

Nodaway Valley Community School District

2026-2027
Student Handbook
9th-12th Grade

Mr. Logan Doty, Principal

Dr. Pam Stangeland, Superintendent

Mrs. Sara Honnold, Activities Director

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Message from the Principal

Welcome to a New School Year at Nodaway Valley High School!

As we begin another school year, I am excited about the opportunities that lie ahead for our students, staff, and community. Nodaway Valley has a strong tradition of pride, excellence, and support, and I look forward to building on those strengths together.

At the heart of every decision we make is a commitment to doing what is best for students. While that may not always be the easiest or most convenient path for adults, it is the responsibility we share as educators, parents, and community members. When we keep students at the center of our work, we create opportunities for every learner to grow, succeed, and reach their full potential.

The success of our school depends on the partnership between students, families, staff, board members, and community supporters. Together, we can continue to build a positive school culture where everyone feels valued, respected, and connected. By working collaboratively and supporting one another, we can create an environment where students are challenged, encouraged, and inspired every day.

This Student/Parent Handbook is intended to provide information, expectations, and guidelines that help our school community function effectively throughout the year. I encourage you to review it carefully and reach out if you have questions.

Thank you for your continued support of Nodaway Valley High School. I am honored to serve as your principal and look forward to a fantastic year ahead.

Sincerely,

Logan Doty

OPENING STATEMENTS

NODAWAY VALLEY COMMUNITY SCHOOL DISTRICT BELIEFS:

We believe...

- That everyone has value as a person and learner
- In respect for self and other 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 challenge all students

NODAWAY VALLEY MISSION STATEMENT:

The mission of Nodaway Valley Community School District is 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.

NODAWAY VALLEY HIGH SCHOOL VISION STATEMENT:

We are committed to serving all students by fostering a positive learning environment where expectations are clear, collaboration and data guide our decisions, and students gain the skills to be lifelong learners.

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT:

This handbook serves as an extension of Board policy and reflects the goals, values, and expectations established by the Board of Education. The Board, administration, and staff are committed to fostering a safe, respectful, and productive learning environment that supports the academic, social, and personal growth of all students.

Students are expected to conduct themselves in a manner appropriate to their age, maturity, and responsibilities as members of the school community. They are expected to demonstrate respect, courtesy, and consideration toward teachers, staff members, fellow students, visitors, and guests at all times. The use of abusive language, profanity, obscene gestures, or other inappropriate conduct is prohibited.

The provisions of this handbook, along with all district policies, rules, and regulations, apply while students are on school grounds, school district property, or property under the jurisdiction of the district; while riding school-owned, school-operated, or chartered transportation; while participating in or attending school-sponsored activities; and when off campus if a student's conduct directly affects the orderly operation, safety, welfare, or educational mission of the school district, or involves other students or staff members.

District policies, rules, and regulations remain in effect throughout the entire calendar year. Violations may result in disciplinary action and may also impact a student's eligibility to participate in extracurricular activities, regardless of whether the incident occurs while school is in session or during a school break.

The school district reserves the right to revise, modify, add to, or eliminate policies, rules, regulations, and procedures contained in this handbook as circumstances warrant or as required by law or Board action. Students and families are responsible for becoming familiar with the contents of this handbook and complying with all current expectations and requirements. Questions regarding the interpretation, implementation, or enforcement of any policy, rule, or regulation should be directed to the Principal's office for clarification and the most up-to-date information.

Students are expected to comply with all district policies, rules, and regulations. Disciplinary action may be taken for conduct that disrupts the educational process, interferes with the orderly and efficient operation of the school district, infringes upon the rights of others, or compromises a safe, respectful, and disciplined learning environment.

Disciplinary consequences may include, but are not limited to, removal from class, detention, suspension, probation, expulsion, and restrictions on participation in extracurricular activities, including athletics. All disciplinary decisions will be based on the specific facts and circumstances of each incident, as well as the student's prior disciplinary record.

