

# Mount Ayr Community Middle/High School Student/Parent Handbook

Go to: [www.mtayrschools.org](http://www.mtayrschools.org)  
for most current information & calendar.

2018-2019



## Phone Numbers:

Superintendent's office	464-0500
Principal's office	464-0512
Alternative School	
464-2622	
Guidance office	464-0532
Special Education office	464-0554

## NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the Mount Ayr 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, Joe Drake, 1001 E. Columbus Street, Mount Ayr, Iowa 50854.

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## **A Brief History of the Mount Ayr Community Schools**

- 🍎 Mount Ayr's first school was established in 1855.
- 🍎 The first brick school was built in 1875 and was replaced in 1895.
- 🍎 The first graduate of Mount Ayr High School was Lora Laughlin. She later became the County Superintendent of Schools.
- 🍎 The School census in the fall of 1875 showed 91 boys and 94 girls.
- 🍎 Another building was erected on the same site in 1912. (This is the present site of the Mount Ayr Elementary School.)
- 🍎 In 1936 the building was expanded to add the high school curriculum. The total cost was \$98,960.
- 🍎 In 1979 residents approved a \$3.5 million bond issue to build the present high school and elementary classrooms.

The first students paid to attend the schools and later separate taxes were levied to support city students. In the early 1800's, tuition students from Ringgold County could attend any high school and tuition was paid by the rural district. In the 1950's the county's population declined and citizens in Redding, Maloy, Delphos, and Benton approved reorganization on April 9, 1958. The first Board of Directors included: Milt Henderson, Norm Klejch, Herman Fennema, Emeral Wheelen, and Harold Combs with Charles Hetzel as school treasurer. One year later Ellston, Beaconsfield, and part of Tingley township joined the district, with the town of Tingley joining on July 1, 1960. In 1987-88 the Clearfield Community Schools entered into a Joint Sharing Agreement with Diagonal, Lenox, and Mount Ayr. Many students from Clearfield continue to attend in Mount Ayr. With the beginning of the 1991-92 school year, the high school students from Diagonal Community Schools and the Grand Valley Community Schools began attending for half the school day. In 1992-93 the Grand Valley schools closed their 7-12 program and many of those students began attending in Mount Ayr on a full-time basis. The Diagonal students continue to attend for approximately half the school day. The present Mount Ayr Community district contains 331 square miles. For transportation purposes, however, students attend from as far as west of the Clearfield district to east of Grand River.

With the start of the 1995-96 school year, a new addition was completed to the MS/HS building. The four classrooms and an office area were needed to help reduce the crowded conditions created by increased enrollments.

In the 2010-2011 school year, the middle school gym, locker rooms, and alternative school were added to the building.

## **MOUNT AYR RAIDER FIGHT SONG**

THE WORD IS FIGHT FIGHT FIGHT FOR BLACK AND WHITE  
UNTIL THE WALLS AND RAFTERS RING  
THE WORD IS FIGHT FIGHT FIGHT FOR BLACK AND WHITE  
MOUNT AYR RAIDERS WE WILL SING RAH RAH  
THE WORD IS FIGHT FIGHT FIGHT FOR BLACK AND WHITE  
OH LET US CHEER UNTIL WE HEAR THE FINAL GUN  
THE WORD IS FIGHT FIGHT FIGHT FOR BLACK AND WHITE  
UNTIL THE GAME IS WON  
THE WORD IS FIGHT FIGHT FIGHT FOR BLACK AND WHITE  
UNTIL THE WALLS AND RAFTERS RING  
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THE WORD IS FIGHT FIGHT FIGHT FOR BLACK AND WHITE  
UNTIL THE GAME IS WON

***Mount Ayr school colors are black and white with red trim.***

The mascot is the Mount Ayr Raiders.

### Middle and High School Staff

<u>Teacher</u>	<u>Teaching Position</u>	<u>Extra-curricular</u>
Sherry Adams	Language Arts, LA Lab	FTA Advisor
Stacey Andresen	K-12 Nurse, Health Careers	
Mark Edwards	Technology Director	
Abby Elliott	Instructional Coach	NHS & HELP Pod
Mark Budach	Business Education	
Gilberto Castreje	Spanish	
Joe Drake	Superintendent	
Chris Elwood	Elementary Principal	HS Baseball
Jodie Geist	HS Special Ed./TAP Coordinator	Grant Writer, Assistant Golf
Barb Gerber	Fam. & Cons. Sci., Elem. Guidance	Prom Coord., FCCLA
Scott Giles	Industrial Technology, PLTW	Head B/G Golf
Jodie Houchin	HS Science	
Bill Huntington	MS/HS Principal	
Shaun Kniep	HS English, Publications, Speech,	Drama, Drama Club, Yearbook, Speech
Mariah Kruse	Elementary Teacher	Assistant HS Volleyball
Derek Lambert	HS P.E.	Weight Coach & Co-Head HS Football
Deb Larsen	Elem. P.E.	Head HS Girls Track, MS/HS Cross Country
John Larsen	7-12 Guidance Counselor, HS Math	Stud. Council, HS Asst. G. Track
Tori Larsen	HS Special Education	
Courtney May	Agricultural Education	FFA sponsor
Bryant McCabe	Elementary Teacher	MS Boys BB & HS SB
Katie McGahuey	MS Teacher	
Frank Mueller	Special Education/BD	
Chandra Poore	Special Education	Special Olympics Coach
Kris Quick	Special Education Coordinator	
Aaron Riley	7-12 Art	Drivers Ed.
Tess Rinehart	Middle School Special Ed.	
Brandie Ruggles	HS Lang. Arts & LA Lab	MS VB, MS G Track, MS G BB
Bret Ruggles	Math, 7-12 TAG	Head Boys BB, MS SB
Melissa Shields	MS Special Ed	MS Girls Track, HS VB
Daniel Showalter	MS Social Studies	MS Boys BB, Asst. FB, HS Boys Track
Delwyn Showalter	Alt. School, History, & Ath Director	Co-Head HS Football
Emily DeCook	HS Social Studies	
Thad Streit	HS Science, Health, P.E., MS P.E.	Head HS Girls BB
Sally Young	MS Math, LA Lab	Cross County
Ansley Katz	MS/HS Instrumental/ Vocal	



### Support Staff and Out-of-Building Extra-Curricular Responsibilities

Betty Angus	Van Driver	
Diana Arends	MS/HS Principal Secretary	
Deb Ayres		Bowling
Rod Bastow		MS FB
Maeci Baumfalk	Special Ed. Associate	
Barbie Belzer	Special Ed. Associate	
Tiffany Bolles		Flags, MS Track, HS GBB
Tori Braby	Special Ed. Associate	HS VB
Gordon Bradley		Bus Driver
Janette Campbell	School Board Secretary	
Lisa Constant	Cook	
Bill Doudy	Bus Driver	
Brad Elliott		HS Boys Track
John Ford		Co-Head HS Wrestling
Betty Lou Groves	Guidance Secretary	
David Groves	Bus Driver	
Annie Hosfield		Cheerleader
Josh Hanwalt	Bus Driver	
Tawyna Jones	Head Cook	Concessions
Pat Kemery	Cook	
Kelly Klommhaus		MS Baseball & HS Assistant Baseball
Amy Levine		Sparks Drill Team
Jeff Levine		Asst. Boys Basketball
Amanda Waske	Special Ed. Associate	Cheerleading Sponsor
Todd Minnick	Custodian	
Amanda Overholser	Special Ed. Associate	
Anthony Rotert	Custodian	
Alan Schafer	Custodian	
Sarah Schafer	Special Ed. Associate	
Amy Shields	Americorp Worker	MS G BB
Bart Shields	Bus Driver	
Debbie Shields	Cook	
Daniel Showalter		HS FB, Volunteer HS B Track, S & C
Ron Sickels	Bus Driver	
James Smith		HS FB
Lucas Smith		HS FB Volunteer
Cyndi Sobotka	Special Ed. Associate	
Adam Still	Transportation Director/Driver	
Faye Stull	Bus Driver	
Cathy Swank	Cook	
Mabel Trujillo	Media Specialist	
Kevin Trullinger		Asst. Wrestling Volunteer
Donna Warin	SPED Secretary/Court Liaison	
Jill Wheeler		Sparks Drill Team
Lori Wilson	Cook	
Tucker Winemiller		MS FB & HS FB Volunteer
Deb Yoder	Superintendent Secretary	
Mike Zarr		Bowling

## **School Vision Statement, Mission Statement and Educational Goals**

### **Vision**

Mount Ayr Community School District strives to create excellence in education. Mount Ayr Community School District encourages our students to be responsible, respectful and productive citizens of the world.

