

Student Handbook of MOC-Floyd Valley High School 2023-2024

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Greetings,

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

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

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

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

"We believe in you!"

"We have high expectations for you!"

"We will help you!"

"We will push you!"

"We won't give up on you!"

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

Best wishes for a positive and enlightening school year!

Sincerely,

*Mr. Mulder
High School Principal*

MOC-FLOYD VALLEY COMMUNITY SCHOOL DISTRICT MISSION STATEMENT

Fostering learning, excellence and civic responsibility . . .

BELIEF STATEMENTS

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

CARING

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

COOPERATION

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

EFFORT

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

RESPONSIBILITY

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

RESPECT

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

EXCELLENCE

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

INTEGRITY

We will consistently reflect honesty and high moral character.

CREATIVITY

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

INTRODUCTION

DIVERSITY STATEMENT

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

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

NON-DISCRIMINATION POLICY

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

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

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

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

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

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

Policy: Continuous Notice of Non-Discrimination CODE NO. 102.E2

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

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

Federal Non-Discrimination Notice

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 1(866)632-9992 (Voice). Individuals who are hearing impaired or have speech

disabilities may contact the USDA through the Federal Relay Service at 1(800)877-8339 or 1 (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Iowa Non-Discrimination Notice

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

HOMELESS CHILDREN OR YOUTH OF SCHOOL AGE

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

Definitions:

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

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

ADMINISTRATIVE INTERPRETATION OF HANDBOOK

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

BELL SCHEDULES

Schedule A

Period 1	8:05 – 8:49	(44)
Period 2	8:52 – 9:36	(44)
Period 3	9:39 – 10:23	(44)
Dutch Time	10:26 – 10:49	(23)
Period 4	10:52 – 11:36	(44)
Period 5	11:39 – 12:54	(75)

<u>Lunch A</u>	11:39 – 12:10	(31)
<u>Lunch B1</u>	11:52 – 12:23	(31)
<u>Lunch B2</u>	12:10 – 12:41	(31)
<u>Lunch C</u>	12:23 – 12:54	(31)

Period 6	12:57 – 1:41	(44)
Period 7	1:44 – 2:28	(44)
Period 8	2:31 – 3:15	(44)

Schedule C (2 Hour Late Start)

Period 1	10:05 - 10:36	(31)
Period 2	10:39 - 11:10	(31)
Period 5	11:13 - 12:26	(77)

<u>Lunch A</u>	11:13 – 11:43	(30)
<u>Lunch B1</u>	11:25 – 11:55	(30)
<u>Lunch B2</u>	11:43 – 12:13	(30)
<u>Lunch C</u>	11:55 – 12:25	(30)

Period 3	12:28 – 12:59	(31)
Period 4	1:02 – 1:33	(31)
Period 6	1:36 – 2:07	(31)
Period 7	2:10 – 2:41	(31)
Period 8	2:44 – 3:15	(31)

Schedule D – 1:15 Dismissal (Staff Development)

Period 1	8:05 – 8:36	(31)
Period 2	8:39 – 9:10	(31)
Period 3	9:13 – 9:44	(31)
Period 4	9:47 – 10:18	(31)
Period 6	10:21 – 10:52	(31)
Period 7	10:55 – 11:26	(31)
Period 5	11:29 – 12:41	(77)

Lunch A	11:29 – 11:59	(30)
Lunch B1	11:41 – 12:11	(30)
Lunch B2	11:59 – 12:29	(30)
Lunch C	12:11 – 12:41	(30)

Period 8	12:44 – 1:15	(31)
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ACADEMIC

ACADEMIC HONORS

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

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

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

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

ACADEMIC INTEGRITY

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

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

- Utilizing Artificial Intelligence to generate or assist in written or typed papers or responses
- Copying homework or allowing someone to copy your homework
- Looking on another's test or quiz or letting another student look on your test or quiz
- Using any secretive method of obtaining or giving answers on a test or quiz (cell phones, notes, internet, snapchat, google docs, etc . . .)
- Taking information from another source that is not properly attributed (plagiarizing)
- Taking someone else's assignment or portion of an assignment and submitting it as your own

Consequences for breaches of academic integrity (regardless of course):

First Offense:

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

Additional Offenses:

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

AFTER-SCHOOL ACADEMIC SUPPORT

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

GRADUATION REQUIREMENTS (44 Credits required for Graduation)

Mathematics - 6 credits

Science - 6 credits

Physical Science - 2 credits

Biology - 2 credits

Electives – 2 credits

English - 8 credits

English I - 2 credits

Composition/American Literature - 2 credits

Composition/Oral Communications – 2 credits

Composition/British Literature - 2 credits

Social Studies - 6 total credits

World History - 2 credit

American History - 2 credits

American Government - 1 credit

Electives- 1 credits

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

Total of 3 credits in at least 2 areas

Fine Arts - 1 credit

Physical Education & Health- 4 credits

P.E. - 1/4 credit per semester

(Required each semester enrolled.)