The purpose of these expectations and procedures is not solely to maintain a safe and orderly school environment, but also to foster personal responsibility, integrity, and positive decision-making. By working in partnership, students, families, and school staff share a collective responsibility for creating a culture that promotes respect, accountability, and academic success. Through these shared commitments, students will develop the character, citizenship, and life skills necessary to succeed both in school and beyond graduation.

DEFINITIONS:

In this handbook:

- “Parent” also means “guardian”
- An administrator’s title also means the individual’s designee unless otherwise stated
- “School grounds” includes district facilities, district property, property within the jurisdiction of the district, school owned or school operated buses or vehicles and chartered buses
- “School facilities” includes district buildings and vehicles
- “School activities” means all district activities in which students are involved whether they are district-sponsored or district-approved. This includes events held on district property and events held off district property.

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.

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:

James Larson
Elementary Principal
Nodaway Valley Community School District
324 NW Second Street
Greenfield, IA 50849
641-630-1042

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 ([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:

James Larson
Elementary Principal
Nodaway Valley Community School District
324 NW Second Street
Greenfield, IA 50849
641-630-1042
james.larson@nodawayvalley.org



SCHOOL FEES

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. Parents of students meeting specific financial eligibility standards will be eligible for a waiver, or a reduction of student fees.

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.

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.

NVHS SCHOOL FEES:

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

Item	Fee	Partially Waived Fee
Gym Padlock (Replacement)	\$7.00	—
Lunch (6th-12th Grade)	\$3.00	\$0.40
Main Dish A La Carte	\$2.00	—
Breakfast (PK-12th Grade)	\$2.00	\$0.30
Breakfast Main Dish A La Carte	\$2.00	—
Milk	\$0.50	—
Activities Family Pass	\$275.00	—
Activities Adult Pass	\$150.00	—

STUDENT ATTENDANCE

Daily Schedule:

The High School operates on an 8 period schedule. Students will have 3 minute passing periods.

Students are permitted to arrive on the school grounds at 7:50 a.m. unless under the supervision of a school official. Students arriving before 7:50 a.m. may wait in the vestibule until the building opens at 7:50 a.m.

The daily bell schedules is as follows:

Period 1	8:15-8:57
Period 2	9:00-9:42
Period 3	9:45-10:27
Period 4	10:30-11:12
Period 5	11:15-11:57
Flex/Lunch	12:00-1:00
Period 6	1:03-1:45
Period 7	1:48-2:30
Period 8	2:33-3:15

STUDENT ATTENDANCE PROCEDURES ([Board Policy 501.09](#)):

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 8:45 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 the absence.

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, including practice, 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. Upon their return students have two school days to make-up schoolwork for each non-school related absence.

Parents making a request to pick up make-up work from school should contact the school by 12 PM 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 will be arranged with the parents. The purpose of the conference will be to develop a plan to remedy the problem.
3. If the attendance problem continues to persist, the principal may arrange a conference with the parents, and one or all of the following alternatives may be utilized:
 - a. Make-up time missed from school
 - b. Attending summer school
 - c. If applicable, legal authorities will be notified
 - d. Possibly being dropped from school for lack of attendance

UNEXCUSED TARDIES AND ABSENCES ([Board Policy 501.09](#)):

It is our belief that students' abilities to be "punctual, dependable, and industrious" are vital for success in a job or classroom.

Tardy consequences for any unexcused tardy per semester:

- After 6th tardy for the semester - 30 minute detention
- After 8th tardy for the semester - 60 minute detention
- After 10th tardy for the semester - 1 day ISS
- 11 or more tardies for the semester - Administrator discretion

COMPULSORY ATTENDANCE:

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 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
- are attending religious services or receiving religious instruction;
- are attending an approved or probation ally approved private college
- are attending an accredited nonpublic school
- 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.

IOWA ATTENDANCE CODES:

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.

RELEASE PERIOD REGULATIONS:

A. The following are criteria for earning the release period privilege at the beginning of each semester:

- a. Must be a Senior. Juniors are eligible if their release period would be at the beginning or end of the day.
- b. Must have had no suspensions the prior semester
- c. Must have had 9 or fewer tardies the previous semester
- d. No unexcused absences the previous semester
- e. No D or F the previous semester
- f. Must have a current cumulative GPA of 2.5 or higher
- g. Must have an attendance rate of 90% or higher the previous semester
- h. Must have filled out the release period application with signatures from principal, counselor, and parents

B. The following are regulations governing release periods:

- a. Release periods are any period of the day when a student does not have an academic course
- b. The student must leave campus
- c. All academic obligations take priority over release periods
- d. If a student with current release privileges has a D or F on the weekly grade report, their privilege will be suspended until the grade improves
- e. Students may not be in academic areas during release time. This includes the gym, weight room, classrooms, or locker rooms. The principal is the only person that can grant exceptions to this clause.
- f. If a student accumulates 10 tardies in the semester in which they have a release period, the privilege will be revoked for the remainder of the semester
- g. If a student becomes chronically absent (absent more than 10% of the semester) the release period privilege will be revoked for the remainder of the semester

STUDENT ACHIEVEMENT

GRADUATION REQUIREMENTS:

To graduate from Nodaway Valley, a student must earn 56 credits total (starting with the class of 2030). Those credits consist of core classes and electives. Requirements are listed below:

8 credits of English Language Arts

- 2 semesters of English I
- 2 semesters of English II
- 2 semesters of English III
- 2 semesters of Electives

6 credits of Math

- 2 semesters of Algebra I
- 2 semesters of Geometry
- 2 semesters of Algebra II

6 credits of Science

- 2 semesters of Physical Science
- 2 semesters of Biology
- 2 semesters of Earth and Space Science

*this pacing only applies to current 9th grade students as we are changing our sequencing for science to match the state recommendation

6 credits of Social Studies

- 2 semesters of United States History
- 1 semester of Government
- 3 semesters of Electives
- Must score a 60% or higher on the state mandated civics exam

2 credits of Health Education

- 2 semesters of Health

4 credits of Physical Education

1 credit of Financial Literacy

1 credit of Vocational Education

1 credit of Fine Arts

23 credits of Electives

CPR Certification

NVHS CORE GRADING BELIEFS:

Our grading practices are grounded in a shared commitment to ensuring that grades accurately reflect student learning and achievement. The following beliefs guide our consistent approach to grading across all classrooms and courses:

- Grades represent what students know and are able to do
- Grades are primarily based on learning and demonstrated mastery
- Students should have opportunities to revise, make up work, and reassess after receiving feedback
- Extra credit is not an option
- Grading practices are implemented consistently across all staff and courses

HOMEWORK/PRACTICE:

Homework and practice activities will be assigned purposefully and will be kept to a minimum. Homework should provide meaningful information that teachers use to make instructional decisions, including determining student understanding, identifying the need for reteaching, adjusting pacing, or deciding when students are ready to move on to new learning. Students are expected to complete assigned homework and practice activities.

LATE WORK POLICY:

Our school recognizes the importance of timely completion of assignments as part of the learning process, while also supporting students in meeting academic expectations.

Late work will be accepted up to one week (7 calendar days) after the original due date. Assignments submitted within this window will be eligible for partial credit; however, the maximum score a student may earn on late work is 77% (2.5 GPA). This policy does not apply to students absent for a non-school sponsored reason.

ASSESSMENT RETAKE POLICY:

Students may reassess eligible summative assessments under the following conditions:

- Students are permitted **one reassessment attempt** for each eligible summative assessment.
- Prior to reassessment, students **must attend a teacher-provided intervention session** designed to address areas of need and support improved understanding.
- The reassessment **must be completed within the same academic quarter** in which the original assessment was administered. Reassessment opportunities will not carry over into subsequent quarters.
- **Only summative assessments** are eligible for reassessment. Formative assessments, practice assignments, and other coursework are not eligible.

The purpose of reassessment is to provide students with an opportunity to demonstrate improved mastery of the learning standards after receiving additional instruction and support.

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 will not be tolerated. Students found to have been cheating or plagiarising will receive a 0 on that assignment.

REPORT CARDS:

Report cards will be mailed out at the end of every semester. Grades will be accessible on JMC at all times. If you would like to opt out of a mailed report card please contact the High School office.