### **Mission**

In partnership with families and community, Mount Ayr Community School District will provide a caring and creative environment where all students are encouraged to reach their full social, emotional, ethical, physical and intellectual potential through academic and extra curricular activities.

### **Our Beliefs**

1. We believe all people can learn.
2. We believe that each person has value and worth with unique needs and abilities.
3. We believe the school community should model the characteristics of fairness, caring, trustworthiness, respect, responsibility and citizenship.
4. We believe that the school should provide the broadest educational opportunities possible to every student.
5. We believe all patrons of the district should have high expectations and commitment to excellence in education.
6. We believe students should be well prepared for the world in which they will be living and working..
7. We believe for the educational process to be successful, there needs to be a family, school, and community partnership.
8. We believe the creative use of technology is essential to all students to enhance the learning process for their future.

### **Equal Educational Opportunity**

The Mount Ayr Community School District does not discriminate in its education programs or educational activities on the basis of race, color, national origin, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Joe Drake and can be reached at 641-464-0500. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

### **Jurisdictional and Behavioral Expectation Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Abusive language, profanity, obscene gestures, or language are not to be used.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaging in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation

may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, out-of-school suspension, in-school suspension, probation and expulsion. Discipline also can include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The Mount Ayr Community School reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office (515-464-0510) for information about the current enforcement of the policies, rules or regulations of the school district.

### **Definitions**

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

### **School Fee Waiver**

Students whose families meet the income guidelines for free or reduced priced 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 fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Superintendent's office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **Emergency Forms**

At the beginning of each school year, 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 high school office if the information on the emergency form changes during the school year.

## **Student Attendance**

### **Daily Schedule**

Period 1	8:30-9:12	Period 6	12:45-1:27
Period 2	9:15-9:57 (announcements)	Period 7	1:30-2:12
Period 3	10:00-10:42	MS Seminar	2:15-2:45
Period 4	10:45-11:27	Period 8 for HS	2:15-2:57
Period 5	11:30-12:42	Period 8 for MS	2:48-3:30
Lunch A	11:30-11:52	HS Seminar	3:00-3:30
Lunch B	11:55-12:17		
Lunch C	12:20-12:42		
Period 8 for HS	2:15-2:57		

# Mount Ayr Community School 2018-2019 School Calendar

**Summary of Calendar:**

Days/Hrs in classroom:  
 First Semester . . . . . 83/508  
 Second Semester . . . . . 97/599  
**TOTAL DAYS/HRS 180/1107**

**CALENDAR LEGEND**

- Start/End
- Early Dismissal
- Holidays
- Vacation Days
- Professional Dev

**HOLIDAYS:**

- Labor Day (9/3)
- Thanksgiving Day (11/22)
- New Year's Day (1/1)
- President's Day (2/18)
- Memorial Day (5/27)

Teachers with Students 180  
 PD 6  
 Paid Holidays 4  
 190

All days missed will be made up at the end of the school year.

August 2018					Student Days/Hours	
M	T	W	Th	F		
13	14	15	16	17		
20	21	22	23	24	2	13
27	28	29	30	31	7	45.5
<b>September 2018</b>						
3	4	5	6	7	11	71.5
10	11	12	13	14	16	101.5
17	18	19	20	21	21	134
24	25	26	27	28	26	164
<b>October 2018</b>						
1	2	3	4	5	31	196.5
8	9	10	11	12	36	226.5
15	16	17	18	19	41	259
22	23	24	25	26	46	289
29	30	31			49	306
<b>November 2018</b>						
			1	2	51	310
5	6	7	8	9	56	342.5
12	13	14	15	16	61	372.5
19	20	21	22	23	64	389.5
26	27	28	29	30	69	422
<b>December 2018</b>						
3	4	5	6	7	74	454.5
10	11	12	13	14	79	484.5
17	18	19	20	21	83	508
24	25	26	27	28		
31						
<b>January 2019</b>						
	1	2	3	4	86	527.5
7	8	9	10	11	91	557.5
14	15	16	17	18	96	590
21	22	23	24	25	101	620
28	29	30	31		105	646
<b>February 2019</b>						
				1	106	652.5
4	5	6	7	8	111	682.5
11	12	13	14	15	116	712.5
18	19	20	21	22	121	745
25	26	27	28		125	771
<b>March 2019</b>						
				1	126	777.5
4	5	6	7	8	131	810
11	12	13	14	15	136	831
18	19	20	21	22		
25	26	27	28	29	141	863.5
<b>April 2019</b>						
1	2	3	4	5	146	893.5
8	9	10	11	12	151	926
15	16	17	18	19	156	956
22	23	24	25	26	161	986
29	30				163	999
<b>May 2019</b>						
		1	2	3	166	1016
6	7	8	9	10	171	1048.5
13	14	15	16	17	176	1081
20	21	22	23	24	180	1107
27	28	29	30	31		
<b>June 2019</b>						
3	4	5	6	7		
10	11	12	13	14		

**180 Days/1080 Hours Calendar**

Aug. 15, 16, 20, 21 and 22 PD  
 Aug. 23 Begin 1<sup>st</sup> Semester

Sept. 3 Labor Day (No School)

Sept 12 Early Dismissal 1:05/1:10 PD  
 Sept 26 Early Dismissal 1:05/1:10 PD

Oct 10 Early Dismissal 1:05/1:10 PD  
 Oct 24 Early Dismissal 1:05/1:10 PD

Oct 19 End of 1<sup>st</sup> Quarter  
 Oct 30 P-T Conf. ( 1:05-1:10 Dismissal)

Nov. 1 P-T Conf. ( 1:05-1:10 Dismissal)  
 Nov 2 No School

Nov 14 Early Dismissal 1:05/1:10 PD  
 Nov 21 Early Dismissal 1:05/1:10

Nov. 23-24 Thanksgiving Holiday (No School)

Dec 12 Early Dismissal 1:05/1:10 PD  
 Dec 20 Early Dismissal 1:05/1:10

Dec 20 End of 1<sup>st</sup> Semester  
 Dec. 21-Jan. 1 Winter Break (No School)

Jan 2 Begin 2<sup>nd</sup> Semester

Jan 11 Early Dismissal 1:05/1:10 PD  
 Jan 23 Early Dismissal 1:05/1:10 PD

Feb 6 Early Dismissal 1:05/1:10 PD  
 Feb 15 Early Dismissal 1:05/1:10 PD

March 8 End of 3<sup>rd</sup> Quarter

March 12 Early Dismissal, 1:05/1:10 P-T  
 March 14 Early Dismissal, 1:05/1:10 P-T

March 15 No School  
 Mar 18-22 Spring Break

April 3 Early Dismissal 1:05/1:10 PD  
 April 19 Early Dismissal 1:05/1:10 PD

May 1 Early Dismissal 1:05/1:10 PD  
 May 23 End of 2<sup>nd</sup> Semester

May 24 Early Dismissal 1:05/1:10  
 May 27 Memorial Day

## Student Attendance

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and check attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student. The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student.

Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. Poor attendance or tardiness by students hinders their own learning and interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents, and school.

## Notification/Verification

Students who know they will be absent should notify the office prior to the absence. If advance notification is not possible, parents are expected to **notify the office at 464-0512 by 9:00 a.m. on the day of the absence. Signed doctor's notes will be expected. If a student knows ahead of time that he/she is going to be absent, then his/her work is to be made up in advance.**

A written notification should be sent to the office with the child when he/she returns to school. All absences must be excused within 24 hours of the student's return to school. Parents are required to provide the reason for the absence. **School officials will make the final determination on whether the absence is excused or unexcused. Failure to report an absence within 24 hours will result in the absence being unexcused.**

Notification information includes:

- name of student
- the date the student missed school or class
- the reason for the absence
- name of parent/guardian providing notification

If medical certification is required, or if the principal requires other verification, it is the student's responsibility to provide such written verification. If verification is required and not supplied, the absence will be unexcused.