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

General Electives – 10 credits

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

College Credit

Students must take our courses before taking courses online concurrently. Concurrent enrollments and Post-Secondary enrollment options must be requested via the counselors prior to the year in which they are taken.

Graduation Honors

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

SEAL of BILITERACY

The Seal of Biliteracy is an award given by the MOC-Floyd Valley school district to recognize students who have attained proficiency in two or more languages, one of which is English, by high school graduation. The official seal is placed on the student's transcript and diploma and is recognized by employers, universities, and grant/scholarship providers. Additional information can be found on the MOC-Floyd Valley website.

COURSE LOAD/CHANGE POLICY

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

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

GRADING SYSTEM

The MOC-Floyd Valley High School Marking System is:

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

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

PASS/FAIL OPTION

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

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

TRANSCRIPTS

- Student transcripts may be requested through the counselor/office for current students.
- MOC-Floyd Valley Alumni may order additional transcripts via the Parchment link on the school website.

STUDENT ACTIVITIES

NATIONAL HONOR SOCIETY

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

EXTRA-/CO-CURRICULAR PARTICIPATION

A student must be in school from 11:39am on if he or she is to be eligible to participate in extra-curricular activities that day. Exceptions will be considered by the administration on an individual basis.

ACADEMIC ELIGIBILITY FOR ATHLETICS

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

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

ACADEMIC ELIGIBILITY FOR ALL OTHER CO-CURRICULAR ACTIVITIES

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

ACADEMIC ELIGIBILITY—INCOMPLETES

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

STUDENT GOOD CONDUCT POLICY - 503.4

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

ELIGIBILITY AND PHILOSOPHY OF EXTRA CURRICULARS

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

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

STUDENT GOOD CONDUCT - RELATED RULES

- A. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for a preponderance of evidence of any of the following behaviors:
- possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
 - possession, use, or purchase of tobacco products, including e-cigarettes, vaporizers or other Electronic Nicotine Delivery Systems, regardless of the student's age;
 - possession, use, purchase of illegal drugs, or attempted sale/purchase, or the unauthorized possession, use, or attempted sale/purchase, or purchase of otherwise lawful drugs;
 - engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
 - exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission.
- B. When the administration believes it is more likely than not that the student violated the Good Conduct Rule during the school year or summer, the student is subject to a loss of eligibility as follows:

First Occurrence. Offenders are subject to suspension from a minimum of (3) public performance dates. An additional (2) event suspension will be added to students who do not admit their guilt to the principal within (3) school days of the violation.

Second Occurrence. Offenders are subject to suspension from a minimum of (8) public performance dates. Substance abuse offenders will be required to successfully complete a minimum of (6) hours of counseling (at student's expense) within a time frame and at an agency prescribed by school administration. An additional (2) event suspension will be added to students who do not admit their guilt to the principal within (3) school days of the violation.

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

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

If an athlete is competing at 2 levels, the penalty will be enforced based on the highest level of competition of the 2 levels. Student will be ineligible for both level of events during the period of ineligibility. Scrimmages are considered an extension of practice and are not considered public performance dates.

- C. All students will begin high school with a clean slate. High School begins in the summer following 8th grade, and the Good Conduct Policy remains in effect year around.
- D. Students who go 365 days without a violation will be placed back on Step 1 (1st Occurrence).
- E. The period of ineligibility attaches immediately upon a finding of the violation if the student is currently engaged in an extracurricular activity. The public performances will be served at the highest level in which the student participates. (The student will also be ineligible for any lower level events/activities during that time.) If not currently engaged in or if the ineligibility is not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- F. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate. If the student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks to go out for an activity.
- G. Students will not be allowed to begin a season in progress and must finish a season in good standing with the coach/sponsor and administration to use it as suspension time.
- H. If denial of a violation is followed by later conviction, the denial serves as the first offense, and the second offense penalty is instated.
- I. Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

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

K. Appeals:

- **Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.**
- **If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parent/guardian (or the student, if student is 18) requests an open session. The grounds for the appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.**
- **If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.**