GRADING SCALE:

High School Grading Scale	
A	93% and above
A-	92 - 90%
B+	89 - 87%
B	86 - 83%
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

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, online, or at any post-secondary institution will be counted in the student's grade point average.

HONOR ROLL:

The school district honors students who excel academically. At the end of each semester the district will publish an honor roll list. Students must have a 3.0-3.69 grade point average for B Honor Roll and 3.7-4.0 for A Honor Roll in all academic courses.

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 letters. The same criteria must be met in order for students to qualify during successive years.

VALEDICTORIAN/SALUTATORIAN:

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.

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 has been completed and returned to the High School office by September 30th of the student's senior year.
- Early graduation requests are 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

- 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 their senior year.
- Whether graduating early or at the end of the regular year, all seniors will be ranked together in determining class rank.

POSTSECONDARY ENROLLMENT OPTIONS

Nodaway Valley High School offers several opportunities for students to earn college credit while completing high school, including:

- Concurrent Enrollment (Dual Credit): College courses offered through Southwestern Community College that provide both high school and college credit.
- Career Advantage (Academy) Programs: Career-focused programs through Southwestern Community College that allow students to earn college credit while gaining career-specific skills.
- Postsecondary Enrollment Options (PSEO): Eligible students may enroll in approved courses at Iowa colleges or universities for both high school and college credit when courses are not available through NVHS.
- Advanced Placement (AP): Online AP courses are available for eligible students through approved providers, pending state funding.

Enrollment in these programs is based on state requirements, district guidelines, academic performance, attendance, course availability, and student eligibility. Students are expected to maintain satisfactory academic progress and meet all program expectations. Failure to successfully complete a course may impact future eligibility and, in some cases, may result in financial responsibility for tuition or fees.

Because eligibility requirements, enrollment procedures, deadlines, and course offerings vary by program and may change from year to year, students and parents should contact the school counselor or building principal before registering for any dual credit, PSEO, Career Academy, online, or AP course.

COLLEGE VISITS:

Seniors and Juniors are allowed 4 days per school year 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:

- Students must complete a College Visit Request form.
- 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.

STANDARDIZED TESTS AND OTHER PERFORMANCE ASSESSMENTS:

Students are given the State Assessment during the second semester of the school year. FASTBridge assessments will be administered three times throughout the academic year.

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

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.

SCHOOL SPONSORED STUDENT ORGANIZATIONS:

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook or the activities 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.

STUDENT FUNDS AND FUNDRAISING:

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 fundraising 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.

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.

STUDENT PARTICIPATION IN NON-SCHOOL ATHLETICS:

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

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.

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.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES:

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.

For further information on the good conduct policy or academic eligibility please see the Activities Handbook.

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.

MEDIA CENTER:

The Media Center is available to students during school hours with teacher permission or supervision. It is intended for study, research, and academic work. Students are expected to follow all school and Media Center expectations while using the facility.

STUDENT RIGHTS AND RESPONSIBILITIES

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 punitive. 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.

DETENTION:

Any staff member can assign a student detention. Detentions may be assigned to be served before or after school. Students failing to serve assigned detention within two days can receive further consequences.

OFFICE REFERRALS:

Students can be referred to the office by teachers submitting a Discipline Report or by talking to administration. This process is used when a teacher believes someone needs to talk to the student(s).

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).

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 be by telephone. The decision may be appealed to the superintendent.

IN-SCHOOL SUSPENSION (ISS) / OUT-OF-SCHOOL SUSPENSION (OSS)

Students assigned ISS or OSS are ineligible to participate in or attend extracurricular activities, practices, or events for the duration of the suspension. Students serving OSS may not be on school property during the suspension.

A conference with the student, parent/guardian, and principal may be required before the student returns to class. Students will be provided the opportunity to make up missed assignments and assessments for full credit in accordance with the school's attendance and make-up work policies. Suspensions are recorded as excused absences. The principal may recommend an extended suspension, consistent with Iowa law and district policy, for serious misconduct.

EXPULSION:

FROM CLASS

A student may be expelled from a class for serious misconduct or behavior that significantly disrupts the learning environment. Class expulsion requires the recommendation of the teacher, approval of the principal, consultation with the superintendent and parent/guardian, and the opportunity for due process. The decision may be appealed to the superintendent. Students expelled from a class will receive an **F** and no credit for the course. If the expulsion results in the student no longer being a full-time student, the superintendent may recommend expulsion from school in accordance with Board policy.

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.

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.

WEAPONS ([Board Policy 502.06](#)):

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, 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, as well as food and drink are not allowed in classrooms during the academic day. They must be in assigned lockers outside of the locker rooms. Students with medical conditions will be allowed to carry bags with administrative permission.

STUDENT SEARCHES ([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 ([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.

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.

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. The administration reserves the sole authority to determine what constitutes a conventional container. Plastic or non-breakable items are recommended. Cans or breakable containers must remain in student lockers.

HALLWAYS:

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. NVHS will use an electronic hallpass system to track the movement of students in the building for academic and safety purposes.

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.
- Use the equipment found in the gym and the various equipment rooms properly.

LOCKER ROOMS:

Students at Nodaway Valley 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.
- All lockers must be kept locked and all belongings must be kept in the locker.
 - The district is not responsible for lost or stolen items in the locker room.
- Only school issued padlocks will be allowed.
 - If a student does not use the padlock, their belongings will not be secured.
- 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. 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 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.

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.

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.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES ([Board Policy 503.9](#)):

In order to promote the best educational experience, students should feel connected to their educational environment and to others in the school community. Building meaningful connections can occur in a variety of ways. Technology has advanced people's ability to connect with one another across a variety of virtual platforms, and when used appropriately, adds value to the learning environment. However, it is vital to the developmental health and growth of students that the district provides opportunities for students to connect with peers and other members of their school community in person whenever possible. In-person learning and interactions teach vital life and social skills that students will need for their continued success in the community.

For these reasons, it is the policy of the Nodaway Valley Community School District that students may not use personal electronic devices during classroom instructional time.

Definitions

"Personal electronic devices" means any device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student

on a school-owned or issued device. A "personal electronic device" does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes.

"Instructional time" is any time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants, including independent study time during the school day. This is further defined as the time from the beginning of class bell through the end of class bell.

General Rules

The following are the district-provided educational technologies and devices that will be made available to students for instructional purposes:

District-provided laptop OR
District-provided tablet

A student's personal electronic device may be used for instructional purposes under the following conditions: A member of the school's instructional staff permits use of personal electronic devices for a specific instructional purpose or activity or a course policy, syllabus, or handbook indicates that personal electronic devices are permitted in the course for a specific purpose or purposes.

A parent or guardian, after verification by school officials, may communicate with a student through the school office. If there is an emergency requiring the student's immediate attention, a parent or guardian may contact the school office or the District/Superintendent's Office. In the event of an emergency, the school will contact the parent or guardian by the method most recently listed by the parent in the school's student information system immediately when it becomes safe to do so. In the event of an emergency involving the broader school community, the school will contact parents and guardians by electronic methods.

Student-Specific Exceptions to Policy

Petition by Parent or Guardian. A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student's physical or mental health, based on the unique facts of the student's case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access to a personal electronic device contrary to Nodaway Valley CSD's policy.

Student Plans. A student who has a current Individualized Education Program, a plan under Section 504 of the federal Rehabilitation Act, or health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

Violations of Policy

The District has set forth a plan of progressive discipline for violations of this policy (503.9-R(1)). Building administrators and staff are empowered to enforce this policy and regulations in alignment with the age and developmental maturity of the students in their specific building.

The district is committed to providing an inclusive educational environment and values family engagement. As part of this commitment, the district will create opportunities for students to engage with peers and ensure personal electronic devices are not used during instructional time.

Every staff member is empowered to assist in enforcing this policy and regulation. To avoid distraction, personal electronic devices must be silenced or turned off, not visible, and not worn on the body. Students may store devices in backpacks unless instructed otherwise. Staff may establish classroom rules for device placement during instructional time, consistent with this regulation.

If a student is observed using a personal electronic device during instructional time, the observing employee will notify administration. The student will be required to turn in the device for safekeeping until the end of the school day, and it will be secured in the front office. The district is not responsible for the loss, theft, or destruction of personal devices brought to school or district property or events.

For a student's first violation of this policy in a semester, the student may pick up the device at the end of the school day, and the student's parent or guardian will be notified. For subsequent violations, the device will be released only to the parent or guardian following a meeting with administration to create a plan to avoid further violations. If a student refuses to turn over the device, they may be sent home for the rest of the day. Repeated violations may result in additional disciplinary action under board policy.

If a student uses a personal electronic device during an assessment, the student must retake the assessment and will face the above consequences. If used during a state or federally mandated assessment, the school will follow all test security protocols.

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.

DRESS CODE ([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.

As required by law, students must wear some kind of reasonable footwear and keep it on at all times 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;

- Suggestive clothing that excessively exposes undergarments, cleavage or buttocks.
- 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.

STUDENT DRIVING:

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

1. Every student will be assigned a parking spot.
2. Students should park in their assigned parking space every day.
3. Students will receive one warning and will be asked to move for parking in a space not designated to them. Further actions will result in ticketing by the school resource officer.
4. Once a student arrives at school, he/she is to park his/her car and leave it parked.

5. No horseplay, yelling, playing of loud music will be tolerated while in the parking lots before or after school.
6. 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.
7. Any student riding in or driving a motor vehicle during the school day without permission from the office will face a consequence deemed appropriate by administration.
8. Failure to comply with these guidelines will result in 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.

OPEN ENROLLMENT ([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 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.

INITIATIONS, HAZING OR HARASSMENT (e.g., Student to Student; Student to Staff; Staff to Student) ([Board Policy 104](#) 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;
 - 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.

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

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.

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 SERVICES PROGRAM ([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 K-12.

STUDENT HEALTH, WELL-BEING, AND SAFETY

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 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.

We follow the Iowa HHS Child Illness and exclusion criteria for education and child care setting to aid in a healthy environment. If your child falls under these guidelines, we will ask they be picked up and return to school within the stated guidelines for that illness. For more information, refer to our [Too Sick for School?](#) document on the Nodaway Valley Website. This document can be located underneath the parents tab, and the Resources/Notices/Forms page.

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 ([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.

COMMUNICABLE AND INFECTIOUS DISEASES ([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.

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 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.

IMMUNIZATIONS ([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 ([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.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES ([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.

ADMINISTRATION OF MEDICATION ([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