## Excused Absences

Students who are gone from class for more than 15 minutes will be considered absent. Absences from school or a class for the following reasons will be considered excused:

1. Personal illnesses or serious health condition.
  - a. Medical certification or a home visit from the school nurse may be required.
  - b. **Students who are not in school at the conclusion of the last lunch period (of a regular-scheduled day) due to an illness on the day of a school activity/event WILL NOT be allowed to attend that event. This same policy applies to the schoolwork program. On (early out or late start days), students are expected to be here all day in order to attend events on that day or evening.** Students showing up at such an event will be sent home and their parents will be called.
2. Death, serious illness or serious accident in the immediate family or household.
3. School field trips or other approved school activities.
4. State events as a participant or spectator for events in which Mount Ayr is participating.
5. Recognized religious observations.
6. Up to two (2) college visits are allowed during the junior or senior year.
7. Court appearances, counseling, or visits to a probation officer.

8. Student appointments with doctor, dentist or attorney. All appointments must be verified by a note from the professional's office. **No note - no excused absence.**
9. Drivers License / Permit - maximum of 1/2 day for the person getting the drivers permit. Students are not excused to take another student to get their drivers permit/license.
10. Home/family obligations or emergency. Parent/guardian notification required.
11. Educational trips accompanied by parents, however, all work is to be made up BEFORE the trip and the school should be notified five days before the trip. (Whenever possible, family trips should be taken during school vacations, as students invariably show a decline in content knowledge and grades when an absence lasts beyond three days.
12. Student are only supposed to leave school for lunch if they are seniors with open campus. If students want to eat lunch with a parent then it is only excused if it's during the student's scheduled lunch period, if the parent signs the student out of the office and the student is back by the bell for lunch period. If the student is late getting back from lunch, then the absence is unexcused.

In the event that the principal determines that it is advisable to verify an excuse given for an absence, the principal may take appropriate steps to do so. If it is determined that an excuse is forged or misrepresents the facts, the principal may treat those instances as unexcused. Students who are seen out and about or at school functions the day of the absence by school personnel may receive an unexcused rather than an excused absence.

Written or verbal notification should be sent to the office within 24 hours of the student's return to school. Parents are required to provide the reason for the absence. **School officials will make the final determination on whether the absence is excused or unexcused. Failure to report an absence within 24 hours will result in the absence being unexcused.**

### **Procedures for Excessive Excused Absences**

Unless there are extenuating circumstances such as a long illness (mono, cancer, influenza A), a family trip, school trips, or death in the immediate family, students should not miss more than six days of school per semester.

1. Six days absent during a semester will result in a letter of concern sent to the parent/guardian encouraging the student to have better attendance.
2. Nine days absent during a semester will result in a meeting with the parent/guardian to discuss solutions for improving attendance.
3. Twelve days absent during a semester will result in a parent conference with the principal and superintendent to review the previous interventions to improve attendance. Included in this meeting will be a discussion of possible legal procedures if attendance does not improve.
4. A high school student missing six days of school per semester (not counting extenuating circumstances) will be required to attend seminar for the rest of the semester.

### **Unexcused Absences**

**Absences from school or class for other reasons such as oversleeping, needing more sleep, missing the bus, more than one flat tire or the car not starting, getting a hair cut, etc. will be treated as unexcused absences.** After discussion with the parent/guardian, the principal may, at the principal's own discretion determine, on a case-by-case basis, that an absence for a reason other than those listed previously is an excused absence. Only 50% credit will be given for any assignments, quizzes, or tests given on the day that the student has an unexcused absence. In addition, there will be a 5% reduction in the employability category of the student's grade due to an unexcused absence unless the student makes up that class by attending class before school from 8:00-8:30. The student has two days from the day of the unexcused absence to make up that class.

### **Consequences of Excessive Unexcused Absences**

Steps and consequences of unexcused absences in a class during a single semester:

**1<sup>st</sup> unexcused absence** – Student is notified from the office and parent receives letter regarding student’s unexcused absence. Student receives 50% credit for any work on the day of the unexcused absence. Student has 48 hours to get missed work turned in or he/she will receive no credit for that work. In addition, there will be a 5% reduction in the employability category of the student’s grade due to an unexcused absence unless the student makes up that class by attending class before school from 8:00-8:30. The student has two days from the day of the unexcused absence to make up that class. The student will attend seminar for the rest of the semester.

**2<sup>nd</sup> unexcused absence** - Student is notified from the office and parent receives letter regarding student’s unexcused absence. Student receives 50% credit for any work on the day of the unexcused absence. Student has 48 hours to get missed work turned in or he/she will receive no credit for that work. In addition, there will be a 5% reduction in the employability category of the student’s grade due to an unexcused absence unless the student makes up that class by attending class before school from 8:00-8:30. The student has two days from the day of the unexcused absence to make up that class. The student will attend seminar for the rest of the semester.

**3<sup>rd</sup> unexcused absence** – The same consequences apply as for the first and second unexcused absences. The student meets with the principal and an attendance contract will be written, signed by the student and principal and the contract will be sent home to the parents.

**4<sup>th</sup> unexcused absence** – The same consequences apply as for the first and second unexcused absences. The student appears before the STAT team and an action plan is developed and sent home to the parents.

**5<sup>th</sup> unexcused absence** - The same consequences apply as for the first and second unexcused absences. The parent and the student will appear before the principal. In the event a student reaches the 5<sup>th</sup> unexcused absence, they will not be allowed back in class until a meeting is held with the student, parent, and principal.

**6<sup>th</sup> unexcused absence** – The same consequences apply as for the first and second unexcused absences. The parent and the student will appear before the STAT team. In the event a student reaches the 6<sup>th</sup> unexcused absence, they will not be allowed back in class until a meeting is held with the student, parent, principal, and the STAT team.

**7<sup>th</sup> unexcused absence** – The student will be officially dropped from the class with a grade of “F”. The student may remain in class, receiving no credit, as long as the student is not disruptive to the educational environment.

It is our belief that the Iowa Core Curriculum’s 21<sup>st</sup> century employability skills are vital for success in a job or a classroom. Because of this 21st century skills will be reflected in a student’s grade.

### **Make-up Work**

Schoolwork missed due to any absence must be completed to the satisfaction of each teacher whose class or classes were missed. It is the student’s responsibility to contact each teacher to request a make-up assignment(s).

When a student can anticipate an absence, every effort should be made to see that schoolwork is made up in advance of the absence. The principal may determine that the completion of schoolwork in advance be a prerequisite to allowing the absence to be excused.

**When an absence is not anticipated, all schoolwork must be made up within the number of school days missed plus one more day. (If a student misses 1 day they get 2, if they miss 4 they get 5, etc.) It is the student’s responsibility to check with the teachers as to the necessary make up work. Students who do not make up their work as required, may have their grades lowered by receiving no credit for the required work.**

**If a student is absent and knew of a test, major assignment or major project prior to the absence, that student MAY be required by classroom teachers to take the test or produce the major assignment/project the first day she/he returns to class.**

## **College Visits**

Juniors & seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, senior students may be excused for two days to visit college campuses with permission from the guidance counselor and with a note signed by the student's parents. Juniors are allowed one college visit. Additional college visits will be considered unexcused absences unless approved by the principal.

## **Seminar**

Seminar is a time for students to get additional instructional time or study time to do their schoolwork. Middle school students will have seminar after 7th period from 2:15 to 2:45. High school students will have seminar after 8th period from 3:00 to 3:30.

The first week of school, all students will go to their assigned seminar each day. During this week, students will learn about Olweus, which is anti-bullying program. For the remainder of the school year, all students (with the exception of seniors with open campus) will go to seminar on Monday to attend Olweus anti-bullying training.

All middle school students will be required to attend seminar each day. Students in grades 9-12 who are in good standing, do not have to attend seminar and may leave the school or get ready for athletic/activity practice.

To be in good standing a student must:

- Have a C or higher in all classes including college classes
- Be a senior with open campus privileges
- Have 0-2 tardies per class period per semester
- Have 0-1 detentions per semester – 1 detention the student must attend seminar for two weeks, 2 detentions then the student attends seminar for the rest of the semester
- Have 0 unexcused absences per semester
- Have 0 in or out of school suspensions
- Have 0 Good Conduct Violations
- Have a 90% attendance rate (missing no more than 9 days per semester or 18 days per school year – not counting extended illnesses or extenuating circumstances)
- Have all assignments and tests completed and turned in.

Students who are allowed to leave seminar because he/she is in good standing must have a signed parent permission slip in the office.

## **Open Campus**

Open-campus privileges are for seniors only. Students must have 37.5 credits to be considered a senior. Privileges apply to open campus during lunch and scheduled study halls.

### *Qualifications*

- First Semester - privileges are granted based on 11<sup>th</sup> grade Iowa Assessment scores and failing grades from 2<sup>nd</sup> semester of their junior year. Seniors who have shown proficiency (NPR at 41<sup>st</sup> percentile or above) in reading, math and science, and who have turned in to the principal's office a permission form signed by their parents will be granted open-campus privileges. If an incoming senior failed a class 2<sup>nd</sup> semester of their junior year, open campus privileges will be denied for the first 5 weeks of 1<sup>st</sup> semester, of their senior year.
- Second Semester - all seniors who have a permission form signed by their parents and turned in to the office will be granted open-campus privileges.
- Students must maintain a minimum of 7 credits each semester and a maximum of 7 study halls per week during their senior year to be eligible for open-campus privileges. Classes outside of the regular academic day (8:30 - 3:30) will not be counted toward the 7 credit minimum.



### *Rules and Procedures*

- Students may only utilize open campus during lunch, seminar, and study hall
- Students exercising open-campus privileges may not “hang out” in the halls or on school grounds during study hall or lunch. Students must leave campus.
- Seniors must sign out at the office when leaving the building and sign in when they return.
- Lunch: seniors must sign out in the office, indicating where they are going. Students must sign out themselves. When seniors return to school after exercising this privilege, they must go to the office to sign in.

### *Loss of Privilege (durations)*

#### **Loss of Privilege of Open Campus**

- One or more failing grades at midterm including college classes - loss for remainder of quarter
- One or more failing grades at quarter including college classes - loss until the following midterm
- First detention - 2 weeks
- Second detention – loss for remainder of the semester or 6 weeks if the semester is almost over
- Any suspension – loss for remainder of the semester
- Unexcused absence or Truancy – loss for remainder of the semester
- If your attendance goes below 90%
- Any off-campus misbehavior while exercising this privilege (2 weeks – loss for year)
- Good conduct violation during the senior year (loss for remainder of the year) or during the summer of their junior year (loss until all good conduct violation consequences are satisfied – minimum loss, 8 weeks)

#### **Other Attendance Procedures/Returning From an Absence**

1. All students who arrive late to school or return from an appointment **MUST CHECK IN** at the principal’s office.
2. All students who leave school before the end of the school day **MUST CHECK OUT** in the principal’s office. Also, any student who must leave school early for an appointment needs to have verification by a parent or guardian. **Failure to check out of the office is an automatic detention.**
3. If a student is absent and knew of a test, major assignment or major project prior to the absence, that student **MAY** be required by classroom teachers to take the test or produce the major assignment/project the first day she/he returns to class.
4. **Students will not be allowed to leave school to go home or elsewhere to pick up forgotten items or materials.**

#### **Perfect Attendance Guidelines**

To maintain perfect attendance, a student must be present for all classes and study halls. Students arriving more than 15 minutes late for any class will be counted absent. Period-by-period attendance will be recorded for students. Attendance codes that do not count against perfect attendance: Athletics, Field Trip, College Visit, and In-School Suspension.

#### **Tardiness**

A student who is late for class will be considered tardy. Tardies interrupt the classroom environment and interfere with the learning of other students. The school recognizes that on rare occasions being late to school cannot be helped due to car problems or family emergencies. Because of this, students are allotted two tardies to first hour class during each semester without any consequences. Students will also be allowed two tardies per semester for each class period. The third tardy and subsequent tardies will have consequences. If a tardy is caused by office personnel, teaching staff, or a doctor/dentist (as long as there is a doctor’s excuse) than those tardies will not count against the student’s number of tardies. A student that is tardy to class or to school by more than fifteen minutes will be considered absent. Students who receive more than two tardies per year will not be eligible for perfect attendance.

In light of the Iowa Core Curriculum's 21st Century employability skills, it is our belief that dependability and punctuality are vital for success in a job or a classroom. For every tardy after the second tardy, the student's grade will be reduced by 1%.

Consequences for three tardies per class period:

- Students in grades 7-12 will have a 30-minute detention.
- Students in grades 7-12 will have their grade reduced by 1% in that class period.

For the fourth tardy per class period and all subsequent tardies, all 7-12th grade students will serve a one-hour detention.

For the fourth and subsequent tardies, students in grades 9-12 will have to attend seminar from 3:00-3:30 for the rest of the semester.

Students with no tardies in a semester will be given a small reward around the last day of the semester. This reward could include recognition, a pass to go to the front of the lunch line, or a treat.

### **Truancy**

Truancy is an unexcused absence, the circumstances of which, in the judgment of district administration, indicate the student and/or parent has deliberately determined the student will not attend school in violation of state laws governing school attendance.

Any student who leaves the school building during school hours without permission from the office will be considered truant.

In addition to consequences to the student resulting from an unexcused absence, Mount Ayr Schools will report truancy to the County Attorney for appropriate action.

### **Appeal Process**

When notified that s/he is to be placed on non-credit status, the student will be allowed to attend the class as long as s/he is not disruptive to the learning environment. The student, parent/guardian may file an appeal. A written appeal may be filed by the student, parent/guardian within three (3) school days of receipt of notification of the change in status.

Upon receipt of the written appeal, a committee composed of the student's teacher(s) and the attendance board will meet within three (3) school days to review the written appeal and determine appropriate consequences. In reaching a decision, the Appeals Committee will consider the circumstances of each situation, including:

- reasons provided for the unexcused absences.
- attendance history of the student.
- any extenuating circumstances.
- availability of appropriate educational alternatives to removal from class or school.
- the total educational program of the student.

The Appeals Committee will issue a written decision within two (2) school days.

These appeal procedures shall apply to all special education students except in those cases where decisions involve evaluation or change of placement. In those incidences, the case shall be referred to the Special Education Department for scheduling of a multi-disciplinary team meeting for discussion.

A student and/or parent/guardian seeking a review of the Appeals Committee decision may file a written request for review within five (5) school days with the superintendent. The superintendent or his/her designee will determine an agreeable time, place, and date for the review and notify interested persons. At the conclusion of the review, the superintendent or his/her designee shall affirm, reverse or modify the decision of the Appeals Committee.

The decision of the superintendent may be appealed to the Board of Education only on the grounds that the student was given inadequate due process. This appeal shall be in writing and filed with the board secretary

within five (5) school days of receipt of the superintendent's decision. A board hearing shall be held as soon as reasonably practical.

### **Student Field Trip/Advance Make-Up Permission Forms**

Advanced make-up forms are required for field trips, family vacations and scheduled absences such as college visits. The student gets the form from the sponsor of the field trip or from the office. **Arrangements should be made with your teachers to make up all assignments in advance of the absence.** Teachers are to sign the slips to acknowledge the student will be absent. If teachers are unable to give advance assignments extended time may be granted to complete assigned work. It also requires their parent's signature. The completed form is given to the sponsor of the field trip or the office by 8:30 a.m. on the day before the trip or scheduled absence. The sponsor then brings the collected forms to the principal's office before leaving on the field trip.