<u>RULES, ROUTINES & PROCEDURES</u>
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ASSEMBLIES

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

CAFETERIA/COMMONS

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

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

1. **Depositing all litter in wastebaskets.**
2. **Returning all trays and utensils to the dishwashing area.**
3. **Leaving the table and floor around your place in a clean condition for others.**
4. **To keep things orderly, all students should be seated and will be dismissed by the lunchroom supervisors.**
5. **No food may be taken from the cafeteria without permission.**

CHURCH NIGHT

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

DETENTION—CLASSROOM

1. **Classroom behavior problems will be handled by the classroom teacher. The classroom teacher will administer the necessary disciplinary action. Notification can be written or verbal.**
2. **If a student's behavior is such that the classroom teacher feels the student should be removed from class, the student will be sent to the office.**

3. Students who are removed from class must go to the office immediately and will conference with an administrator. The student will develop a plan to assure that removal from class will not be necessary in the future.

DETENTION—OFFICE

1. Notification of detention will be given to the offending student by the enforcing school employee.
2. All office detentions must be made up (by the student receiving the detention) by the date deemed by the administration. Detention not made up on time will result in loss of student privileges and could result in suspension.
3. Detentions will be served from 7:00 – 8:00 a.m. or 3:15 – 4:00 p.m. on the scheduled dates.
4. Students in detention are expected to come prepared with proper study materials and dressed in proper school attire.

EMERGENCY PROCEDURES

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

IN-SCHOOL SUSPENSION & OUT-OF-SCHOOL SUSPENSION

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

LOCKERS

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

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

STUDENT FEES

- All student fees must be paid before students check out at the end of the school year

PARKING LOT GUIDELINES

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

PERMISSION TO LEAVE THE BUILDING

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

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

SENIOR OPEN CAMPUS

Senior Open Campus Privilege

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

Eligibility Criteria

- Parent permission
- All grades earned must be in the C or above range.
- No unexcused absences
- No suspensions
- No more than one detention
- No more than 5 Tardies (in the previous quarter)
- 90% Attendance

Eligibility will be lost for any of the following

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

SKIPPING CLASS

1. Failure to provide parent verification will be considered a skipped class.
2. Students who skip class will be assigned Office Detention that will be equal to double class time missed. Example: Student A skips one class. Student A receives 80 minutes Office Detention.
3. Office Detention rules will be followed.
4. Any assigned work or in-class work will be considered late and may earn a "0".
5. Students who leave school without permission will receive a minimum of 1 full day of ISS. ISS rules will be followed.

STUDENT BAGS

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

STUDENT COMPUTERS

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

School Faculty and staff utilize GoGuardian to monitor student chromebook activities. Loss of privileges and other disciplinary action can occur as a result misuse of a school owned device.

STUDENT DRESS GUIDELINES

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

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

STUDY HALL PROCEDURES

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

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

DUTCH TIME

Immediately following 3rd period we will have Dutch Time. Dutch Time is designed primarily for academic support. In addition, school climate will be enhanced through periodic all-school activities or assemblies.

- All students are required to attend Dutch Time when requested by a specific teacher. Failure to attend will result in an unexcused absence and permanent assignment to a specific Dutch Time classroom.

TEAMS: HOMEROOM

TEAMS (Together Everybody Achieves More Success) groups will meet periodically during the Dutch time. This is an opportunity for students to develop relationships with classmates and TEAMS leaders. TEAMS groups will meet daily to begin the year. Everyone is required to attend.

TELEPHONES

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

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

- Cell phones, cameras, earbuds, and other personal electronic devices should be turned off and kept out of sight during each class period (8:05 – 3:15).
- Teachers may allow the use of these electronic devices for specific educational purposes within their classrooms. Express permission must be given by the teacher in charge of the classroom.
- Students must obtain permission from the administration before capturing video, audio, or photos on school property. Capturing video, audio, or photos is always strictly forbidden in locker rooms, restrooms, or any other areas where students may be dressing or undressing.

Consequences for using these items without following the above guidelines:

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

WATER BOTTLES

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

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

RELATED BOARD POLICIES

ANTI-BULLYING/HARASSMENT POLICY—104

The MOC-Floyd Valley Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect.

Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of

this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the individual in reasonable fear of harm to the individual’s person or property.
 - (2) Has a substantial detrimental effect on the individual’s physical or mental health.
 - (3) Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

SMOKING, DRINKING, & DRUGS—502.7

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors. Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use, or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities. Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

WEAPONS POLICY—502.6

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

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

Parents/guardians of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or

look-a-likes will be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy.