the event/practice in order to participate. Only in special circumstances may the Activities Director waive this rule.

Excused absences include, but are not limited to: Family emergency, recognized religious observance, funerals, college visit (2 per semester), and medical/dentist appointments.

- All appointments must be verified with a note from the professional's office to be excused.
- "Parents request" allowed 2 per semester. Parents informing the office that the student is not coming or is coming later will be considered a parent request. This includes transportation problems.

It is important to note that the determination of whether an absence is excused or unexcused is the responsibility of the school district administration. While parental knowledge is important, it does not automatically make an absence from school excused.

Unexcused absences include, but are not limited to: Shopping, hunting, concerts, oversleeping, running out of gas, working for parents, personal business, or missed bus.

If the student accumulates five (5) unexcused absences in a class, he or she may be required to meet with the **Student Assistance Team** to develop a plan of action. This plan will be determined through collaboration of the team, student, parents, teacher and/or principal. The plan will establish a detailed schedule for recovering missed time. A plan for credit recovery will be implemented. Should the committee's plan be violated, or the student continues to be absent from class, the Adair County Attorney will be notified of possible truancy for appropriate action. Second semester seniors who have five (5) unexcused absences in a class and have not completed the recovery plan may lose credit for those courses.

Unexcused Tardies/Absences

In response to the Iowa Core Curriculum 21st Century Employability Skills, it is our belief that students' abilities to be "punctual, dependable, and industrious" are vital for success in a job or classroom.

Possible consequences for any unexcused tardy or absence per class:

- Students will have a 30-minute detention.
- For each subsequent incident, another 30-minute detention will be assigned.
- All recovery plans must be started within 48 hours of notification.
- Students failing to serve assigned recovery time within two days can receive further consequences including, but not limited to, suspension.

Chronic Attendance Issues

- Any student accumulating unexcused absences totaling eight (8) per class in a semester requires meeting with the **Student Assistance Team** to determine possible loss of credit for a course(s) or development of a plan to establish a detailed schedule for recovering missed time. A plan for credit recovery will be implemented, if necessary.
- Any student absent 15 consecutive days for unexcused reasons will be dropped from school due to lack of attendance. The student will be allowed to enroll the following semester. The parent and student will be notified.

COMPULSORY ATTENDANCE (Board Policy 501.03)

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grades 7-12, referred to the county attorney or, for students in grades K-6, referred to the Attendance Cooperation process. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or
- are attending religious services or receiving religious instruction;
- are attending an approved or probation ally approved private college
- are attending an accredited nonpublic school; or
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal or designee shall investigate the cause for a student's truancy. If the principal/designee is unable to secure the truant student's attendance, the principal/designee shall discuss the next step with the school board. If after school board action, the student is still truant, the principal/designee shall refer the matter over to the county attorney for students in grades 7-12. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process outlined in the supporting administrative regulation. The school will participate in mediation if requested by the county attorney. The superintendent shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney. When it is determined that a student in grades K-6 is in violation of the school district attendance policy and procedures, the principal/designee will check the Department of Human Services records to determine whether the student's family is receiving Family Investment Program (FIP) benefits. If the student's family is receiving FIP benefits the principal/designee will notify DHS. DHS is then responsible for the Attendance Cooperation Process (ACP). have obtained a high school equivalency diploma; preparatory school; If the student's family is not receiving FIP benefits, the principal/designee will initiate the ACP. The parents will be contacted to participate in the ACP. The principal/designee may also invite juvenile court officers, the county attorney, other school officials and others deemed appropriate. If others are invited who don't have access to the student's records either by law or a Juvenile Justice Agency Information Sharing Agreement, parental consent is needed for them to participate in the ACP.

The purpose of ACP is to determine the cause of the student's nonattendance, get the parties to agree to solutions addressing the nonattendance and initiate referrals to any other services that may be necessary. The agreement is then written. The agreement is to include all terms agreed to and future responsibilities of all parties. All parties must sign the agreement and failure to sign by the parents is considered a violation of the process and initiates the next level.

If the parents do not participate in the ACP, if the parties do not enter into an Attendance Cooperation Agreement (ACA) or if the parents violate a term of the agreement, the student is deemed truant. For FIP students and non-FIP students, the school district notifies the county attorney when students are truant. When a student is deemed truant, for FIP students, DHS is again notified and DHS then initiates the process whereby FIP benefits are reduced.

MAKE-UP WORK

For a planned absence, every effort should be made to see that schoolwork is completed in advance of the absence. The Principal may determine that the completion of schoolwork be a prerequisite to allowing the absence to be excused.

Full credit shall be awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made. Students have two school days to make-up schoolwork for each absence upon their return. The time allowed for make-up work may be extended at the discretion of the classroom teacher. It is the student's responsibility to contact each teacher for make-up assignments.

STUDENT ATTENDANCE POLICY (see Iowa Code 299, also Board Policy 501.03, 501.09)

IOWA CODE 299.1 ATTENDANCE REQUIREMENTS. Except as provided in section 299.2, the parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend some public school, an accredited nonpublic school, or competent private instruction in accordance with the provisions of chapter 299A, during a school year, as defined under section 279.10. The board of directors of a public school district or the governing body of an accredited nonpublic school shall set the number of days of required attendance for the schools under its control. The board of directors of a public or the governing body of an accredited nonpublic school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.

IOWA CODE 299.8 "TRUANT" DEFINED. Any child of compulsory attendance age who fails to attend school as provided in this chapter, or as required by the school board's or school governing body's attendance policy, or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be a truant . . .

NOTIFICATION OF NON ATTENDANCE BY MINOR – IOWA CODE § 321.213B

Section 321.213B states that the DOT is to adopt rules for suspending the license of a “juvenile who is in violation of section 299.1B.” (1) The department shall suspend the license of a person under the age of 18 upon receipt of notification from the appropriate school authority that the person does not attend school.

INCLEMENT WEATHER

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the radio, television stations and **JMC**. The missed day may have to be made up at a later date. The following stations are notified by the school:

Television Stations		Radio Stations	
WHO	Des Moines	KJAN	Atlantic
KCCI	Des Moines	KMA	Shenandoah
		KSIB	Creston
		KKRF	Stuart
		KSOM	Atlantic

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal and activities director may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

STUDENT ACHIEVEMENT

GRADUATION REQUIREMENTS

To graduate from Nodaway Valley, a student must earn 54 credits total. Those credits consist of core classes and electives. The state requires every student to take:

- 8 credits of English Language Arts
- 6 credits of Math
- 6 credits of Science
- 6 credits of Social Studies
 - 2 credits must be United State History
 - 1 credit must be Government
- 2 credits of Physical Education
- 1 credit of Financial Literacy (one semester)
- 1 credit of Vocational Education
- 1 credit of Fine Arts
- 23 Elective credits

HOMEWORK/PRACTICE

Completing practice is the responsibility of the individual student and takes high priority. Teachers assign practice, class activities or assignments as necessary for every student. Practice is an opportunity for students to improve on skills and activities, share and discuss ideas, review materials, become acquainted with resources, organize thoughts and prepare for summative assessments. Students are expected to complete practice as assigned and on time. Homework will account for 10% of the grade and will be listed on the Progress Report as “Demonstrating Accountability.” Students will be expected to complete and submit all assigned practice prior to taking the initial summative assessment. Students will also be required to complete and submit all additional practice assigned within the two week window in order to retest (retake).

CHEATING/PLAGIARISM

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources, using electronic devices to cheat, plagiarizing or similar cheating is not tolerated. Students will be required to complete alternate schoolwork or complete the assigned schoolwork for full credit or possibly be dropped from the class and receive no credit.

REPORT CARDS

Report cards will be mailed out by request only. Call the school office to make a request. Grades can be seen on JMC at any time and can be accessed with your password, which will be given to you at registration. If you need assistance, please call the school office.

MIDDLE/HIGH SCHOOL GRADING SCALE

RUBRIC SCORE	JMC ENTRY	PARENT SEES
4	4	4/4 = 100%
3.5	3.5	3.5/4 = 87.5%
3	3	3/4 = 75%
2.5	2.5	2.5/4 = 62.5%
2	2	2/4 = 50%
0	0	0/4 = No Data

GRADING SCALE		Grading Scale with “Plus” and “Minus”	
A	90 - 100%	A	93% and above
B	80 - 89%	A-	92 - 90%
C	70 - 79%	B+	89 - 87%
D	60 - 69%	B	86 - 83%
F	59% & Below	B-	82 - 80%
		C+	79 - 77%
		C	76 - 73%
		C-	72 - 70%
		D+	69 - 67%
		D	66 - 63%
		D-	62 - 60%
		F	59% and below

PROFICIENT/EXEMPLARY HONORS

The school district honors students who excel academically. At the end of each semester the district will publish a proficient/exemplary list. Students must have a 3.0-3.69 grade point average for proficient honors and 3.7-4.0 for exemplary honors in all academic courses. Additional ways the district recognizes academic excellence are -

- Members of the senior class are awarded medals for Summa cum laude and Magna cum laude status. Summa cum laude is awarded to students with an accumulative g.p.a. of 3.9 or above. Magna cum laude is awarded to students with an accumulative g.p.a. of 3.75-3.89. In case of ties, duplicate awards are given.
- Academic letters are awarded to students who have been listed on the semester honor roll two consecutive times. After the first letter, a bar and certificate are awarded.

3. The school is a member of the National Honor Society and each spring inducts new members. Students must have a minimum grade point average of 3.30. Other factors considered are attendance, participation in other extra-curricular activities or community involvement and leadership. Information regarding the National Honor Society is available from the NHS Coordinator.

ACADEMIC LETTERS

The purpose of academic letters is to reward students who perform and display academic excellence and achievement throughout their high school career.

A Student must be enrolled in 16 academic classes per year to be eligible.

A Chenille NV letter will be presented to every student that does not already have one, receiving a cumulative grade point average of 3.5 or higher after completing his/her sophomore year. Every student will also receive an academic pin, a bar and a certificate.

An additional bar will be awarded in successive years to students who have already qualified for the academic chenille letters. The same criteria must be met in order for students to qualify during successive years. Administration will have the right to make exceptions.

VALEDICTORIAN and SALUTATORIAN

Beginning with the graduating class of 2021, to be eligible for these two awards a student must maintain a full class load their senior year or 8 classes per semester. If a student chooses to be part time they will forfeit their eligibility for these awards. Administration will have the right to make exceptions.

GRADE POINT AVERAGE

All courses giving grades will be used to compute a student's grade point average (GPA). The following scale is used to determine grade point averages:

GRADING SCALE TO BE USED FOR CALCULATING GRADE POINT AVERAGE

A	4.00	C	2.00
A-	3.70	C-	1.70
B+	3.30	D+	1.30
B	3.00	D	1.00
B-	2.70	D-	0.70
C+	2.30	F	0.00

All courses taken as post-secondary courses, AP Courses or at any post-secondary institution or online will be counted in the student's grade point average.

EARLY GRADUATION

A student at Nodaway Valley may graduate early (prior to the completion of eight semesters of high school attendance) provided:

- All state and local course requirements have or will be met by the end of the first semester.
- A formal application (signed by the student, his/her parent/legal guardian, the school counselor, and the secondary principal) has been completed and returned to the secondary office by September 30th of the student's senior year.
- Early graduation requests are always pending local school board approval.

The following policies apply to all students who choose early graduation:

- No student having graduated early shall be permitted to participate in any co-curricular or extracurricular activity following the completion of graduation requirements (the end of the first semester of a student's senior year). An early graduate can attend Prom as a guest but not as a current student and bring a guest.
- Participation in graduation exercises and attendance at senior activities is allowed and encouraged.
- Students who do not wish to attend formal graduation exercises may receive their diplomas from the high school principal at the end of the second semester of the regular academic year of their senior year.
- Whether graduating early or at the end of the regular year, all seniors will be ranked together in determining class rank.

POST-SECONDARY EDUCATIONAL OPPORTUNITY (PSEO), CONTRACTED COURSE and ADVANCED PLACEMENT GUIDELINES

Concurrent Enrollment (Contracted Courses)

Concurrent Enrollment (Contracted Courses) classes are available through SWCC, Madison County Career Academy at Winterset. We highly recommend that the initial enrollment for a Concurrent Enrollment online class is limited to one class and if sophomore year, second semester only. Students may take up to two classes per semester in subsequent semesters if successful in the previous classes. These classes are mainly an option for juniors and seniors but are available to students in all grades 9-12. No classes will be offered online if we locally offer the same or similar class in-house. Once the in-house class is taken then the student could take a similar dual credit course but not at the same time. The District will pay for the course regardless if a student passes or fails so we will be selective for approval. The student will receive high school and college credit. Courses offered to high school students by community colleges through concurrent enrollment must be approved by the school board on an annual basis. College credit can only be approved when courses are articulated and instructors meet the institution's certification standards. Grades for these courses become part of the permanent college transcript for the student.

General Online Courses

Students in grades 9-12 at NV High School may take online courses under certain circumstances. Online course requests will be determined on a case-by-case basis, but cannot replace courses currently offered on campus. Typically, scheduling issues drive the necessity for taking a course online. While there are numerous online institutions, Nodaway Valley High School currently only allows courses from Edgenuity for credit towards graduation. Online courses must be approved by a school counselor and the building principal (or his/her designee).

Career Advantage (Academy) Programs (SWCC and Madison County/Winterset)

SWCC and Madison County offer a number of career courses on their campuses that allow senior Nodaway Valley High School students to earn college credit. Each program requires students to be absent 3 periods per day from Nodaway Valley High School. Program brochures are available in the Counselor's Office. A complete list of course options are listed.

<https://www.swcciowa.edu/admissions/high-school-students/career-academies>

Students participating in the Career Advantage Program at SWCC or Madison County are expected to be in good standing at NVHS. This includes but is not limited to attendance for both NVHS and academy classes and grades. Students who are credit deficient and/or fail to maintain a C- or better in their Career Advantage courses will not be allowed to continue at SWCC or Madison County 2nd semester.

Post Secondary Enrollment Options (PSEO)

All students in grades 11-12; and grades 9-10 gifted and talented students only are eligible to enroll for high school/college credit under the Post-Secondary Enrollment Act. Credit earned under this Act will count for both high school and college credit. Students may enroll at Iowa Regents universities, Iowa community colleges or Iowa private colleges. The courses that students select must not be offered at Nodaway Valley High School or be provided through a contract agreement with any postsecondary institution including a community college.. A student enrolled in a PSEO course and does not complete the class or fails the class will be responsible for reimbursing the district for the cost of the class and will receive an "F" on their transcript. The parent/guardian is responsible for reimbursement paid no later than June 30 of each year. Any transportation is the responsibility of the parent/guardian.

High school credit earned will be based on how the class/instruction is delivered. These credits will count towards graduation as though they were taken in the high school.

It is the intent of Nodaway Valley High School to help students take courses at postsecondary institutions if they are eligible, but post-secondary institutions may not all agree to participate in the program. Some colleges have minimum ACT requirements to participate. Please contact a school counselor for assistance in enrolling.

Online dual credit (1 credit NV and usually 3 credits college) classes require students to be responsible for handling the course load independently. ***Students must be responsible and self-disciplined to complete these classes successfully.*** These classes may include flexible times and require the submission of materials with no face-to-face communication between the student and teacher. When a student chooses to take these classes, they are starting their college GPA (grade point average) and this GPA will follow them into whatever college they choose to attend.

Recommended Online Academy & Career Academy Dual Credit Enrollment Criteria:

- Attendance requirements for enrollment:

An attendance record of eight (8) or more unexcused absences and/or tardy (or combined) in one or more classes per semester based upon previous semester records, may disqualify the student from enrollment. Medically related absences due to a doctor's direction (such as hospitalization or home care) will not be counted in attendance policies for PSEO enrollment qualification.

- Cumulative NV GPA of 3.00 or higher is recommended to enroll in online dual credit enrollment classes or Career Academy classes.
- Cumulative NV GPA of 2.50 or higher is recommended to enroll in an Automotive or Construction Academy class.
- Student eligibility may also be determined by achieving the Advanced score (using applicable test data) on the Iowa Assessments test.
- Students in Online and Career Academies are required to achieve at least a 2.00 grade in dual credit classes. Students below that in any class will not be allowed to resume online classes for a period of one (1) semester.
- Students must meet all guidelines before re-applying for enrollment.
- Students withdrawing, without penalty, must be within the 3 day NV requirement. After that, withdrawals are considered an "F" and the student is assigned another available class.

Only special circumstances may have this criteria waived by NV administrative representatives: Time management is an essential skill for some college classes, and you must take the responsibility for planning your study time. A simple rule is that for each hour of class, you may spend about 2 hours outside class reading/researching/writing while preparing for the next class period. Ability to comprehend college level material used in the class is expected.

Advanced Placement Course Requirements/Expectations

Pending State of Iowa funding, Iowa Online Advanced Placement Academy (IOAPA) classes are offered through the University of Iowa and Apex Learning during the school year for students in grades 11-12; and to grades 9-10 identified gifted/talented students only. Identified TAG Students must have approval from the TAG Coordinator, Counselor, Online Supervisor and Principal to be eligible.

AP courses are designed to prepare the student to take the Advanced Placement Examination administered by the College Board in May of each year. See the school counselor for available AP Course options.

Recommended Online AP Enrollment Criteria:

Attendance requirements for enrollment:

An attendance record of eight (8) or more unexcused absences and/or tardy (or combined) in one or more classes, based upon previous semester records, may disqualify the student from enrollment. Medically related absences due to a doctor's direction (such as hospitalization or home care) will not be counted in attendance policies for PSEO enrollment qualification.

- NV student cap of 6 AP online students per AP class per semester.
- Cumulative NV GPA of 3.8 or higher to enroll.
- Student eligibility may also be determined by achieving the Advanced score (using applicable test data) on the Iowa Assessments test.
- Enrollment maximum of 2 AP classes per semester per student.

- Students are required to achieve at least a “C” grade in AP classes. Students below that in any AP class will not be allowed to resume AP classes for a period of one (1) semester. Students must meet all guidelines before re-applying for enrollment.
- Students withdrawing, without penalty, must withdraw within the 3 day NV requirement. After that, withdrawals are considered an “F” and the student is assigned another available class.
- Failed/Withdrawn Courses: Students will not be allowed to register for AP classes the subsequent semester. Students that withdraw **will** be billed for the class.
- Students must meet all guidelines before re-applying for enrollment.

Only special circumstances may have this criteria waived by NV administrative representatives. Note: Time management is an essential skill for this class, and you must take the responsibility for planning your study time. A simple rule is that for each hour of class, you may spend about 2 hours outside class reading/researching/writing while preparing for the next class period. Ability to comprehend college level material used in the class is expected.

Required materials: Students must purchase textbook and/or required materials for AP courses offered through the University of Iowa, Nodaway Valley, or Apex Learning.

AP Testing: Nodaway Valley **currently** pays the enrollment fee associated with taking the AP test at the end of the academic year. Taking the exam does not “guarantee” college credit. If a student chooses to take an AP Test but did not take the class the cost will be the responsibility of the parent/guardian.

COLLEGE VISITS

Seniors and Juniors are allowed two days per semester for college visits to help prepare for future educational needs. To schedule a college visit, a student should first contact the guidance counselor and follow the proper procedures for planned absences. Students must follow the proper procedures for a planned absence in order to have the absence excused. College Days will be treated like other planned absences.

In order to be excused:

- A note from the parent needs to be presented to the high school office in advance of the day requested to be absent.
- An admit will then be issued and the students must get all assignments completed in advance and all teachers signatures prior to departure for the absence.
- The completed admit must then be returned to the high school office before the college visit will be excused.
- The school must receive verification from the college that the visit was made by the student.

A successful college visit will not be counted as an absence, but will be regarded the same as a field trip and counted as an excused absence in the attendance records.

COMMENCEMENT

Any student who has met the requirements for graduation, who follows the rules set by the administration for the ceremony, and are in good standing will be allowed to participate in commencement ceremonies. If, for any reason, a student fails to participate in commencement ceremonies, the student shall still receive his/her final report card and diploma for completion of graduation requirements.

“It is suggested that students dress in a manner appropriate for the celebration of graduation. It is an occasion of celebration, but also one of great significance and importance for the student, his/her family, and the Nodaway Valley community. Therefore, students should dress in a semi-formal or dress-casual manner. Males should wear dress or dress-casual slacks or khakis. Shirts with collars should be worn. They should refrain from wearing shorts, jeans, sandals, athletic or tennis shoes and t-shirts. Females should wear dresses or slacks and blouses. Their footwear should be a dress or dress-casual style. Like the males, shorts, jeans, athletic or tennis shoes, and t-shirts are not appropriate and discouraged.”

STANDARDIZED TESTS AND OTHER PERFORMANCE ASSESSMENTS

Students are given standardized tests during the year. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless the principal excuses them. The results of these tests are used to determine eligibility for advance placement, dual-credit and reading/math support. (see the established criteria for those examples mentioned above)

Students are given the State Assessment during the second semester of the school year. **If given FASTBridge assessments will be administered three times throughout the academic year.** Other performance assessments are given at individual grade levels. As information is gathered and organized from these assessments, it is shared with parents and students.

Students with special needs may be given tests by resource teachers/associates or Green Hills AEA personnel. Parents of these students are notified when students take these tests.

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may view the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

STUDENT ACTIVITIES

ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to a designated area during assemblies.

FIELD TRIPS

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

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

Prior to attending a field trip, students may be asked to return a “permission to attend school sponsored activity notice,” signed by the student's parents.

SCHOOL SPONSORED STUDENT ORGANIZATIONS

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

ACTIVITY BUS

The school district may sponsor an activity bus to transport students to school activities. Students who ride an activity bus must ride to and from the event on the bus unless prior arrangements have been made with the coach/sponsor or the student's parents personally appear and request to transport the students home. Riding on the activity bus is a privilege that can be taken away. If a student is suspended from a route bus or shuttle bus, they will also be suspended from the activity bus.

STUDENT FUNDS AND FUND RAISING

Students may raise funds for school activities upon approval of the administrators at least four weeks prior to the fundraising event or the start of a fundraising campaign by filling out the approval forms. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the administrator prior to spending the money raised. Violations of this rule may result in future fundraising activities being denied.

USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS

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

STUDENT PARTICIPATION IN NON-SCHOOL ATHLETICS (Board Policy 504.6)

A student who participates in school-sponsored athletics may participate in a non-school-sponsored sport during the same season.

DANCES

High School Dances:

Various school clubs or organizations may sponsor dances. The following rules will apply at all dances:

- All guests outside the school must fill out a request form and turn it into the office before being allowed to attend any school-sponsored dance. The form must be filled out completely and turned in before the established deadline.
- The doors will be locked a half hour after the dance starts and no one will be allowed in after that.
- Anyone who leaves the dance before it is over will not be allowed to return unless prior permission has been granted by administration or chaperones.
- Only Nodaway Valley students in grades 9-12 and their 9th grade or older guests will be able to attend dances. All guests must be approved by the administration prior to attending the dance. No one over the age 20 at the time of the dance will be permitted to attend as a guest.
- A fee of \$50.00 may be applied to any Nodaway Valley student attending Prom. Students may volunteer in concession stands and earn the ability to waive fee during their sophomore year.

Middle School Dances:

The principal must approve school-sponsored dances or similar activities at least four weeks prior to the event. Only members of Nodaway Valley Middle School will be allowed to attend and all school district policies, rules and regulations apply to the event. Students who leave a dance are not allowed to re-enter the dance. School sponsored events must have a school organization (example: student council) with a supervising staff member overseeing the event. An appropriate number of middle school staff members must volunteer to chaperone in order to hold the event.

FAMILY NIGHT

Wednesday is designated as family night in the Nodaway Valley School District. No school activities are to be scheduled on this night. All practices and rehearsals must be concluded, and all students are to be out of the building by 6:15 p.m.

STUDENT GOVERNMENT

Class officers and student council representatives will be elected within the first two weeks of the academic year or at the end of the previous academic year.

WORKING OUT DURING NON-SCHOOL HOURS

Students must be under the supervision of a coach or faculty member to work out in the wrestling or weight room, shoot baskets in the gym, or run in the hallways. This is for student and staff safety under school district liability. Running in the halls is not allowed after 7:30am and not before 4:00pm on school days.

**STATEMENT OF EXTRA-CURRICULAR & CO-CURRICULAR PHILOSOPHY
(Extra-curricular defined as non-graded and co-curricular as graded activities)**

Student participation in extra-curricular and co-curricular activities and organizations is a privilege and not a right. Because the student who participates in such activities and organizations publicly represents and depicts the character and integrity of the Nodaway Valley School and its community, a higher standard of moral and social behavior is expected of this student than that which is required of the student who is not involved in extra- and co-curricular activities.

DEFINITION OF EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

An extra-curricular activity is any activity that is offered by the Nodaway Valley Community School to students for their participation but is not a part of the curriculum of course offerings or graded. Such activities require students to commit extra time beyond the regular school day for supervised practice, participation, and/or performance. Thus, a student's graduation cannot be dependent upon his/her participation in such an activity.

Extra-curricular activities include, but are not limited to, athletics, cheerleading, dance, FFA, National Honor Society, student government, and ceremonies, and other school-sponsored clubs and organizations. Extra-curricular activities also include all interscholastic competitions and events for dramatics, music, speech, student publications, and other such school activities. Extra-curricular activities do not include field trips, work experience, and other such activities which are directly associated with the instructional experiences of a particular course and its content.

A co-curricular activity is one that is directly related to an academic course and is graded. This would include, but is not limited to, dramatics, music, speech, and student publications. Participation in these activities is an expectation of the class, and a student's grade is based in part upon this participation. Such co-curricular activities are limited to participation in local events, concerts, and etc. Interscholastic competitions and events fall under the category of extra-curricular activities.

The following policies apply to all extra-curricular and co-curricular activities sponsored by the Nodaway Valley Community School.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (Board Policy 503.04)

Good Conduct Rule

The Board of Directors of Nodaway Valley Community School District offers a variety of voluntary activities designed to complement and enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of Nodaway Valley Community School throughout the calendar year, whether away from or at school. Therefore, students who exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from conduct that is illegal, or highly inappropriate. Participation in extracurricular activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration and individual activity coaches and sponsors. To retain eligibility for participation in extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

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

Athletics, instrumental and vocal music performance drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, drill team, all honorary and elected offices (e.g. homecoming king/queen/court, class officers, student government officers or representatives), state contests and performances for cheerleading, or any other activity where students represent the Nodaway Valley Community School District outside the classroom.

Any student who, after 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 under the Good Conduct Rule for any of the following conduct:

- possession, use or purchase of tobacco products, regardless of the student's age;
- possession, use or purchase of alcoholic beverages, including beer and wine. For the purposes of this provision, "possession" shall include being in a vehicle or being in attendance in any other place where alcoholic beverages are being illegally consumed by minors. For the purposes of this provision, "use includes having the odor of an alcoholic beverage on one's breath;
- possession, use or purchase of illegal drugs or the unauthorized possession, use or purchase of otherwise lawful drugs. For the purposes of this provision, "possession" shall include being in a vehicle or being in attendance in any other place where drugs are being illegally consumed;
- 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.

However, a student who is "merely present" shall not be found to have violated the school's Good Conduct Rule. A student will be considered to be "merely present" if the administration determines that (1) the student did not know or have reason to know of the violation, OR (2) the student did know or have reason to know of the violation but had no reasonable opportunity to leave.

Transfer Students

If a student transfers in from another 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 for the remainder of the previous school's sanctions. Failure to inform Nodaway Valley Community School of an on-going good conduct suspension will be considered a violation of Nodaway Valley Community School Good Conduct Rule.

Academic Consequences

Unless there is a finding that the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

Sanctions for Violations

When administration determines 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.

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to participate in the next activity or contest. However, if the period of time between a finding of a violation and an activity is twelve (12) calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student shall attend all practices or rehearsals but may not "suit up" or perform/participate. If a 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 participate in an activity, subject to the 12-month limitation above. The student must complete an activity in good standing in order to satisfy the terms of the suspension.

The coach of each individual activity may implement additional requirements and regulations not covered under the Good Conduct Rule. These rules shall be presented in writing to the participants at the beginning of the season. The sanction for violating said requirements will not exceed the sanction for a first offense of the Good Conduct Rule.

The following list has been established to give guidance to properly delegated administrative personnel or activities director when administering the sanctions set forth in the Good Conduct Rule. However, it should be noted that the Board of Directors or its delegates may exercise their discretion in assessing more severe or less severe penalties when they have assessed the seriousness of the violation, its circumstances and any mitigating factors.

The following is a list of suspensions based on the premise that a finding of a first violation will result in a suspension to approximately 25% of the scheduled contests. A finding of a second violation will result in a suspension of approximately 50% of the scheduled contests. A finding of a third or subsequent violation will result in a suspension to approximately 100% of the scheduled contests.

In order to determine whether a violation is a first, second, or third or subsequent violation, administration shall, upon the finding of a violation, review the student's record of violations of the Good Conduct Rule, whether at Nodaway Valley Community Schools or elsewhere, for the twelve month period immediately preceding the current finding of a violation. Only the violations within said twelve month period shall be considered for the purposes of determining whether the current finding of a violation results in a first, second, third or subsequent violation.

Contest Suspension Guidelines:

- students will be suspended from the level of competition in which they are involved. For instance, a varsity athlete cannot count a junior varsity contest toward his/her suspension.
 - students must continue to attend practice during the time of suspension. Withdrawing from the activity does not satisfy the terms of the suspension.
- The following are the number of contest/events/dates that will serve as a guide when approximately 25% of scheduled contest/events/dates(adjusted for Junior High):

The principal shall keep records of violations of the Good Conduct Rule.

Reduction in Sanctions for Positive Conduct

Students who have been sanctioned for a finding of a violation of the Good Conduct Rule may have that sanction reduced by complying with the provisions below. However, the sanction shall not be reduced to less than one contest/event.

Honesty Provision

If within 24 hours of the actual violation and prior to a finding of violation by the administration, a student comes forward to a coach, administrator or activity sponsor and admits violation of the Good Conduct Rule, the student's sanction may be reduced by 50% for a first violation and 30% for a second violation.

Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent. The appeal must be made by contacting the superintendent in writing within three (3) days of receiving written notification of the finding of violation and imposition of sanctions. The sanction will remain 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 regular board meeting. The review by the board will be in closed session unless the student's parents(s) or the student, if the student is 18 years old, requests an open session. The grounds for appeal to the school board are limited to the following:

- the student did not violate the Good Conduct Rule;
- and/or the student was given inadequate due process in the investigation;
- and/or the sanction is in violation of the Handbook or Board Policy.

The sanction will remain in effect pending the outcome of the meeting with the Board. If the school board reverses the decision of administration, the student shall be immediately eligible and shall have the record of the ineligibility period and violation deleted from the student's record. If the school board modifies the decision of administration, the student's eligibility and record will be modified to accurately reflect the decision of the board.

ELIGIBILITY GUIDELINES

Any student may participate in extra-curricular and co-curricular activities provided he/she meets the following requirements:

- Follows all regulations as specified by the respective state associations.
- Is a student in the Nodaway Valley School or in a Board-approved cooperative academic program between NV and an accredited college or the Area Education Agency.
- Is academically eligible. (This requirement applies to extra-curricular activities only!)
- Is in school no later than 8:40am. This guideline applies to both events AND practice. The activities director must approve exceptions. In most cases, such exceptions for absences will require prior notice, and an admit slip will need to be completed in advance. (If a student is absent on a Friday before a Saturday event, the determination of eligibility for participation in the Saturday event will be based upon the reason for the absence. The Activities Director or his/her designee will make the determination. (Illness will be an acceptable absence, truancy will not.)
- Any athlete who quits one sport after two weeks of that sport season is not eligible to participate in another sport, which is offered during that season without permission of the head coaches of both sports.
- After an activity has been in progress for two weeks, a student will not be permitted to join that activity to work off ineligibility.

Example: If a student who runs track is declared ineligible in January, he/she will not be permitted to join the basketball team at mid-season to work off the ineligibility.

1. Any student who joins an activity to work off ineligibility is expected to stay out for the activity until its completion.
2. Any student who transfers to Nodaway Valley and is ineligible for participation at his/her former school at the time of his/her transfer remains ineligible at Nodaway Valley until the terms and conditions of ineligibility assessed by the former school has been satisfied.

Provide the school district a physical examination form signed by the student's doctor or physician's assistant stating that the student is physically fit to perform in athletics prior to the start of the season. A concussion informational form also needs to be signed and turned in.

ACADEMIC ELIGIBILITY (see also Board Policy 503.04)

To be eligible for an extracurricular activity, students participating must:

- be enrolled or dual-enrolled in school;
- have earned passing grades in all classes the previous semester;
- have earned passing grades in all classes in the current semester;
- for students in athletics, music or speech activities, have been enrolled in high school for eight semesters or less;
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

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

EXTRA-CURRICULAR ELIGIBILITY – ACADEMIC STANDARDS**Academic Ineligibility Language**

Nodaway Valley will follow the same eligibility rules at the end of each semester that are set forth by the state. However, a teacher may request a student have an extension through an “incomplete” if there are still assessments the student needs to take because of abnormal circumstances.

Eligibility Determination Process

This policy change has been drafted to reflect more time to allow for the student to reassess classroom material. The Activities Director handles the communication to coaches/sponsors.

Nodaway Valley local rules start Week 4 of each semester:

1. Weeks 1-3: Students are working on classroom assignments.
2. Week 4: Notification of F or Incomplete given to a student by a teacher. A student conference should take place between the student and teacher.
3. Week 5: Second Notification for an F or Incomplete in the same course. A notice is sent to the parent/guardian via email or phone.
4. Week 6: Third notification for an F or Incomplete in the same course. Students become ineligible and must sit out of competition for one week.
5. A student who starts on the F or Incomplete list after week 4 would follow the same process described above and would not be ineligible until they have failed a course three weeks in a row.

The administration can grant eligibility to students determined by rule to be academically ineligible. This applies in rare cases where the student's ineligibility was determined by the administration to have occurred by a cause beyond the student's control.

In addition to ineligibility in any public appearance activity sponsors can also withhold students from participating in any practice session. This would provide the student with additional time for remedial work on the class or classes that caused their ineligibility.

STATE ELIGIBILITY RULES – Scholarship Rule 36.15(2)

The State of Iowa adopted a “scholarship rule” which deals with academic eligibility for extracurricular activities. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. Course work taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility.

If at the end of any grading period* a contestant is given 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 [or current sport if in season] in which the contestant is a contestant for 30 consecutive calendar days. This applies to end of semester grades, as that is when credit is assigned. If a student fails a semester class, he/she is automatically ineligible for the next athletic activity they are participating in.

For a student competing in a current sport, ineligibility begins the next school day (i.e., the first day of the next grading period) after grades have been posted and students have been notified. Grades are considered posted when every teacher has their grades turned into the office. If the student competes in a sport that has not yet started, ineligibility will begin on the first day competition is allowed by the Iowa High School Athletic Association (IHSAA) or the Iowa Girls’ High School Athletic Union (IGHSAU) for that sport. This minimum standard must be enforced, as it is a by-law of the IHSAA and the IGHSAU.

For a student participating in any competitive event sanctioned by the Iowa High School Music Association (IHSMA) or any IHSMA sponsored event that is non-graded (event does not affect course GPA) the student is ineligible to participate within a period of 30 consecutive calendar days. The period of ineligibility will begin the first school day following the day grades are issued by the school district.

For a student participating in any event sanctioned by the Iowa High School Speech Association (IHSSA) or IHSSA sponsored event the student will be ineligible within a period of 30 consecutive calendar days. The period of ineligibility will begin the first school day following the day grades are issued by the school district.

*A grading period is defined by the IHSAA and IGHSAU as “the period of time at the end of which a student in grades 9-12 receives a final grade and course credit is awarded for passing grades.” “A final grade is that grade that goes on the student’s transcript.”

CO-CURRICULAR ELIGIBILITY – ACADEMIC STANDARDS

Because a student's academic grade in the course associated with a co-curricular activity depends to some degree upon the student's participation in the co-curricular activity, there will not be any ineligibility due to grade point averages for co-curricular activities. This ability to participate applies only to local events. Interscholastic competitions and events in all activities are regarded as extra-curricular. The only exception to this ability to participate locally would be in the case of a student who did not pass a minimum of four full credit courses during the previous semester. Such a student will be ineligible for interscholastic competition or public appearance in co-curricular activities for an entire semester.

EXTRA-CURRICULAR ELIGIBILITY - A student who fails to meet the criteria for academic eligibility at the end of an academic year will be ineligible for public appearance in summer extra-curricular activities for a period of 30 consecutive calendar days. For IHSAA and IGHSAA sanctioned activities, the ineligibility period will begin on the first day on which competition is allowed for that activity. For IHSSA and IHSMA sanctioned events, the ineligibility period will begin from the end of the school year. Should the student not participate in a summer activity the ineligibility would carry over to the next school year and/or the next activity in which the student participates.

MEDIA CENTER/LIBRARY

The Media Center or library is available to students during school hours. The media center is a place for study and research. Students are expected to conduct themselves and follow all Library expectations as if they were in any regular class. Use all materials and equipment with respect and special care.

STUDENT RIGHTS AND RESPONSIBILITIES

NODAWAY VALLEY MIDDLE/HIGH SCHOOL BUILDING-WIDE EXPECTATIONS

It is important for students to act in a way that justifies other people's trust. Therefore, Nodaway Valley students are expected to continuously model the following six pillars of character:

- | | | |
|---------------------------|--------------------------|-----------------------|
| 1. Respect | 2. Responsibility | 3. Fairness |
| 4. Trustworthiness | 5. Caring | 6. Citizenship |

DISCIPLINE STATEMENT OF DISCIPLINARY PHILOSOPHY

Students are expected to conduct themselves properly at all times. Students are reminded they must adhere to a code of behavior not only for their benefit, but for the benefit of others as well. Proper behavior involves not only appropriate overt actions, but a cooperative and enthusiastic attitude also.

There are three basic things expected of each student if he/she is to remain in good standing:

1. Everyone in school should respect the rights and responsibilities of everyone else.
2. Everyone in school must have work to do while in school and must do it.
3. Everyone must follow the schedule in a timely way.

Decisions and actions result in consequences. Positive consequences follow good decisions and actions. Negative consequences are the rewards of poor decisions and actions. One of the most important lessons that students must learn is to accept responsibility for the decisions they make and the behavior they choose to enact and to accept the consequences, good or bad.

STUDENT CONDUCT AND SCHOOL DISCIPLINE (Board Policy 503.01)

Students of the Nodaway Valley Community Schools are expected, by their peers and the adults they interact with, to act in a responsible manner in the school, or school-related setting. All parties will give respect and courtesy to each other, use appropriate behavior and language, and follow expectations set by the Board, Administration, teachers and students.

Discipline in the school environment should strive to be educational and not punishment. The objective of the District shall be to provide a safe, orderly and healthy environment where all students can learn. This environment can only be achieved by the cooperation of parents, students, and staff working in harmony to help students develop a strong self-image, personal discipline, and to create a positive outlook towards education.

NEGATIVE BEHAVIOR CONSEQUENCES:

Refusing to comply, inappropriate language, disruptive, harassing, argumentative, or aggressive behaviors will not be tolerated and will be dealt with by staff and administration. Displaying disrespect towards a staff member will most likely lead to a one-day in school suspension. Insubordination will be a one-day out of school suspension. The administration will make all final decisions concerning consequences.

DETENTION

Any staff member can assign a student detention. Detentions may be assigned to be served before or after school or at lunch with the teacher. It is highly suggested that detentions assigned by staff be served with staff. It can be served before, during or after school. If a detention is assigned, an online **Disciplinary Referral** will be filled out and turned in to the office. If a teacher assigns a detention to be served with someone else prior administrative approval is required. Students failing to serve assigned detention within two days can receive further consequences including, but not limited to suspension or being held from non-graded activities including practices.

OFFICE REFERRALS

Students can be referred to the office by teachers submitting a Discipline Report or by talking to administration. We need to know the incident details. This process is used when a teacher believes someone needs to talk to the student(s). This should happen after multiple attempts to intervene results in little change in the behavior and the student's behavior is not an immediate distraction to the learning environment. Please keep in mind when a student is referred to the office, it will become the administration's decision on what happens.

Reasons for an office referral are:

- A. Repeated inappropriate behavior over time

Student sent to the office: A student can be removed from the classroom and sent to the office. The office should be made aware that a student is coming so we can be watching for the student. This should happen after a teacher has attempted multiple interventions with no change in the behavior and the student's current behavior is an immediate distraction to the learning environment. Please keep in mind when a student is sent to the office it will become the administration's decision on what happens. The student will most likely remain out of the classroom for the rest of the block/period.

Reasons a student may be sent to the office:

- A. Serious misbehavior or school rule infraction
- B. Behavior escalation in response to correction

A suspension may result from the use of inappropriate language, obscene gestures, or fighting. Every effort will be made to contact parents and a letter will be sent home to inform them of the office referral and disciplinary action. A record of all discipline referrals is kept in the office.

Students removing themselves from a classroom without permission:

Any student who leaves a classroom without permission when being disciplined or spoken to about an incident, may serve a one-day in school suspension. Students can not leave without permission to go to the office or to another room. Arguing with a staff member will be viewed as disrespectful and treated that way.

SUSPENSION

Flagrant and chronic misbehavior must receive more serious disciplinary intervention. This intervention may be a suspension. Suspension from a particular class, co-curricular/extra-curricular activity, or school may only be made by the principal (or in his/her absence, his/her designee). However, recommendations of other school personnel will be strongly considered.

Except for cases involving physical danger to the student, other students, and/or staff, official notice of suspension will not be made until the student has been afforded due process. The student's parents/legal guardians will be informed of the decision to suspend as soon as possible. This will normally be by telephone followed by a letter. The decision may be appealed to the superintendent.

IN-SCHOOL SUSPENSION (ISS) or OUT- OF-SCHOOL SUSPENSION (OSS).

Suspensions also include elimination from after school activities and practices for the duration of the suspension period. If the principal deems that the misbehavior is sufficiently serious, he/she may request the superintendent to extend the suspension up to ten days in length. If a student is assigned one-day in school or out of school suspension, that student is ineligible to participate in any extra-curricular event or practice including traveling to the event. If it is an out of school suspension, the student is not allowed in the building to attend events or practices during the suspension period including travel.

Prior to the student's re-admittance to class, normally a conference involving the student, the student's parent(s), and the principal will be required. During this conference the reason for the suspension will be reviewed and future consequences for continued misbehavior will be discussed. During the suspension, if possible, make-up work for missed classes will be provided to the student. A recent legal opinion by the Iowa Department of Education requires that suspensions cannot cause significant loss of the student's opportunity to earn grades and credits. Therefore, a suspended student will be allowed to make-up all tests and homework missed for full credit, provided he/she does so within the time provided by the school's attendance policy for make-up work. Suspensions will be logged as excused absences.

EXPULSION

FROM CLASS

Expulsion of a student from a class will be considered only for gross disrespect toward school personnel and/or other students or flagrant misbehavior that makes meaningful instruction impossible. Expulsion from a class can only be done with the recommendation of the teacher and approval of the principal after consultation with the superintendent and parent(s)/legal guardian(s). The student will be afforded due process before a decision is made. Such a decision may be appealed to the superintendent. A student expelled from a class will receive an F for the semester in class and will receive no credit for the class. Should the expulsion from the class cause the student to be enrolled in too few classes to be considered a full-time student, the principal may request the superintendent to recommend to the Board of Education that the student be expelled from school.

FROM SCHOOL

Whenever the superintendent, upon consultation with the principal, deems the presence of a student detrimental to the best interests of the school, he/she may temporarily dismiss the student and recommend to the Board of Education that the student be expelled from school. Final determination by the Board of Education will be considered only after a thorough investigation, which observes procedural due process.

When a student is recommended for expulsion to the Board, the student shall be provided with:

- Notice of the reasons for the proposed expulsion;
- The names of the witnesses and an oral or written report on the facts to which each witness will testify;
- An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
- The right to be represented by counsel; and
- 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:
 - Determination whether the student is actually guilty of misconduct.
 - 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.
 - 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.
 - 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.

THREATS OF VIOLENCE

All threats of violence, whether online, oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats are 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) 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.

FIGHTING

The principal will discipline students involved in fights in school or while attending any school activity. The discipline may involve suspension from school and activities until it is evident that those involved will be able to attend school and school activities without fighting. Law enforcement officers may be contacted and a report filed when necessary.

TOBACCO, DRUGS, AND INTOXICANTS

The use or possession of tobacco or alternative tobacco products (ex. vape pens), illegal drugs or drug paraphernalia, alcoholic beverages, or look-alike substances (includes e-cigarettes), or being under the influence of illegal drugs or alcohol while on school grounds, in the school building, in school vehicles, and/or at school activities is prohibited. Violation of this regulation will result in the suspension of those involved. Possession of any of these substances or materials will also result in confiscation and notification of law enforcement.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION (see also Board Policy 502.06)

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-alike substances; possessing or using tobacco, tobacco products, or look-alike substances such as e-cigarettes (Vaping). Weapons are not allowed on school grounds or at school activities including hunting rifles, even if unloaded and locked in cars, with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Students bringing to school or possessing at school one of the following dangerous items will be suspended or expelled for a period of time determined by school officials: pellet guns, bb guns, sharp objects, knives, axes, clubs, sling-shots, fireworks, rockets, or explosives of any kind. Parents/guardians of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials.

ITEMS NOT ALLOWED AT SCHOOL OR IN THE CLASSROOM

Items, which can disrupt the educational environment, are not to be brought to school. These items include but are not limited to: laser pointers, gum, candy, water guns, water balloons, toys, and any other items considered inappropriate by staff and administration. These items are taken away from students and may not be returned. Backpacks or other bags, food and drink are not allowed in classrooms during the academic day. They can be in lockers. Students with medical conditions will be allowed with administrative permission. Also, see the district's policy regarding weapon possession (Board Policy 502.6). Some items listed are building specific.

STUDENT SEARCHES (see also Board Policy 502.08)

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and,
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

STUDENT LOCKERS AND DESKS (see also Board Policy 502.05)

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

BACKPACKS AND OTHER BAGS

Students will not be allowed to carry backpacks or other bags during the academic day. They must be placed in their lockers if brought into the building. The only bag a student can have with them during the academic day is their laptop bag. Special permission may be granted by administration for special situations to carry a backpack or bag.

WATER BOTTLES

Students are permitted to have conventional water bottles with them during the academic day. However, excessively large bottles or non-conventional containers will not be allowed such as milk jugs. Plastic or non-breakable items are recommended. Cans or breakable containers must remain in student lockers.

HALLWAYS

Students should not be in the hallways during class time. To leave class, a student must have secured a pass in advance from the office (if leaving school) or the teacher to which he/she is reporting. No student will be allowed to leave class without permission and signing out. During class time, students will not be allowed to take their cell phone with them unless permission has been granted when leaving class.

Students are not to sit or congregate in the hallways and obstruct traffic before school. Students are to be courteous at all times and keep to the right when moving in the hallways. Running, shouting and horseplay in the hallways is not permitted. The hallways and commons area will now be monitored at all times with cameras.

GYM

The Nodaway Valley School gym provides classroom space for physical education classes, an arena for athletic events, and a stage for fine arts programs. To protect the floor, equipment, students and adults in this room the following expectations are set:

- Gym shoes (preferably a designated pair) must be worn while on the playing floor.
- No dunking or hanging on the basketball rims.
- No shots deeper than the three-point arc.
- The stage area is off limits unless the supervising staff member grants permission. When exiting the stage area, individuals must use the stairs and not jump from the stage.
- Use the equipment found in the gym and the various equipment rooms properly.

LOCKER ROOMS

Students at Nodaway Valley School are privileged to have locker room facilities to use during physical education classes and athletic events. The following expectations are established for both the girls' and boys' locker rooms:

- Only gym clothes and athletic equipment are kept in gym lockers. Coats and books are to be stored in hall lockers.
- All lockers must be kept locked and all belongings must be kept in the locker.
- Only school issued paddle locks will be allowed.
- Students must use the facilities properly and clean up after themselves.
- No graffiti is allowed in the locker rooms.

INTERNET AND TECHNOLOGY

Students will be able to access the Internet. Individual student accounts and electronic mail addresses will be issued to students at this time. It is a 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. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

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.

Students will 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 communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

Restricted Material - Students will not intentionally access or download any text file or picture or engage in any discussion that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

(see Acceptable Use Policy Exhibit A)

COMPUTERS AND OTHER ELECTRONIC EQUIPMENT

Computers and other electronic equipment owned by the school and used by students are intended for educational purposes. Misuse of these devices may result in disciplinary action including, but not limited to, loss of privilege to use computer and electronic equipment, loss of privilege to use computer and electronic equipment outside the district, or loss of privilege to use certain programs on the computer and electronic equipment. In addition, students must properly care for computers and electronic equipment that are loaned to them and report any problems with the computer in a timely fashion. Failure to follow the guidelines established by the Nodaway Valley Community School District as outlined in any and all technology agreements may result in disciplinary action.

(See Exhibits A-E for more information about the use of computers and other electronic equipment.)

CELL PHONES/ELECTRONIC DEVICES

Students may bring cell phones, game systems and other similar electronic devices with them to school. These devices must be placed on the proper settings so that no sound is created which will cause a distraction. Under no circumstances shall these devices be used in restrooms, locker rooms, or other areas where privacy is expected. Students caught taking pictures with these devices in restrooms, locker rooms, or other areas where privacy is expected will be subject to disciplinary action. The disciplinary action will be confiscation of the device pending parent conference, detention, suspension or expulsion. Where appropriate, police authorities may be contacted.

The school district, administration or staff will not be responsible for the loss, damage, destruction or theft of any electronic device brought to school.

Emergencies: If an emergency arises and a student needs to use his or her cell phone, permission can be granted by the Principal or designee. Once permission is granted, the student can use the cell phone in the high school office to make the emergency phone call. We encourage parents to call the school phone to reach their child. We have phones in every classroom, so we can locate students and get them access to a phone quickly in an emergency situation.

Cheating: Students found to be using any electronic communication device in any way to send or receive personal messages, data or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will not be allowed to possess any personal communication devices following the incident on school property for a period of 4 weeks. Loss of credit and/or removal from the class is an option left up to teacher and administration discretion.

Electronics/Cell Phone Violations:

First Offense: Phone or Device can be turned into the office for the rest of the day and a warning given to both students and parents.

Second and subsequent offenses: Phone or Device will be taken and given to the office where it will remain until a meeting with a parent can occur. Banning the cell phone or device from school will always be an option.

At no time are students authorized to video, photograph or audio record others in the school building or at school activities without the consent of the other party.

Exceptions will be made for students with specific needs that require such devices as per their Individualized Education Plan (IEP); and during a medical or security emergency, if a supervising school official is not in communication with emergency responders, or the student is unaware that a supervising official is in communication with emergency responders.

Field Trips/Extracurricular Activities

The use of cell phones and electronic devices for field trips and extra-curricular activities will be at the discretion of the teacher/sponsor/coach.

Cell Phones in the High School

Classroom

Each teacher will establish where cell phones will be kept during class. Teachers will have the discretion to determine if the cell phone or electronic device is a disruption to the educational environment of the classroom. If the device is determined by the teacher to be a disruption to the educational environment, the teacher may confiscate and keep the device for the rest of the block, turn the device into the office and/or report the student to the office:

Students will be permitted to have cell phones and other electronic devices with them in school as long as it does not cause a disruption to the learning environment. Students may use the devices appropriately before school, between classes, lunch and after school. In any educational

setting like classrooms, Flex Time and study halls, students must have permission before using any electronic devices. This does include leaving the phone or device in the classroom when going to the restroom, locker or office unless permission has been granted.

Cell Phones in the Middle School

These devices are not to be used and must remain in the student's locker between 8:20 am and 3:20 pm unless a staff member grants permission. A student who violates these guidelines will be subject to discipline including but not limited to the confiscation of the device.

DISPLAYS OF AFFECTION

It will be a violation of conduct for students to demonstrate overt displays of affection at school or school activities, whether at home or away. This possibly includes prolonged embraces, kissing, fondling, holding hands and walking arm and arm or other similar physical contact.

DRESS CODE (see also Board Policy 502.01)

Students should dress in such a way that they present themselves and the school in a positive manner. To assist students with decisions regarding their attire, some guidelines are listed below. Our intent for these limits is for students to understand that school is a workplace and what may be appropriate outside the workplace is not appropriate at work. Getting an education is the chief function of a student; while in school all attire and grooming should be appropriate to promote that function.

As required by law, students must wear some kind of reasonable footwear and keep it on at all times during the school day. No hats, caps, or stocking hats are to be worn in the building during the school day.

In keeping with the Board of Education's policies regarding drug-free schools while at school or school activities; students are prohibited from wearing clothing which:

- Advertises or promotes in any way, items which are illegal for use by minors including, but not limited to, any controlled substance, alcohol, tobacco or alternative tobacco products;
- Displays obscenity, profanity, vulgarity, immoral pictures and or sayings including double or inferred meanings or derogatory racial, sexual or ethnic remarks;
- Refers to prohibited conduct or similar displays.

Students should dress modestly. The following list may be deemed inappropriate student attire includes, but is not limited to;

- Shirts and tops that expose the midriff (defined as a 1 inch or more gap/skin exposed between pant and shirt).
- Suggestive clothing that excessively exposes undergarments, cleavage or buttocks.
- Backless (defined as less than half covered), side cut out shirts, thin or see through clothing and all similar apparel.
- Clothing that is attention getting and creates a disruption to the educational process.

Under certain circumstances (e.g., medical) or during certain classes or activities the dress code may be altered as deemed appropriate by the principal. These changes will be communicated. The building principal or designee makes the final determination of the appropriateness of the student's appearance.

Determination of appropriate student dress is the responsibility of building administration. Students dressed inappropriately are required to change or cover up the clothing or contact their parents to bring an appropriate change of clothing to school. Refusal to change or cover up the inappropriate clothing will be deemed insubordination for which the student will be disciplined. The second and any subsequent occurrences will result in a clothing change and detentions. A meeting with parents may be scheduled.

STUDENT DRIVING

To help ensure the safety of Nodaway Valley students, the following rules regarding student driving have been established.

1. Juniors and Seniors are to park in the north parking lot. Freshman and Sophomores are to park in the south parking lots.
2. Vehicles are to be parked within marked parking lanes. A white curb designates staff parking in the north lot
3. Once a student arrives at school, he/she is to park his/her car and leave it parked. With other students, especially elementary students, walking to and from school, unnecessary driving is not needed.
4. No horseplay, yelling, playing of loud music will be tolerated while in the parking lots before or after school.
5. During the school day, a student may move his/her vehicle only if requested by school officials or if he/she has a written note from his/her parent permitting him/her to leave school. The note should be turned in to the high school office prior to leaving.
6. Any student riding in or driving a motor vehicle during the school day without permission from the office will be suspended and a parental conference will be requested.
7. Students who arrive for early practice are to park as noted in Rule #1.
8. Students are to abide by these regulations for parking when taking school transportation to an activity away from the school grounds, such as athletic contests and field trips.
9. Failure to comply with these guidelines may result in warnings, detentions, suspensions, losing permission to park on school grounds and contacting law enforcement.

SCHOOL PERMITS

School permits are sometimes issued for travel to and from school. School permit information can be found at the high school office.

STUDENT PLANNER

Each student at Nodaway Valley Middle School purchases a student planner from the office at the beginning of the school year. It must be in the possession of the student at **all times**. All daily assignments, activities, and requested signatures **must** be recorded in the student planner. If a student loses his or her student planner, he/she purchases a replacement planner at the cost established prior to the school year.

OPEN ENROLLMENT (see also Board Policy 501.14 and 501.15)

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Open enrolled students from low income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Superintendent or Principal for information and forms.

DUAL ENROLLMENT STUDENTS

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

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal at least one (1) day before the posting or distribution. This applies whether the information deals with school sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

BULLYING PREVENTION PROGRAM

Nodaway Valley began a Bullying Prevention Program the 2014-15 school year. The Bullying Prevention Program is:

- * Designed for all students
- * Preventative AND responsive
- * Focused on changing norms and restructuring the school setting
- * Research-based
- * NOT time-limited; Requires systematic efforts over time

BPP is not:

- * A curriculum
- * A conflict resolution approach
- * A peer mediation program
- * An anger management program

INITIATIONS, HAZING OR HARASSMENT (e.g., Student to Student; Student to Staff; Staff to Student) (see also Board Policy 104 [Exhibits M-Q] , and 502.11)

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

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.

No student shall participate in, or be a party to fights, initiations or membership rites that are prerequisites to school club or group memberships unless specifically sanctioned by the school administration. Violation will be cause for immediate consideration for expulsion.

Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor, or the principal. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints alleging bullying or harassment.

PROCEDURE FOR REPORTING HARASSMENT

Students who feel that they have been harassed should:

- **Step 1** Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so and report the harassment to a teacher, counselor, principal or use the on-line Awareness reporting system found on the NV home page. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- **Step 2** If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should use the on-line reporting system, Awareness (**TIPS**) or:
 - 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;
 - o what, when and where it happened;
 - o who was involved;
 - o exactly what was said or what the harasser did;
 - o witnesses to the harassment;
 - o what the student said or did, either at the time or later;
 - o how the student felt; and
 - o how the harasser responded.

Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this section.

The entire district bullying and harassment policy as well as reporting forms and investigation procedures can be found on page 97 of this handbook.

STUDENT/PARENT REPORTS OF CONCERN PROCEDURE

In an effort to encourage teacher-parent relations and to develop a procedure for parents to follow in contacting staff members of the Nodaway Valley School District, the Board of Education has adopted the following contact procedure:

1. Submit your concern using the on-line reporting system called Awareity (TIPS) found on the NV home page.
2. Contact the teacher of the student involved either by telephone or in person at the school to discuss the problem. If at this point the parent feels as though the situation has not been resolved to their satisfaction, then;
3. Contact the principal of the building in which their child attends. If after meeting with the principal and/or teacher, you are still not satisfied, do not let your frustration over the situation prevent you from taking the next step, which is;
4. Contact the Superintendent of Schools who is dedicated to serving you and the community to the best of his/her ability and who will work with you to find a successful resolution of the situation. However, there are times when a matter of policy may be involved. If the parent still feels they have not achieved the acceptable results, they by all means should feel free to;
5. Contact the Superintendent of Schools for consideration by the Board. All Board members were elected to their office by the residents of the school district and are anxious to do everything within their power to see that the best education possible is afforded to each and every child of the district and in addition, that each and every dollar is expended in a prudent manner.

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from superintendent's office.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is: obscene; libelous; slanderous; or encourages students to:

- commit unlawful acts;
- violate school district policies, rules or regulations;
- cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
- disrupt or interfere with the education program;
- interrupt the maintenance of a disciplined atmosphere; or
- infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

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 who have destroyed or otherwise harmed school property may be required to reimburse the school district and/or a suspension may result. In certain circumstances, students may be reported to law enforcement officials.

Students **should refrain from the use of adhesives** such as scotch tape or masking tape to post items in their locker; however, magnets are permissible. Students should always **keep their lockers locked**. If an item is missing from a locked locker, the student is to notify a faculty member or the principal, immediately.

TRANSPORTATION/SCHOOL BUS RULES

In the Nodaway Valley School District, each student will sometimes be transported on a school bus. In the name of safety for all students, drivers must be allowed to concentrate on the road and driving. Students, therefore, must behave properly to assure bus rides are safe. Drivers, students, families, and administrators will work together to make sure bus trips are safe. These rules are taught and reviewed with students. They are posted on the buses. We want everyone to understand the rules and their purpose. We must all support our drivers in their daily duties of safely transporting our children.

Basic Bus Rules:

- 1) Seat Belts must be worn at all times
- 2) Stay in your seat.
- 3) Use quiet voices.
- 4) Use appropriate language.
- 5) Keep hands, feet, and other objects to yourself.
- 6) No food or drink on the bus without driver permission. (This is up to the driver's discretion on each individual bus.)

If a student earns a **first write-up**, the consequence will be a warning along with contacting parents. A copy of a Bus Conduct Report is signed and sent to the student's home. In this case the student is brought to the principal as soon as possible.

If a student earns a **second write-up**, the consequence may range from an assigned seat to temporary removal from the bus for no more than 3 days along with contacting parents. This suspension can be carried over to the following school year. A copy of a Bus Conduct Report is signed and sent to the student's home. In this case the student is brought to the principal as soon as possible. A face-to-face conference is scheduled with the student, parent, and school representatives to rectify the situation to avoid additional bus issues.

If a student earns a **third write-up**, the consequence may range from an assigned seat to temporary removal from the bus for no more than 10 days along with contacting parents. This suspension can be carried over to the following school year. A copy of a Bus Conduct Report is signed and sent to the student's home. In this case the student is brought to the principal as soon as possible. A face-to-face conference is scheduled with the student, parent, and school representatives to rectify the situation to avoid additional bus issues.

If a student earns a **fourth write-up**, the consequence may range from a temporary removal from the bus for no more than 10 days to an indefinite suspension from the bus. This suspension can be carried over to the following school year. A copy of a Bus Conduct Report is signed and sent to the student's home. In this case the student is brought to the principal as soon as possible. A face-to-face conference is scheduled with the student, parent, and school representatives to rectify the situation to avoid additional bus issues.

If a student is experiencing problems on the bus, parents should first talk to the driver. If no solution is reached, parents should contact the Principal. In the case a parent is still not satisfied the Superintendent can be contacted. It would be helpful to enter these conversations with several ways to solve the problem.

All students deserve a safe bus ride to and from school and school activities. Please understand transportation is a service the district provides for students, but is not a right. It is a privilege. School bus drivers, school officials, and families must maintain high levels of safety on buses. Again, consistency is the key. The Administration does reserve the right to administer a stiffer consequence based on the student's actions whether it is a first, second or third write-up.

STUDENT ASSISTANCE TEAM (S.A.T.) (Board Policy 505.9)

The Nodaway Valley School District is committed to providing the opportunity to achieve the best education possible for all students. Some students may encounter difficulties, including but not limited to physical, emotional, social, and/or academic problems.

The primary responsibility for helping students with serious problems lies with the parents/guardians. However, when problems arise and interfere with school behavior, student learning, or the fullest possible development of each student, the **S.A.T.** is in place to provide help for those students. **S.A.T.** Interventions will occur only after other strategies have been tried. School and community resources will be utilized to assist students in need.

Procedures:

The **S.A.T.** will consist of selected staff (principal, counselor, student success coordinator) who have been trained in using this process. The Nodaway Valley School District recognizes that any successful program will need to involve all staff members. All faculty and staff members will be informed as to the referral procedures indicated below.

1. A faculty or staff member becomes concerned about a student and/or his/her behavior(s).
2. The faculty or staff member will talk with the parent/student about the concern(s).
3. The faculty member will try other strategies.
4. The faculty or staff member will submit a Referral to the Student Assistance Team.
5. The Team leader will collect informational data and process the collected information.
6. SAT members will meet to discuss implications of data and decide upon a subsequent course of action, which may include:
 - i. No immediate action. Keep data on file.
 - ii. A SAT member will conduct a one-on-one conference with student.
 - iii. Conference involving student, SAT member's), parent (s), concerned persons, or a combination.
7. Notification of all concerned persons.
8. Based on decisions made in step six (6) above, follow-through on decided action will occur. Subsequent procedures may include:
 - i. Information reviewed
 - ii. Problem discussion
 - iii. Strategy Review
 - iv. Intervention recommendation
 - v. Development of intervention
 - vi. Assignment of responsibilities
 - vii. Determine follow-up time and date
9. All persons involved in step 8 will meet for a follow-up meeting. Subsequent problems may include:
 - i. Intervention review
 - ii. Progress review
 - iii. Reassessment, if necessary
 - iv. SAT will begin with step 6, if deemed necessary

Student Services Program (see also Board Policy 607.01)

A Student Services Program includes activities or experiences that assist in the individual student's desire to grow in self-understanding, to make wiser decisions, and to do increasingly effective planning. In a Student Services program the basic services include: Counseling Service, Student (Pupil) Appraisal, Information Service, Placement and Follow-up, and Consultation (Support). Counseling services are offered in grades Kindergarten-12.

Counseling Service-This service can provide assistance to the student on an individual or group basis. It is designed to facilitate self-understanding and development. All conferences are strictly confidential.

Student Appraisal-The Student Appraisal Service is a process of collecting, recording, interpreting, and utilizing information concerning all students. The appraisal service is directed toward positive student development and toward the goal of increased self-understanding and self-acceptance.

Information Service-The information service deals with the part of the student service/counseling program that collects and disseminates educational, vocational, personal, and social adjustment information to aid the student in present and future planning and solving personal problems.

Placement and Follow-up-This service includes job, educational, and social placement to aid students during high school, post high school, and later phases of life.

Consultation-Consultation brings to bear the professional expertise of two or more persons in a mutual sharing and analysis of information. Together they generate ideas needed for decisions about strategies and interventions for helping students.

NOTE: It is hoped that the guidance/counseling program can be of service to every student. Please feel free to come into the office any time you need assistance.

STUDENT HEALTH, WELL-BEING AND SAFETY

IMMUNIZATIONS (see also Board Policy 507.01)

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Current law requires incoming Kindergarten students to have an updated series of vaccines, and incoming 7th grade and 11th grade students need a Meningococcal vaccine. Students without the proper certificate are not allowed to attend school until they receive the immunizations. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact *the school nurse or the Adair County Public Health office*.

PHYSICAL EXAMINATIONS (see also Board Policy 507.01)

Students enrolling in the school district for the first time (preschool or kindergarten) will have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such examination may be required by the administration for students in other grades enrolling for the first time in the school district.

Students must provide a physical examination form signed by a licensed health care provider stating the student is physically fit to perform in athletics prior to the start of the sport. In addition, students must have a completed concussion form on file with the school. Both the physical and concussion forms must be renewed at least every 13 months. Failure to provide proof of a physical examination and/or concussion form makes the student ineligible to participate in practice or games/competition. Student athletes who cannot afford the cost of the physical examination should contact their coach.

EMERGENCY DRILLS

Periodically, the school holds emergency fire, tornado, and safety (active shooter) drills. Periodically, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials. School districts must have two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1 each school year. We now are required to have one active shooter drill each school year.

ADMINISTRATION OF MEDICATION (see also Board Policy 507.02)

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with a signed permission form by the parents and doctor/provider, and notification to the school nurse. The form can be obtained online or in any of the Nodaway Valley buildings. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. These forms are also available online or in any of the NV buildings.

School nurse or qualified designee holds medication in a locked cabinet and will distribute it. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; emergency number for parents; identified way to send medications back and forth from school; and identified way for school nurse to communicate with parents for refill of medications.

Students who are using medication that requires immediate availability (e.g., asthma inhaler, epipens) may carry their own medications. In cases where these types of medications are kept in the nurse's office, they will remain unlocked, and kept in a safe place at all times so that they can be obtained in an emergency situation.

STUDENT ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his/her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. General guidelines followed include sending a student home with any fever at or above 100.4 degrees Fahrenheit and/or vomiting. The student will need to be fever free (without fever reducing medications like Ibuprofen or Tylenol) and/or vomit free for 24 hours before they can return to school.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment. It shall be the responsibility of the school nurse to file an accident report after the student is injured at school.

STUDENT INSURANCE (see also Board Policy 507.06)

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

Student athletes must have health and accident insurance in order to participate in extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach.

HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

COMMUNICABLE AND INFECTIOUS DISEASES (see also Board Policy 507.03)

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox.

HEALTH SCREENING

Throughout the year the school district sponsors health screening for vision, dental and hearing. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The school encourages students to see their dentist and eye doctor routinely as well. The grade levels included in the screenings are determined annually and follow state requirements/laws. Upon a teacher's recommendation and/or a parent request, students not scheduled for screening may also be screened. Grades preschool through 6th grade have hearing screenings annually; Kindergarten and 3rd grade have vision screenings annually; and Kindergarten and 9th grade have dental screenings annually. Any concerns with a students grade 7th through 12th grade can be addressed as well.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

(see also Board Policy 104)

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has a designated Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

PHYSICAL RESTRAINT OF STUDENTS

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate and search for Timeout, Seclusion and Restraint.

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 ([AHERA](#)) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. A certified asbestos inspector as required by AHERA has inspected the school district facilities. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

EDUCATIONAL RECORDS (see also Board Policy 506.1)

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office. The Family Educational Rights and Privacy Act ([FERPA](#)) affords 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 board secretary 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 board secretary, 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.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(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

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

REQUEST FOR DUPLICATE REPORT CARDS AND OTHER EDUCATION ITEMS

If a student's parents are not living together and both parents want grade reports of a student; please notify the principal's office. Other items parents may request duplicate copies of include mid-term reports, failing and unsatisfactory letters, Parent-Teacher Conference notices, and monthly newsletters.

RELEASE OF INFORMATION

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing by September 1 to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, EMAIL ADDRESS, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

MISCELLANEOUS

BIKES AND OTHER EQUIPMENT

Students are encouraged to respect each other's bikes; however, the school cannot be responsible for stolen or "borrowed" bicycles. Racks for all grades are available on school grounds. Bikes, rollerblades, or skateboards are not to be ridden on school property without permission.

SHUTTLE BUS

Shuttle buses that run between Fontanelle and Greenfield carrying 6th, 7th, and 8th graders will not transport students who are not regular shuttle bus riders. The district must make sure that the shuttle buses are not full beyond the point of being safe for students.

Non-shuttle bus students will only be allowed to ride the bus if they have permission from the office. Exceptions will be made for school-sponsored activities, medical reasons, contracted childcare services, and family commitments. Other emergency circumstances will be looked at on a case-by-case basis.

Students wanting to ride the shuttle bus need to do the following:

1. Bring a note from home giving parental permission to ride the bus for a specific date. The note needs to include a reason for riding.
2. Turn the note into the office and get a bus pass.
3. Give the bus pass to the driver on the day you will be riding. Students will not be allowed to ride without a pass from the office.

TELEPHONE USE DURING THE SCHOOL DAY

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Cell phones may be used with permission and in emergencies.

SCHOOL ANNOUNCEMENTS

Students are responsible for knowing the content of daily announcements. Announcements are due in the principal's office by 9:00 a.m. Students who wish to have an item included in the daily announcements must have permission from the principal. Daily announcements are posted on the school website.

VISITORS/GUESTS

All visitors to the school grounds must check in at the principal's office and sign in. We welcome parents to visit our school and become active members in their son's/daughter's education, however, we ask that parents or grandparents wishing to visit receive permission from the principal prior to the visit. For the safety of our students and with the intent to reduce disruptions all other individuals will be asked to visit outside the school day unless special permission has been granted by the building principal in advance.

LEGAL STATUS OF STUDENTS

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record. Please notify the office of address and telephone number changes.

ENGLISH LANGUAGE LEARNER

Nodaway Valley has a plan in place when a student who is not proficient at speaking the English language registers for classes. ELL students will have their needs met with help from the staff and the Area Education Agency. This plan, Lau Plan, can be found in the principal's office.

OPEN GYM DURING NON-SCHOOL HOURS

The policies for open gym outlined by Iowa High School Athletic Association and Iowa Girls High School Athletic Union will be followed.

DROPPING OR ADDING A CLASS

A student may drop or add a class during the first three days of a semester. Students may not be able to drop or add classes beyond the third day of a Semester. Permission from the teacher, school counselor and parent(s)/guardian(s) is necessary to drop or add a class.

STUDY HALLS

Study halls are scheduled study periods throughout a typical school day. Students assigned to a study hall adhere to the following:

- *Every student is expected to come directly to the classroom and remain in **his/her** assigned seats.
- *Students must be actively engaged during study hall. Examples include: working on practice/homework, reading, reassessing, etc...There will be no playing games unless it is part of a class and approved by the teacher. There will be no sleeping or putting your head down.
- *Every student is expected to come to the classroom prepared to be productive, and follow all study hall rules. Homework, drawing, & reading are examples of being productive. If you do not have homework, you are encouraged to bring a book. Using your laptop for recreational use is allowed as long as schoolwork is completed. Schoolwork must come first.
- *Passes will be necessary for students to leave the room. With permission and a pass, students may leave to speak to another teacher or come to the office.
- *The study hall is a place to study and work, not socialize. Do not attempt to communicate with another student by nonverbal means.
- *Students may assist others with practice/homework, with permission only, as long as the room remains quiet and conducive to learning.
- *Students must have a pass to leave and must use a log sheet to sign out and sign in. Students must sign their name and departure/return times neatly.
- *Students may listen to music as long as it is not too loud or disturbs other students. Spending an excessive amount of time on the music playlists may also lead to being asked to stop.
- *Every student is expected to be respectful of the learning environment and comply with all verbal instructions and follow all school rules.