### **Inclement Weather**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over WHO (1040-AM), KMA (960-AM), KSIB (1520-AM ; 101.3 FM) radio and KCCI television before 7:00 a.m. If the weather is such that notification can be given the evening before, this will be done on TV stations WHO-TV(13) & KCCI-TV(8). If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents may pick up the students at the student's school. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are canceled and generally rescheduled. The superintendent may determine whether to hold extracurricular practices or activities.

### **Entrance Requirements and Transfers In**

A birth certificate or other satisfactory evidence of age is required of pupils entering school in this district for the first time. Students expelled or suspended from another school will only be enrolled with approval from the board. Pupils must furnish certified proof of immunization or have a provisional certificate. Required immunizations must be up-to-date within 120 calendar days or remainder of the semester in which the provisional certificate is granted. A religious exemption may be granted. The school district reserves the right to deny admission to any nonresident student unless the student is complying with open-enrollment procedures. The school district shall request the student's cumulative records from a previous school. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level.

The superintendent shall determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades. The board may deny admission if the student is not willing to provide the district with the necessary information.

Any student transferring to Mount Ayr Community Schools, who is serving an extracurricular ineligibility from a previous school, will not be allowed to participate in extracurricular activities at this school until or unless the ineligibility at the previous school has been completed.

The Mt. Ayr Community School District Board policy concerning attendance is printed below. It should assist students in knowing what will be considered an "excused" absence and what is an "unexcused" absence.

## Student Achievement

### **Grade Reporting**

Only 1<sup>st</sup> and 2<sup>nd</sup> Semester grades are given. Grade reports are given at the end of the first and third quarters.

**Report cards are given at the end of each semester.** Any high school course in which a student receives a semester grade of “F” must be repeated if he/she is to receive credit. If a student receives an incomplete in any subject, he/she should learn the reason and see that work is completed. An “incomplete” grade will be changed to a grade of “F” if the work is not made up by the end of the following semester for which the “incomplete” grade was given. This is the maximum amount of time allowed. Teachers may allow less time than this.

### **Reports**

Halfway through each nine week grading period, mid-term reports will be sent home with students. These serve to inform parents of the student’s progress. It is suggested that parents seek a conference with their child’s teacher or counselor if they feel it is necessary. Grade reports/progress reports will be given at the end of 1<sup>st</sup> and 3<sup>rd</sup> quarters. Report cards will be given at the end of each semester.

### **Grading Scale**

All teachers at the MS/HS maintain a common grading scale. Percentages and their corresponding grades are:

Grade	Percentage
A	95-100
A-	92-94
B+	89-91
B	85-88
B-	83-84
C+	79-82
C	76-78
C-	73-75
D+	70-72
D	67-69
D-	65-66
F	0-64

### **Grade Point Average (GPA)**

G.P.A. is calculated using this scale:

A =	4.00 points per credit
A- =	3.67
B+ =	3.33
B =	3.00
B- =	2.67
C+ =	2.33
C =	2.00
C- =	1.67
D+ =	1.33
D =	1.00
D- =	0.67
F =	0.00 (no credit earned)

High School GPA is calculated by dividing the total points by the total credits. The following example illustrates the process:

English I	1 cr.	B+	3.33 pts.
Algebra	1 cr.	A	4.00 pts.

U.S. History	1 cr.	B+	3.33 pts
P. E.	.5 cr.	B	1.50 pts
Band	1 cr.	A-	3.67 pts.
Biology	1 cr.	C+	2.33 pts.
Spanish	1 cr.	C	2.00 pts.
Total	6.5 cr.		20.16 points

20.16 pts. divided by 6.5 credits = 3.10 GPA

### **Graduation Requirements for High School**

Progress in high school is measured in terms of credits. One semester of credit is earned by satisfactorily completing a course that meets regularly for one semester. Two “semester” credits represent one “unit” of credit.

Fifty-two (52) credits (26 units) are required for a student to be awarded a diploma. With the requirement of 52 credits, 34 of them are required and 18 may be electives.

They are broken down as follows:

8 credits - 4 years of HS English is required

English I – 2 credits

English II – 2 credits

Writing – 1 credit

Literature – 1 credit

Speech – 1 credit

English Elective – 1 credit

6 credits - 3 years of HS mathematics is required

Students should consult with the guidance counselor and/or their middle school math instructor during their 8<sup>th</sup> grade year in order to determine the best math placement to begin high school.

6 credits – 3 years of HS science is required

Physical Science – 2 credits

Biology – 2 credits

Other science electives – 2 credits

6 credits – 3 years of HS Social Science is required

Geography – 1 credit

World History – 2 credits

American History – 2 credits

Government – 1 credit

1 credit in Health

1 credit in Intro to Word Processing

6 credits in Physical Education

34 required, plus 18 electives.

NOTE: A credit is a measure of work for having satisfactorily completed a one-semester course. Those taking Physical Education everyday will receive one credit per semester. Band and Vocal will earn one credit per semester if the student receives lessons from the instructor.

Students who are not in good financial standing with the school (i.e. owe fines or fees) may have their commencement privileges revoked.

### **Valedictorian / Salutatorian**

Beginning with the graduating class of 2012-2013 the honors of valedictorian and salutatorian, in case of a tie, will be determined using the Regent Admission Index (RAI).

**Regent Admission Index Formula**  $(2 \times \text{ACT composite score}) + (1 \times \text{high school rank}) + (20 \times \text{high school grade-point average}) + (5 \times \text{number of high school courses completed in the core subject areas}) = \text{Score}$   
For our calculations the ACT composite score will only be used in the case of a tie.  
Class rank will continue to be based upon GPA.

### **Early Graduation**

Students electing to graduate one semester early will need to request this in writing by, or on November 1, to the principal. The principal will take these requests to the November Board of Directors meeting for approval. Students granted early graduation must meet all District requirements for graduation in order to receive a diploma. Early graduation students will not have the privilege of attending prom (unless attending as the guest of a current student) or participating in extracurricular activities. They will forfeit all privileges and rights afforded a student at Mount Ayr Community High School.

### **21<sup>st</sup> Century Employability Skills**

It is our belief that the employability skills are vital for success in a career or a classroom. The 21<sup>st</sup> Century Skills will be reflected in each student's grade. Therefore, teachers will devote 5-25% of the student's grade toward these components.

These skills include, but are not limited to:

- \*communicate and work productively with others.
- \*adapt to various roles and responsibilities -
- demonstrate leadership skills, integrity, ethical behavior, and social responsibility
- \*demonstrate initiative and self-direction through high achievement and lifelong learning
- \*demonstrate productivity and accountability by meeting high expectations

Actions/inactions that may reduce your grade in this category include, but are not limited to:

- \*punctuality
- \*lack of classroom productivity
- \*poor performance in a group setting
- \*forgetting to bring the appropriate materials to class
- \*expressing oneself in an inappropriate manner
- \*lack of accepting ownership for personal actions
- \*lack of honesty and trustworthiness

To view the IA Core 21<sup>st</sup> Century Skills go to:  
[www.corecurriculum.iowa.gov](http://www.corecurriculum.iowa.gov)

### **Credit Recovery**

Mount Ayr High School provides the opportunity for online credit recovery courses via Odysseyware for students who have failed one or more classes and have fallen short on credits. These students can utilize online Odysseyware to earn the necessary credits to graduate. Odysseyware courses can be utilized in rare cases in which there is a schedule conflict with students taking college classes or programs.

### **Schedule Changes and Dropping Courses**

Students may make changes to their schedules during the first three days of each semester. This includes college classes. Students may apply for a schedule change through the counseling office. Schedule changes made after the first three days of the semester must be approved by the principal. Approvals for schedule changes will be given on the merit of each case and will not be automatic.

All students will be required to take six academic courses plus physical education each semester. Classes outside of the regular academic day (8:30 - 3:30) will not be counted toward the 6.5 credit minimum. The deadline for dropping a seventh course is five school days following the 1<sup>st</sup> and 3<sup>rd</sup> quarter midterm. Dropping any course after the deadline will result in an “F” for that course. Before any student can drop a seventh course including college classes (after the deadline), the student must have the approval of parents, guidance counselor, the principal, and notification must be made to the specific instructor of that course.

### **Homework**

Teachers assign homework, extra class activities or projects as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class. Teachers will issue detentions if students habitually do not complete or turn in homework on time. Students will work on unfinished assignments during detention time.

### **Backpacks and Laptop Cases**

Backpacks will no longer be allowed in the classrooms due to the large class sizes in several classrooms. A student’s backpack must be kept in the student’s locker and only the computer case, books and supplies will be allowed in the classroom. It is highly recommended that students lock their lockers! Students will be allowed to take his/her laptop case into the classroom. Students will need to plan to make sure they have the books and supplies needed for each class.

### **Study Hall**

During study hall, students should be quietly working on their assignments, studying for tests, or reviewing quietly with a classmate. No phones are allowed out or used during study hall. Students should NOT be playing computer games or talking with their friends. Students with valid passes to see another teacher may leave study hall after signing out with the study hall supervisor. Students not following study hall rules will be given detention. Continual refusal of a student to cooperate will result in a loss of study hall privileges the following semester.

### **Honor Roll**

Honor rolls will be posted each semester. For a student’s name to appear on these lists, they must meet the following requirements:

**A Honor Roll** –an “A- or above” is required for the “A” honor roll.

**B Honor Roll** – semester GPA of 2.66 - 3.99 and a “B- or above” is required for the “B” honor roll.

Only grades in full-time subjects are used in computing averages. Any student receiving a “C+ or below” in any course cannot be on either honor roll.

### **Academic Letters (HS)**

Students may earn an “Academic” chenille letter by being on the “A” Honor Roll for two consecutive semesters during the same academic year. These awards are made to seniors prior to graduation and to freshmen, sophomores and juniors at the Academic Breakfast in the fall.

### **Post Secondary Enrollment Options**

Student Eligibility for concurrent enrollment and PSEO courses:

Students are required to meet all of the following conditions to be eligible to enroll in any concurrent enrollment or PSEO course through the Senior Year Plus program where postsecondary credit is available to the student.

- The student shall have demonstrated proficiency in all of the content areas of reading, mathematics, and science as evidenced by achievement scores on the most recent administration of the Iowa Test of Educational Development (ITED) for which scores are available for the student. The minimum proficiency standards are summarized in the chart below.

Grade	Fall	Midyear	Spring
8	Math - 229 Science - 232 Reading - 232	Math - 231 Science - 235 Reading - 236	Math - 236 Science - 238 Reading - 213
9	Math - 243 Science - 243 Reading - 243	Math - 249 Science - 250 Reading - 247	Math - 249 Science - 250 Reading - 249
10	Math - 252 Science - 253 Reading - 252	Math - 257 Science - 258 Reading - 257	Math - 257 Science - 258 Reading - 257
11	Math - 259 Science - 260 Reading - 259	Math - 261 Science - 265 Reading - 262	Math - 263 Science - 265 Reading - 263

- The student shall meet the enrollment requirements established by the eligible postsecondary institution. The student shall meet or exceed minimum performance measures on any academic assessments that may be required by the eligible postsecondary institution.
- Student may not enroll for more than 23 hours of college credit under the Senior Year Plus program in the course of an academic year.
- The student shall have taken appropriate course prerequisites, if any, prior to enrollment in the eligible postsecondary course, as determined by the eligible postsecondary institution delivering the course.
- Additional criteria exist for enrollment in AP or PSEO course . For the AP and PSEO Programs: only students in 11<sup>th</sup> and 12<sup>th</sup> grades are eligible to participate, as well as 9<sup>th</sup> and 10<sup>th</sup> graders identified as Gifted and Talented.

### **Concurrent Enrollment Program**

The concurrent enrollment program promotes rigorous academic or career and technical pursuits by providing opportunities for students to enroll in community college courses taught by high school or community college instructors at the high school. Enrollment deadlines are posted in the school announcements. The deadlines for enrollment in fall and spring courses respectively are generally around May 1<sup>st</sup> and November 1<sup>st</sup>. Concurrent enrollment courses are available to any student in grades 9 -12 who meet the above criteria. Concurrent enrollment courses are limited to those that are designated by a contractual agreement between the Mt. Ayr Community School Board and the eligible postsecondary institution.

### **Post Secondary Enrollment Options (PSEO) Program**

Students may enroll in a college or university course if the course is not offered at the high school. Completion of the course generates high school and college credit. Student who withdraw from or who fail a PSEO course will be required to reimburse the district up to \$250 for the costs associated with the course. Currently the course most often taken by students of the district as a PSEO course is College Algebra via the ICN.



## **Career and Technical Education (CTE) Programs**

Career and technical education programs are available to Mt. Ayr High School students through Southwestern Community College. Some of the programs available are automotive repair, carpentry, welding, and computer information systems. Students are responsible for their own transportation for these programs. Since these programs can require up to 5 class periods of the school day, they are realistically only accessible to Juniors or Seniors. Students do not have to meet the proficiency standards of the Iowa Assessment tests in order to participate in these programs. However, in cases where students are significantly lagging behind their peers academically, both the district and community college may advise against the student's participation. Students may still be required by the community college to meet certain minimum academic performance standards.

## **Things To Know When Registering For College Credit Courses While In High School**

1. Students must complete and return by the deadline all the forms necessary for enrollment. All forms must be signed by a parent or legal guardian. These forms may be picked up in the high school guidance office. Notification of when students may begin the registration process along with the deadline date is always posted in the school announcements.
2. Students must take the ACT and receive a composite score of 19 or above or take the Compass test prior to enrollment in any course offered through SWCC. It is the recommendation of the district that students who are below the proficiency standards on the Compass test not take college level courses. Instead they should focus their energy on high school college preparatory classes.
3. Students will receive both high school and college credit upon passing the course. Student may choose whether or not they wish to include these grades in their HS GPA. Students who choose not to include the grade in their HS GPA will receive a P or an F on their HS report card and transcript. Otherwise, their grade on their transcript and report card will be the same as the college grade. Students must complete and sign a form in the guidance office by the midterm of the first quarter for fall classes and of the third quarter for spring classes indicating whether or not they plan to include the grade in their GPA. This date is always announced via the school announcements.
4. All grading for the class is through the college instructor. It is the responsibility of the student and the parent to communicate regarding the student's status in the class. Students have access to their grades online so they should be able to clearly show their parent or guardian how they are doing. Students are expected to follow all policies of the course instructor. The only grade information provided to the district is the final grade in the course and sometimes a midterm grade.
5. If a course is taken as a PSEO course and a student fails the class or withdraws they will be required to reimburse the district for the cost of the course up to \$250.
6. If the course is provided by Southwestern Community College, all first time enrollees are required to attend an orientation session.
7. The Academic Integrity Policy must be signed by the student and parent before starting a college class.

## **Advanced Math Classes for Middle School**

Eligible middle school students will have the opportunity to advance in the area of math at a pace more appropriate to their skills and development.

Criteria for eligibility:

### *1. Testing Assessment*

Students who rank at the 90<sup>th</sup> percentile or above on the Algebra Aptitude Test, administered at the end of sixth grade, may advance to eighth grade math as a seventh grader. As an eighth grader, these students would advance to Algebra I. Students who rank at the 95<sup>th</sup> percentile or above on the Algebra Aptitude Test may be accelerated at a faster pace, possibly taking Algebra I as a seventh grader, through the talented and gifted (TAG) program.

### *2. Teacher Recommendation*

A recommendation from a sixth grade teacher identifying mathematical ability, consistently dependable work habits, and positive social development.

### *3. Parent Approval*

Parents will be notified of student eligibility and their approval is required for advanced math placement. Middle School students taking Algebra I will receive high school elective credits toward graduation. Students will still be expected to take the minimum number of high school math credits required for graduation. Grades in Algebra I will count toward the student's permanent high school Grade Point Average (G.P.A.).