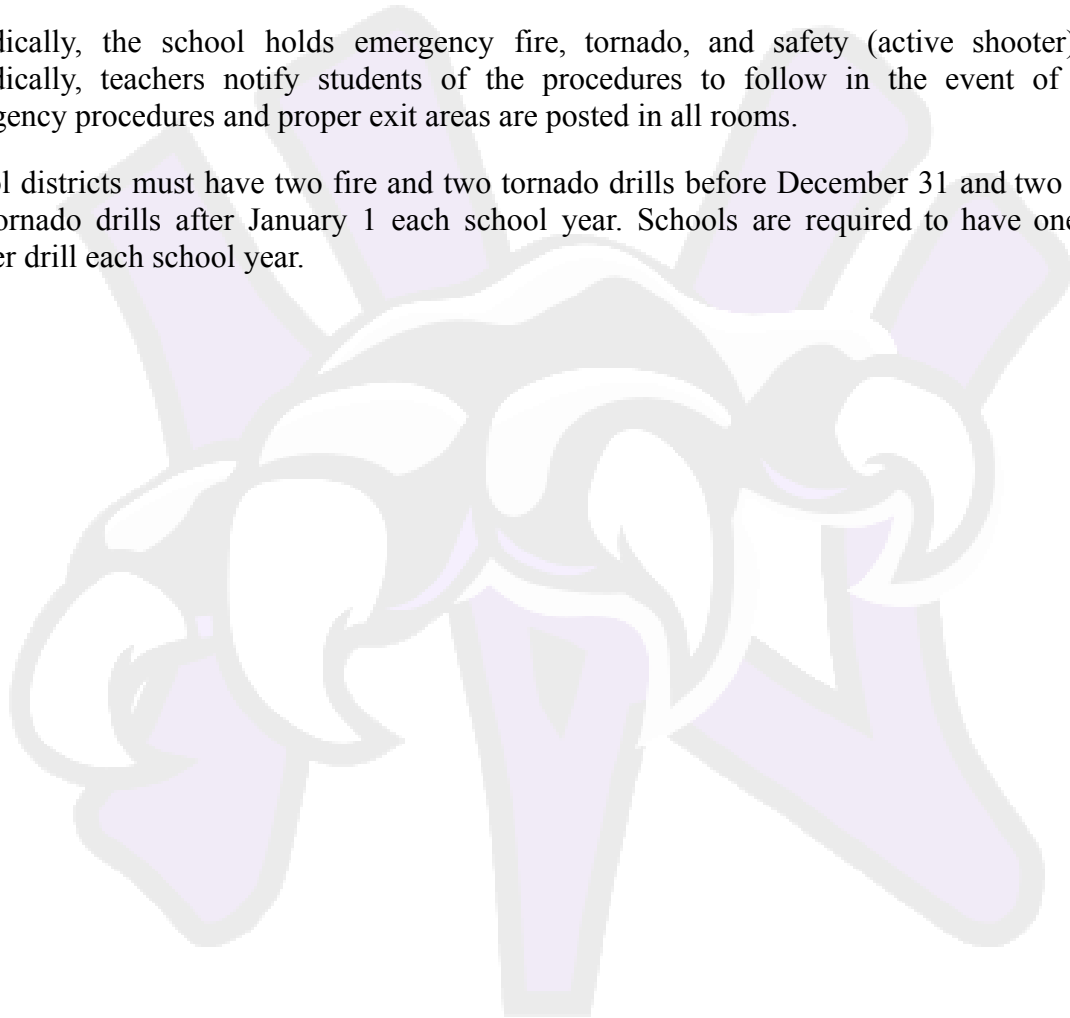
medications back and forth from school; and identified ways for school nurse to communicate with parents for refill of medications.

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.

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.

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. Schools are required to have one active shooter drill each school year.



MISCELLANEOUS

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.

EDUCATIONAL RECORDS ([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/fpc/ferpa/index.html>

REQUEST FOR DUPLICATE REPORT CARDS AND OTHER EDUCATIONAL 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
- Most recent previous school or institution attended by the student
- Photograph and likeness and other similar information

MOVIES IN SCHOOL

Nodaway Valley High School recognizes that films and videos can be valuable instructional resources when they support course objectives and enhance student learning. Teachers will use professional judgment when selecting videos and will ensure they are appropriate for the age, maturity, and instructional needs of students.

All videos shown in class must comply with copyright law and district policy and be previewed by the teacher before being shown to students. Any film requiring parent/guardian permission under district policy will not be shown without the appropriate consent. Teachers will provide an alternative educational activity for students who do not participate. All movies shown will need approval of the building administrator.

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.

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.

VISITORS/GUESTS:

All visitors to the school grounds must check in at the main office and sign in. We welcome parents to visit our school and become active members in their child'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.

DROPPING OR ADDING A CLASS:

A student may drop or add a class during the first five days of a semester. Students may not be able to drop or add classes beyond the fifth day of a Semester. Permission from the teacher, school counselor and parent(s)/guardian(s) is necessary to drop or add a class. College courses will follow the add/drop period followed by the offering institution. Dropping a college course that results in a W on the college transcript will receive an F on the high school transcript.

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. Extra items will not be allowed if a student has charged more than two lunches.

INSPECTION OF EDUCATIONAL MATERIALS:

Parents and other members of the school district community may view the instructional materials used by students. 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.

CLOSING STATEMENT:

This Student/Parent Handbook covers a wide variety of regulations and procedures for Nodaway Valley High School. It is not 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.

***THE MOST CURRENT COPY OF THIS HANDBOOK CAN BE FOUND ON THE NODAWAY VALLEY WEBSITE OR BY CONTACTING THE HIGH SCHOOL OFFICE.**