CAFETERIA (see also Board Policy 710.01 and 710.04)

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Students are not to take bowls and silverware from the cafeteria area.

The Nodaway Valley Middle/High School operates under a closed lunch period policy. This means that students are not allowed to leave the school grounds during the lunch period. Therefore, any departure from the school during the lunch period will be handled in the same manner as any other departure from school. Any departure also falls under the Attendance Policy regarding absences, excused and unexcused, and truancy.

Lunch money can be paid online at www.nodawayvalley.org, the office, or during the student's lunch period. The system has been programmed for the charges on all categories of student and adult meals, salad, milk and other items offered. Your account will be credited for the money you bring in. Parents/students are encouraged to pay a large portion of lunch fees at the beginning of the year during registration.

JMC Info System - Every adult or student has his or her own account in the system. These accounts are numbered by adult or student names and not by families. As soon as you make a deposit you will have an account number in the system. This account number should be treated as confidential information.

Please pay lunch charges in a timely fashion. Students with overdue accounts may not be offered the exact meal shown on the menu and are encouraged to bring their own lunch until their account is paid. Extra items will not be allowed if a student has charged more than two lunches.

LUNCH PERIOD RULES

The following basic set of rules is designed to guide student conduct during the lunch period. Food and/or beverages are not to be taken into classrooms during the academic day unless permitted by the classroom teacher. They can be in lockers and at lunch. This may not apply to any student who has a medical condition requiring such. Students must go to the lunchroom during lunch period unless given permission. They are not to be in the study hall, locker rooms, or other locations within or without the school building without permission.

- No class is to be dismissed before the assigned lunch dismissal bell unless approved by the principal.
- Students must remain in the lunchroom proper for the duration of the lunch period unless permission has been granted.
- Students will not be allowed to go to their lockers during lunch period without principal or lunchroom supervisor permission. If a student wishes to use the lunch period to study, he/she should bring the necessary materials with him/her to the lunchroom upon dismissal from the appropriate class.
- Card games and other games are permissible. Gambling is not!
- Excessive noise or horseplay will not be tolerated.

- Trips downtown to take care of personal business are not allowed.
- Sack lunches are permissible
- Students may not use other student's lunch accounts for lunch. Borrowing off of other lunch accounts is prohibited.
- Students will line up by table established by the lunch room supervisor.
- Bowls and silverware will not be allowed to leave the lunchroom.
- Laptops are not to be open while students are eating. It is ok once finished.

VISITORS

Friends, girlfriends or boyfriends will not be allowed to eat or visit during the day. Alumni will not be allowed to visit teachers during the school day but can see teachers after the school day is over. The one exception to this guideline will be for children of staff members working in the building.

CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As a part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As a part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal's office.

TITLE I PARENTS RIGHTS NOTIFICATION

Parents in the Nodaway Valley Community School District have the right to learn about the following qualifications of their child's teacher/paraeducator: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher/paraeducator, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraeducator who serves your student in a Title 1 program (elementary only) or if your school operates a schoolwide Title 1 program (elementary only). Parents may request this information from the Office of the Superintendent by calling 743-6127 or by sending a letter of request to the Office of the Superintendent, 410 NW 2nd Street, Greenfield IA 50849.

The Nodaway Valley Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified.

CLASS LOADS

High School students must be registered for eight (8) courses per semester unless the principal grants prior permission.

CLOSING STATEMENT

This Student/Parent Handbook covers a wide variety of regulations and procedures for the Nodaway Valley School. It is not, however, all-inclusive. Circumstances may arise where the development and publication of other regulations and procedures are necessary. If so, such regulations and procedures will be disseminated to students and parents in a timely and appropriate manner. The administration has the final say on all decisions pertaining to this handbook and exceptions may be made, which may not follow the handbook as written.

Exhibit A
Nodaway Valley Community School District
ACCEPTABLE USE POLICY

The primary goal of NVCS D’s available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Lab equipment is reserved exclusively for academic use.

The following is a list of rules and guidelines which govern the use of NVCS D computers and network resources. Network Resources refers to all aspects of NVCS D’s owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of NVCS D’s network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school’s email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Director of Technology to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto NVCS D computers; to copy NVCS D school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email.”

Responsibility for Property:

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one’s parents.
- Not using equipment in an unsafe environment.

Students must keep the computer locked (i.e. locked in your school locker, home or secure place where

others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered “unattended” and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the student’s responsibility.

File Sharing and File Sharing Programs:

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. Filesharing programs and protocols like BitTorrent, Frostwire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

Discipline:

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the students use of technology restrict and or revoked. Any student who continually does not bring their laptop to school will lose the privilege of taking the computer home each day.

Legal Issues and Jurisdiction:

Because NVCS D owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of NVCS D’s network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

Disclaimer:

NVCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Nodaway Valley Community School District. While NVCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At NVCSD, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, NVCSD account holders take full responsibility for their access to NVCSD's network resources and the Internet. Specifically, NVCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

Student — I have read the terms and conditions. I understand and will abide by the stated terms and conditions for the Nodaway Valley Community School District. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Student Name (please print) _____

Student Signature _____ Date _____

Parent or Guardian — (If the applicant is under the age 18, a parent or guardian must read and sign this agreement.) As the parent or guardian of this student, I have read the terms and conditions for use of the Internet access and technology use. I understand that this access is designed for educational purposes and the Nodaway Valley Community School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Nodaway Valley Community School District to restrict access to all controversial materials and I will not hold them responsible for materials that students may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue accounts for the student named above and certify that the information contained on this form is correct.

Parent/Guardian Name (please print) _____

Parent Signature _____ Date _____

Daytime Phone Number _____

Evening Phone Number _____

Exhibit B

Nodaway Valley Community School District

CHROMEBOOK USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between the Nodaway Valley Community School District (NVCS D), the student receiving a laptop (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the “Computer”) for use while a student is at Nodaway Valley Community School District, hereby agree as follows:

1—Equipment

1.1 Ownership: NVCS D retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, Nodaway Valley administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptops configurations the same. All Computers include ample RAM and hard-disk space, a protective laptop case, software, power adapter and other miscellaneous items. NVCS D will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Computer is inoperable, NVCS D has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-NVCS D installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary.

2—Damage or Loss of Equipment

2.1 Insurance and deductible: NVCS D has purchased insurance which provides the broadest perils of loss regularly available. However, the full repair fee will be billed to the Student and his/her family for intentional, blatant misuse or gross negligence of the laptop. Parents are encouraged to add the laptop to their homeowner’s or renter’s insurance policy.

2.2 Responsibility for Damage: The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – \$100
- Second incident – \$200
- Third incident – full cost of repair or replacement

NVCS D reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use).

2.3 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement. It will be the responsibility of the Student and Parent to file a police report.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Director of Technology. If the Computer is stolen or vandalized while not at Nodaway Valley or at a Nodaway Valley sponsored event, the Parent shall file a police report.

2.5 Technical Support and Repair: NVCS D does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.

3—Legal and Ethical Use Policies

3.1 Monitoring: NVCS D will monitor computer use while on campus using a variety of methods – including electronic remote access – to assure compliance with NVCS D’s Legal and Ethical Use Policies.

3.2 Legal and Ethical Use: All aspects of NVCS D Computer Use Policy remain in effect, except as mentioned in this section.

3.3 Filesharing and Filesharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. Filesharing programs and protocols like BitTorrent, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

3.4 Allowable Customizations:

- The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- The Student is permitted to download music to iTunes, but cannot download or install any other software without permission from the NVCS D Technology Director. Students should regularly backup their iTunes library.

3.5 Proxy Servers and Other Anonymizers: The Student shall not bypass the filtering service and such violation could result in removal or suspension of technology privileges.

Exhibit C
Nodaway Valley Community School District
Grades 6-12 Chromebook Acknowledgement Form

_____ **Yes, We Accept Chromebook**
 _____ **Please Keep at School**

_____ **No, We Decline Chromebook**
 We decline service at this time, and I understand that my student
will not be assigned a Chromebook. I further understand that my student **will have**
 access to a Chromebook during school hours.

Student Name (please print) X _____

Student Signature x _____ Date x _____

Primary Student Household - Parent Name (please print) X _____

Parent/Guardian Signature x _____ Date x _____

If the student regularly resides at a separate household, a second parent signature is required.

Secondary Student Household - Parent Name (please print) _____

Parent/Guardian Signature _____ Date _____

PLEASE READ THE ASSURANCES BEFORE SIGNING

Parent Responsibilities	Student Responsibilities
<p>Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Chromebook.</p> <ul style="list-style-type: none"> • I will supervise my son's/daughter's use of the Chromebook at home. • I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my son's/ daughter's use of the Internet. • I will not attempt to repair the Chromebook. • I will report to the school any problems with the Chromebook. • I will make sure that my son/daughter recharges the Chromebook battery nightly. • I will make sure my son/daughter brings the Chromebook to school every day. • I understand that if my son/daughter comes to school without his/her Chromebook, I may be called to bring it to school. • I agree to make sure that the Chromebook is returned to the school when requested and upon my son's/daughter's withdrawal from the Nodaway Valley Community School District. 	<p>Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"> • When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of the Nodaway Valley Community School District - especially the Student Code of Conduct - and abide by all local, state, and federal laws. • I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. • My Chromebook is my responsibility and will stay in my possession at all times. • I will not leave Chromebook inside a vehicle where extreme hot or cold temperatures can cause damage. • I will not personalize the Chromebook with stickers. • I will carefully insert/remove cords and cables. • Clean screens with soft, dry microfiber cloth—no solvents. • I will not modify any software on the Chromebook. • I will honor my family's values when using the Chromebook. • I will not release personal information to strangers when using the Chromebook. • I will bring the Chromebook to school every day. • I will keep all accounts and passwords assigned to me secure, and will not share these with any other students. • I will recharge the Chromebook battery each night. • I will place the Chromebook in its protective case when not in use and when it is being moved. • I will return the Chromebook when requested and upon my withdrawal from the Nodaway Valley Community School District.

Responsibility	-Sit in seat properly and stay in seat -Keep the aisle clear	-Sit in seat -Actively participate when it is appropriate	-Sit in seat	-Watch the event -Be in the gym/stadium during the event	-Take care of school property -Be where you are supposed to be; know boundaries	-Stay with your group -Bring necessary materials
Fairness	-Use appropriate voice level	-Quietly listen	-Quietly listen	-Be courteous to those around you -Pick up after yourself	-Use appropriate voice level	-Use appropriate voice level
Trustworthiness	-Follow drivers directions	-Express appreciation appropriately and at correct time	-Express appreciation appropriately and at correct time	-Show good sportsmanship	-Follow teacher directions -Return all equipment you use	-Actively participate when it is appropriate
Caring	-Keep hands, feet & objects to self -Use kind and appropriate words	-Keep hands, feet & objects to self -Use kind and appropriate words	-Keep hands, feet & objects to self -Use kind and appropriate words	-Keep hands, feet & objects to self -Use kind and appropriate words	-Keep hands, feet & objects to self -Use kind and appropriate words	-Keep hands, feet & objects to self -Use kind and appropriate words
Citizenship	-Get permission to have food or drink on the bus -Keep hands, feet & objects in bus	-Walk into assembly and sit where directed. -Use the aisle to leave or enter bleachers	-Use the aisle to leave or enter bleachers	-Stand quietly and remove hat during National Anthem -Avoid walking on field, court or mat	-Get permission to use equipment and use it appropriately -Follow line-up procedures	-Follow all directions and rules

Exhibit E

Edgenuity - Credit Recovery Program

PHILOSOPHY

The Edgenuity - Credit Recovery Program recognizes that all students progress through school at different rates and learn through varied styles. Students who do not succeed in a traditional high school setting should be offered an alternative learning environment in which to continue their education. We believe in fostering a learning atmosphere based on flexibility, individuality, honesty, respect for self and others, personal responsibility, and shared decision-making.

GOALS

The Credit Recovery Program goals are:

1. To develop good citizenship;
2. To enhance awareness and concern for the students' involvement in the local and global communities;
3. To improve the students' self-image and perspective toward education;
4. To enable the students to set personal goals and work toward fulfillment of those goals, culminating in a high school diploma, employment, and/or enrollment in post-secondary education.

PROGRAM OPTIONS

The Credit Recovery Program is designed to offer both preventative and alternative options for students to enhance their education.

Preventative Option

Students that are experiencing difficulty in one or more classes may attend for additional tutoring and help. Students failing a class for three weeks in a row (red on the eligibility grid) may be required to report to the SSR during any study hall and Flex. The only exception to this will be when a student is requested or is approved to work with a teacher by the teacher.

Alternative Option

Students that have experienced difficulty in the traditional high school setting, both in individual classes and as a whole, can enroll to earn credits leading toward a diploma.

GENERAL PROGRAM COMPONENTS

The Edgenuity - Credit Recovery Program consists of numerous components, which pertain to one or both options.

- Online Classes for credit.
- Any and all courses must be approved by the program teacher, counselor and the principal.
- All courses must be completed in full to earn credit
- Educational and career counseling is available to every student in the program.
- This program can be used to replace the current local GED program with approval.

ENTRANCE REQUIREMENTS AND PROCEDURES

The Edgenuity - Credit Recovery Program is designed for school-aged students with an attitude conducive to self-directed study and who are typically described by one or more of the criteria listed below:

1. has dropped out of the traditional high school;
2. has failed a high school course more than once;
3. is behind his/her regular date of graduation and is taking a full course load;
4. needs a specific high school course to graduate;
5. has personal, social, emotional problems such that this program might offer a more conducive learning environment than the traditional school

ENROLLMENT PROCEDURES

1. An applicant may be referred by staff, parent, and/or self by completing the appropriate referral/application forms. A copy of the high school transcript must be attached to the application.

2. Applicants will speak with the teacher, principal, and/or counselor.
3. Following the interview, the committee will take into consideration all of the given information, attitude of the student, and past performance in the program (if applicable) to determine whether or not the applicant is suitable for the program.

EXIT PROCEDURES

Students will successfully exit the program upon completion of goals, as stated in their contract, such as:

1. receipt of high school diploma;
2. preparation and procurement of full time employment;
3. preparation and enrollment in post-secondary education;
4. return to full time academic program in the traditional setting;
5. earning the number of credits needed to graduate with their graduating class.

BEHAVIORAL EXPECTATIONS

Students are expected to comply with an acceptable standard of behavior consistent with the high school handbook and rules. If problems arise, the student may be put on a temporary suspension until the Credit Recovery program staff and principal meet to determine the student's status. If a student is exited from the program, reapplication may be made at the beginning of the next quarter of the regular school calendar.

EVALUATION

Periodic progress reports are discussed and mailed home, which include renewing goals at least once each semester. Interim grades on progress reports are designated with either a percentage or letter grade. Upon completion of courses, a letter grade and credit are documented on the student's official transcript.

ATTENDANCE

Regular attendance develops good work habits and provides better opportunity for completion of credits toward graduation. Attendance will be recorded for each session. Students not in attendance (without personal communication with program staff) for four consecutive sessions will be dropped with the option of reapplying for the next quarter. Students of compulsory attendance age must be in attendance at every session.

Exhibit F
PERMISSION FORM FOR MAKE-UP BEFORE ABSENCE

_____ has permission to make up work for the following time: date _____.

Instructors will place their initials in the first column when the pupil presents this with his or her request for make-up assignments. Instructor's final O.K. to be given only when work is satisfactorily made up.

Instructors, place your initials in indicated column. RETURN TO OFFICE BEFORE ABSENCE.

PRESENTED TO INSTRUCTOR	PERIOD	INSTRUCTOR'S FINAL OKAY
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	

Absence is requested by: _____
Parent or Guardian

Activity Sponsor

Pupils must present this form before the absence takes place with the instructor's final O.K. to get an excused admit.

Principal or Counselor

Exhibit G
PERMISSION TO ATTEND SCHOOL SPONSORED ACTIVITY

Your child is scheduled to attend a school-sponsored event on _____ .
(date).

The group will be attending _____ at
(event)

(location)

Your signature will indicate the child has your permission to attend.

Parent/Guardian Signature

Faculty Signature

Exhibit H
NODAWAY VALLEY COMMUNITY SCHOOLS
REQUEST TO USE SCHOOL FACILITIES AND EQUIPMENT

Organization making request _____ Today Date _____

Contact Person _____

Mailing Address _____

City, State, Zip _____ Telephone Number _____

Date the Facility to be used _____ Time Bldg. to be used _____ to _____

Facility to be used _____ Elementary _____ Middle School _____ High School

Equipment to be used _____

Area of building to be used _____

Employee Sponsor Assigned _____

Custodian Assigned _____ Hours Needed _____

Approval: Principal _____ Date _____

Superintendent _____ Date _____

Athletic Director _____ Date _____

Custodian _____ Date _____

For district use only

Estimated Cost to the organization:	Custodian _____
	Building Rent _____
	TOTAL _____

GENERAL GUIDELINES

1. Alcoholic beverages will not be brought to or consumed on school grounds.
2. Smoking is prohibited in school district facilities and on school district grounds, including in private vehicles.
3. A school district employee will open the facility and be present while the school district facility or equipment is being used by an entity.
4. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
6. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

I AGREE TO THE ABOVE TERMS/CONDITIONS _____

Exhibit I
NODAWAY VALLEY SCHOOLS
FUNDRAISING PROPOSAL WORKSHEET

Organization of activity: _____

Who is in charge of this fundraiser? _____

Dates of fundraiser: _____ to _____

Why are you raising funds? _____

What grade(s) will be raising funds? _____

Does the fundraiser comply with our wellness policy? _____

How many fundraisers have you initiated this year? _____

Where will the fundraising take place? _____

If school facilities will be used, you must complete a "Facilities Use Form".

If you are collecting money, please turn it in as soon as it is collected. Do not keep money in your desk or your room. Gross receipts from all money collected needs to be turned in to the office. You cannot pay bills out of the money and turn in the net amount. Deposits care to be made on a daily basis.

You are not to begin the fundraiser until all signatures are on this form.

Please sign that you agree to follow these rules.

(sponsor's signature)

(date)

(sponsor's signature)

(date)

(Activities Director)

(date)

(Principal)

(date)

(Superintendent)

(date)

Additional Comments:

These
signatures
indicate
approval.

Exhibit JCode No 104**ANTI-BULLYING – HARASSMENT**

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

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

This policy is in effect while persons are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

- 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.

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances which create an objectively hostile school environment:

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

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

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

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

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

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

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

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

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs. The superintendent shall report to the board on the progress of reducing bullying and harassment.

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials,
- Inclusion on the school or school district's web site,

and upon request, a copy shall be given to any person at the central administrative office at 410 N.W. Second Street, Greenfield, upon request.

Exhibit KCode No. 104.R1**ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Individuals who feel that they have been harassed should:

- • Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so and report the harassment to a teacher, counselor or principal. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- • If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - 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 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.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigators are the School Counselor or other designee by the principal. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this section. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

Evidence uncovered in the investigation is confidential.

Complaints must be taken seriously and investigated.

No retaliation will be taken against individuals involved in the investigation process.

Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Exhibit LCode No. 104.E1**ANTI-BULLYING/HARASSMENT COMPLAINT FORM**

Name of complainant:

Position of complainant:

Name of student or employee
target:

Date of complaint:

Name of alleged harasser or bully:

Date and place of incident or incidents:

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

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

Description of misconduct:

Name of witnesses (if any):

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

Any other information:

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

Signature:

Date: / /

Exhibit M

Code No. 104.E2

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of
witness:

Position of
witness:

Date of testimony,
interview:

Description of incident witnessed:

Any other information:

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

Signature:

Date: / /

Exhibit N

Code No. 104.E3

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant:

Name of student or employee target:

Grade and building of student or employee:

Name and position or grade of alleged perpetrator /respondent:

Date of initial complaint:

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

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

Summary of investigation:

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

Signature:

Date: / /

Exhibit O

Code No. 507.2 E2

**PARENTAL AUTHORIZATION AND RELEASE FORM
FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION
TO STUDENTS**

The undersigned are the parents (s), guardians (s), or person (s) in charge of (Student's Full Legal Name) _____, in the _____ grade at the _____ building in the Nodaway Valley Community School District.

It is necessary that (Student's Full Legal Name) _____ receive (name of medication) _____, beginning on (date) _____ and continuing through (date) _____.

I hereby request the Nodaway Valley Community School District, or its authorized representative, to administer the above-named medication to my child named above and agree to:

- 1. Submit this request to the principal or school nurse,
- 2. Personally ensure that the medication is received by the principal or school nurse administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist,
- 3. Personally ensure that the container in which the medication is dispensed is marked with the medication name, dosage, interval dosage, and date after which no administration should be given,
- 4. Submit a REVISED STATEMENT signed by the physician prescribing the medication to the principal or school nurse IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.

Date this _____ day of _____, 20____.

Name of Student _____

Parent/Guardian _____

Home Phone Number _____

Parent/Guardian _____

Alternate Phone No. _____

SEARCH AND SEIZURE REGULATION

Searches in General

Reasonable and Articulate Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors as the following:

- eyewitness observations by employees
- information received from reliable sources
- suspicious behavior by the student, or
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student
- the sex of the student
- the nature of the infraction; and
- the emergency requiring the search without delay.

Types of Searches

Personal Searches

A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable.

Pat-down search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced

inspections and students have no legitimate expectations of privacy in the locker or desk.

Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence or a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Exhibit Q
DISCIPLINE CONSEQUENCE INFORMATION

An infraction starting at any level may start at a higher level when appropriate. It may also progress out of sequence when deemed appropriate by the administration.

Detentions: (see detention paragraph in student handbook)

DISCIPLINE STEPS:

Step 1. Conference with student/teacher when necessary and warning

Step 2. 30 minute detention/parent notified

Step 3. 60 minute detention/parent notified

Step 4. 1 day in-school suspension/parent notified

Step 5. 3 day in-school suspension/parent notified

Step 6. 5 day in-school suspension/parent notified

Step 7. 1 day out of school suspension/parent notified

Step 8. 3 day out of school suspension/parent notified

Step 9. 5 day out of school suspension/parent notified

Step 10. 10 day out of school suspension/parent notified

Step 11. Alternative school or expulsion

A. Unexcused Late or Tardy to class - see student handbook section

B. Student sent to the office - Start at Step 2

Students will spend the rest of the block in the office. On the third removal from the same class, the student may be removed from the class for the remainder of the term.

C. Unacceptable behavior in the lunchroom - Start at Step 1 (detentions served during lunch time)

D. Driving on school grounds violations - Start at Step 1 (loss of driving on school grounds is an option)

E. Public display of affection - Start at Step 1

F. Dress code violation - Start at Step 1

G. Cell Phone/electronic device violation - Start at Step 1

H. Harassment - Start at Step 1 then move to Step 4

I. Profanity - Start at Step 2.

J. Missing an assigned detention - Start at Step 4

K. Insubordination towards teacher or administration - Start at Step 7

L. Unexcused absences - see student handbook

M. Fighting - Start at Step 4 (if warrants, students may be sent home)

- N. Deliberate destruction of school property - Start at Step 4 along with restitution (law enforcement may be called)
- O. Possession or use of tobacco, e-cigarettes (Vape) on school grounds or at a school activity - Start at Step 8 and law enforcement may be called
- P. Pulling fire alarms - Start at Step 7 and law enforcement will be called
- Q. Possession or use of alcohol on school grounds or at a school activity - Start at Step 8 and law enforcement will be called
- R. Theft of school or personal property - Start at Step 4 plus restitution and law enforcement may be called.
- S. Assaulting or insulting a school employee on or off school property - Start at Step 7
- T. Possession of firearms or weapons on school grounds or at a school activity - Board Policy will be followed and Start at Step 10 or 11 and police will be called.
- U. Possession or use of illegal drugs or misuse of prescription drugs on school grounds or at a school activity - Start at Step 10 and police will be called.
- V. General disruption to the learning environment - Start at Step 1
- W. Skipping Class - Students will make up the missed time with the teacher before or after school within 48 hours or Start at Step 4.
- X. General disrespect or arguing - Start at Step 2
- Y. Leaving a classroom without permission - Start at Step 4