### **TAG Classes for Middle and High School**

Steps in the Identification Process:

1. Referral is based on many components both in the high school and the elementary. All students identified in elementary are kept in the high school database. Referrals can be made by students, teachers, parents, administrators, or community members. As a result of these referrals, students become a part of a large pool. Referral can also come as a result of test scores such as: MAP, ITBS, Iowa Acceleration Scale, or ACT. Teacher recommendations and student made artifacts throughout their career at Mount Ayr are kept on file.
2. The set criteria is at least one standard error of measurement between the 97<sup>th</sup> percentile for the standardized test(s) used. For most tests, this will be about the 92<sup>nd</sup> percentile or above. But all students with any scores above this point are placed in the referral pool.
3. If a student is nominated by two or more sources or has other indicators of giftedness in his or her profile, further testing and evaluation may be indicated.
4. Parents will be notified of student eligibility and their approval is required for TAG placement.

### **Promotion and Retention for Middle School**

Students will be promoted to the next grade unless, in the judgment of the student's teacher(s) and the building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted, and a discussion with the parents will take place before a final decision is made. Students with exceptional talents may, with the permission of the principal and the parents, be accelerated beyond their current grade level.

7<sup>th</sup> & 8<sup>th</sup> grade students who fail more than two core courses in one semester during the academic school year will either: be retained for all courses, be required to re-take failed courses during the school day, will be required to attend tutoring on Tuesday and Thursday after school, or attend summer school to re-gain credit. The school may not offer a summer program every year. The core courses are identified as language arts, reading, math, science, and social studies. This decision will be determined by the Administration with input from the Student Assistance Team (STAT).

Exceptions:

7<sup>th</sup> & 8<sup>th</sup> grade students enrolled in the high school courses will simply not receive credit should they fail the class.

Summer school structure and requirements:

In order to participate in summer school classes, students will be required to pay a registration/book fee.

The start of summer school will be contingent on finding a teacher and held after the actual school year ends.

Summer school will be four weeks in length (20 school days) and will operate Monday through Friday for four hours each day.

If the student does not complete all the required work by the end of the summer session, or is absent more than one day, s/he will be retained.

Summer school curriculum will be developed by the instructor and middle school staff members.

### **High School Language Arts Lab**

The goal of Language Arts Lab is to assist all students in becoming proficient readers. Language Arts Lab provides intense reading instruction to students who currently read below the 41 percentile and who would otherwise struggle with the demands of the secondary curriculum. Language Arts Lab focuses on comprehension skills but also targets vocabulary development and fluency in both fiction and non-fiction textual materials. This course is designed specifically for high school students who are reading below proficiency level. Students may receive 1 elective credit for English if they participate in Language Arts Lab.

#### **Criteria:**

Once identified, students will remain in the HS Language Arts Lab class until they show reading proficiency (score at, or above, the 41<sup>st</sup> percentile of the reading comprehension test) on both the Iowa Tests of Basic Skills/Iowa Test of Educational Development and the Measures of Academic Progress. A student's performance on these two tests affects their placement for the following school year.

### **Middle School Language Arts**

Middle School Language Arts Lab provides all middle school students with literacy skills in becoming proficient readers. Iowa Assessment, MAP, 6<sup>th</sup> grade FAST results, and Jamestown scores will be used as data points to make grouping and instructional decisions.

### **Semester Tests**

Each high school instructor will develop and incorporate into his/her grading system a comprehensive semester assessment to be completed at the end of each semester that will provide closure for the course and will account for between 5% and 20% of the semester grade.

### **Standardized Tests**

Students are given standardized tests annually. Students in grades 7-11 take the Iowa Assessment Tests. If it is determined that a student did not give their full effort on the Iowa tests, then they will be asked to take the test again on their own time, either after school or on a Saturday. Juniors also have the opportunity to take the PSAT and the ASVAB. These tests are used to determine academic progress and Vocational Aptitude (ASVAB) for individual students, for groups of students and for the school district. Students are tested unless they are excused by the principal.

### **Human Growth and Development**

The school district provides students with instruction in human growth and development in Child Development, Sociology, Psychology and Health classes. Parents may review 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.

### **National Honor Society**

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The National Honor Society has worked to bring the accomplishments of outstanding students to the attention of parents, teachers, peers and community. Chapters in more than 22,000 high schools across the nation strive to give practical meaning to the Society's goals of scholarship, service, leadership and character. In accordance with the Constitution of the National Honor Society, membership in the Mount Ayr Parnassus Chapter of the National Honor Society is based on scholarship, service, leadership and character.

1. Each fall, any junior or senior class member who has a cumulative grade point average of 3.6 or higher will be invited to submit a summary of their leadership and service activities, as well as providing two letters of recommendation, one from a faculty member and one from an adult outside of school. These documents, in support of their candidacy for National Honor Society must be submitted by the specified deadline (determined by NHS sponsor) for the student to be considered as a candidate for membership in the local chapter.
2. High school faculty members will rate each eligible student in the areas of service, leadership and character and return their forms to the chapter advisor. The results will be tabulated
3. by the chapter advisor and given to the principal appointed Faculty Council.
4. After students have submitted the Students Application Form, they will be considered for membership by an anonymous, principal-appointed Faculty Council. The decision will be based on the student's service, leadership and character.
5. Faculty Council members will review candidate's overall profile of service, leadership, and character based on information on the application. If members of the council so desire, they may interview individual candidates as part of their selection process. The council will also formally invite other faculty and staff members to give input on the candidates in regard to character. The actual selections will be made by a majority vote of the faculty council.
6. The results of the committee's vote will be submitted to the National Honor Society advisor. The advisor will be responsible for informing all candidates the outcome of the committee's decisions. The advisor will also be responsible for planning the induction ceremony for new members. The committee will provide documentation including areas of growth for candidates that are not accepted. These areas will be shared with the students by the advisor or principal.
7. Questions regarding the Mount Ayr High School Parnassus Chapter of the National Honor Society can be directed to the advisor, guidance counselor, or principal. However, in accordance with the Selection Policy in the National Honor Society Handbook, Mount Ayr High School is not obligated to share with parents and students information concerning specific reasons why a student was not selected for membership, nor can they arbitrarily overturn the decision of the Faculty Council.

The procedures above are intended to outline the general selection process. Should specific questions arise which are not addressed in these procedures, the guidelines in the National Honor Society Constitution and Handbook will be followed.

Attention: All applications, Leadership/Service activity forms must be submitted to the National Honor Society Advisor by October 1.

To help with the evaluation of the qualities of character, leadership and service the following descriptions will apply.

#### Character:

Character is the force within each individual which distinguishes that person from others. It gives of us individuality. It is this force of character, which guides one through life and, when once developed, grows steadily. Character is achieved and not received. It is the product of constant action and striving to make the right choice. By demonstrating such qualities as reliability, honesty and sincerity, we may hope to prove by example that we value character.

#### *A student who shows character---*

- Consistently exemplifies desirable qualities of behavior (being gracious, cheerful, friendly, exhibiting poise, and stability in tough situations.
- Upholds principles of morality and ethics.
- Demonstrates the highest standard of honesty and reliability.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others.

- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Shows courtesy, concern and respect for others.
- Takes criticism willingly and accepts recommendations graciously.
- Cooperates by complying with school regulations.

#### Leadership:

“Leadership should exert a wholesome influence on the school. In taking the initiative in class and school activities, the real leader strives to train and aid others to attain the same objective. The price of leadership is sacrifice – the willingness to yield one’s personal interests for the interest of others. A leader has self-confidence and will go forward when others hesitate. No matter what power and resources may exist in a country, they are ineffectual without the guidance of a wise leader. Leadership is always needed; thus, to lead is a substantive charge to each of our members and to the candidates.”

#### *A student who exercises leadership:*

- Exercises positive influence on peers in upholding school ideals.
  - \*Contributes ideas, which improve the civic life of the school.
  - \*Is resourceful in proposing new problems, applying principles and making suggestions.
  - \*Demonstrates academic initiative.
  - \*Inspires positive behavior in others.
  - \*Is able to delegate responsibilities.
- Demonstrates initiative in promoting school activities.

#### *\*Exemplifies positive attitudes*

- Successfully holds School offices or positions of responsibility; conducts business effectively and efficiently, demonstrates reliability and dependability.
- Is a leader in the classroom, at work, and in other school or community activities.
  - \*Is thoroughly dependable in any responsibility accepted.
  - \*Is willing to uphold scholarship and maintain a loyal school attitude.

#### Service:

“Service can be described in various ways. In the routine of the day’s work, many opportunities arise to help others. Willingness to work for the benefit of those in need, without monetary compensation or without recognition, is the quality we seek in our membership. We are committed to the idea of volunteering our time and abilities to the creation of a better tomorrow.”

#### *The student who serves:*

- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint.
- Participates in some activities outside of school, for example, Girl or Boy Scouts, 4H, church groups, volunteer services for the elderly, poor, or disadvantaged.
- Mentors persons in the community or students at other schools.
- Shows courtesy by assisting visitors, teachers, and students.

### **Open Enrollment**

Iowa’s open enrollment law allows students residing in one school district to request transfer to another school district upon the parents’ request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause as defined by the law for which the deadline is June 30. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in the loss of athletic

eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent of schools for information and forms.

By September 30 of each year, the district shall notify parents of open enrollment deadlines, transportation assistance, and possible loss of athletic eligibility for open enrollment pupils. This notification may be published in “*The Good News*”, a newspaper of general circulation or a parent handbook provided to all patrons of the district. This information shall also be provided to any parent/guardian or a pupil who transfers into the district during the school year.

### **Academic Eligibility for Extracurricular Activities**

#### **Academic Eligibility Policy (State/local Rule)**

In order to remain eligible for extra curricular activities, all students/contestants shall receive credit in at least four subjects.

(1) Each student/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.

(2) If at the end of any semester a student/contestant is given a failing grade in any course for which credit is awarded, the student/contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions for 30 consecutive calendar days. The ineligible period begins with the first day a contest can be held. If the student is in season when they become ineligible, the ineligible period begins immediately. The ineligibility period can carry over from one sport to the next until fulfilled. The ineligibility period will not be fulfilled if the contestant does not end the season in good standing.

(3) At the end of a grading period that is the final grading period in a school year, a contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the 30 calendar days at the end of the final grading period.

Special education students: 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, towards the goals and objectives on the student’s individualized education program.

If students have not met the above criteria, they will be allowed to continue practicing but will be ineligible to participate in any contest, game, or performance for 30 calendar days\* in the extra curricular activity in which the student is a contestant. If games have not begun in the activity in which the ineligibility will apply, then the 30 day period of ineligibility will begin on that day when the applicable athletic association or union authorizes for that activity to begin playing games. After the 30 day period, eligibility will be reinstated and the student will be allowed to participate fully in the activity.

- For any event sanctioned by the IHSSA (speech) or IHSMA (music) the period of ineligibility is 30 consecutive days. This period of ineligibility will begin with the first school day following the day grades are issued by the school district.

Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollments enrollment options, for which Mount Ayr grants academic credit toward high school graduation, shall also be used in determining eligibility.

#### **Mount Ayr Academic Eligibility (Local Rule)**

The faculty and administration of Mount Ayr Community Middle & High School have developed the following eligibility policy for the school:

The first week of each semester there will be no Borderline list names submitted. The second week of the semester, names for Borderline will be submitted. These students are listed as “borderline” for the following week. The third week of a semester, names of students failing will be submitted for the ineligible list, but only if they were on the borderline list the previous week. Once a student is placed on the ineligible list, he/she will not be removed until the following week unless placed there mistakenly.

1. A list of all ineligible students will be given to each teacher as soon as the list is completed on Monday. Each teacher needs to inform students whose names have been placed on the Borderline or Ineligible lists in

their class. It is also up to the teacher in charge of an activity to inform the student or students in their activity if they are borderline or ineligible in a class.

2. The Borderline/Ineligible list time period will run from Monday to Sunday (*with the exception of holidays.*) The deadline for submitting names is 8:30 a.m. on Monday. Sheets submitted after 8:30 a.m. will not be included and these students will not be considered on borderline or ineligible.

3. The list is confidential information. The list is not to be posted or made public.

4. At the beginning of the school year, each teacher is to distribute to each student in their class the criteria that they will use for placing students on the list. Each teacher is to post the criteria in his/her classroom.

5. The B/I list is a weekly reporting system based on a cumulative grade. Students are not to be placed on the borderline list for discipline reasons.

A student may be placed on the Borderline/Ineligible list for the following:

#### Borderline

A. D, D-, or F cumulative grade point average and/or

B. incomplete work (reasonable judgment by teacher in conjunction with criteria established)

Ineligible - (after having been on the borderline list for one week)

A. *F cumulative grade point average and/or*

B. incomplete work (reasonable judgment by the teacher in conjunction with criteria established)

6. A MS student who is on the Ineligible list at the end of each semester will be held to the State's No pass / No play rule (pg. 18). Students rendered ineligible under this policy are not permitted to represent Mount Ayr Community Schools in any public performance. Being on the Ineligible list does not prohibit the student from practicing with the team. However, it is the coach's discretion if the student is allowed to practice.

#### **Math and Reading Interventions**

Seminar time is also an intervention time when students can get extra practice on skills that the student may be missing. Students who are not proficient in math will work on an individualized computer program called, Aleks. The student will take an online test that will tell the computer exactly what skills the student is lacking and then will provide practice lessons based on those skills. Students will work on the Aleks math program for 100 minutes each week. The fall MAP math test will determine if students need to be placed on the Aleks math program during first semester. The Iowa Assessments in November will determine if students need to work on the Aleks math program second semester.

Students who are not proficient in reading based on two measures (MAP, Iowa Assessments, and Stanford Diagnostic Reading Test) will be placed in Second Chance Reading. In addition, students may be assigned to work on an individualized computer program called Compass Learning. Students will take an online assessment then will work on specific skills that have been identified that the student needs more practice. Students will work on Compass Learning for 100 minutes each week.

### **Student Rights and Responsibilities**

#### **Student Conduct**

(Board Policy- 503.1) The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others 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 buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

### Consequences for Major Offenses of Discipline Policy

<u>Offense</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
<b>Cheating</b>	Zero given/Parent Contact	Zero given, Detention Parent contact	Zero given/Loss of Credit
<b>Disrespect toward faculty or student</b>	Detention	Detention	Detention/Suspension
<b>Disruptive Behavior</b>	Detention	Detention	Detention/Suspension
<b>Pushing/Shoving</b> (Good Conduct may apply)	Suspension (1-2 days)	Suspension (3 days)	Suspension (5 days) (Parent Conference)
<b>Physical Harm/Fighting</b> (toward student or staff member)	Suspension (2/3 days)	Suspension (5 days)	Suspension (10 days)
<b>Harassment</b> (Good Conduct may apply)	Warning & Student conf. with principal	Suspension (1-2 days)	Suspension (3 days)
<b>Internet Misuse</b>	Parent contact & internet restrictions (10 school days)	Parent contact & internet restrictions (30 school days)	Parent contact & internet restrictions (rest of school year)
<b>Possession/Alcohol</b> (Good Conduct applies)	1 month suspension or expulsion	3 months suspension or expulsion	Expulsion
<b>Illegal use of or Possession of Drugs</b> (Good Conduct applies)	3 months suspension or expulsion	6 months suspension or expulsion	Expulsion
<b>Possession or use/Tobacco/ E-Cigarettes</b> (Good Conduct applies)	Suspension (2 days)	Suspension (3 days)	Suspension (5 days)
<b>Truancy</b>	3 unexcused Absences (parent contact)	5 Absences (parent contact)	10 Absences (County Attorney)
<b>Vandalism/Theft</b> (Good Conduct may apply)	Suspension (2 days & repair or replace)	Suspension (3 days & repair or replace)	Suspension (5 days & repair or replace)
<b>Computer Hacking</b> (Good Conduct applies)	Computer restriction for 30 school days	Computer restriction for the rest of the school year	Suspension

**Other offenses not listed may constitute as a major offense and consequences will be determined on a case-by-case basis.**



## **Misconduct Detention**

Detentions may be used as a disciplinary measure in the case of repeated inappropriate behavior. Any staff member may issue detentions. Detentions issued for minor offenses will be served with the classroom teacher issuing the detention. Classroom detentions will be no less than 15 minutes and no more than 30 minutes in length (teacher's discretion). The detention time is to be spent discussing the inappropriate behavior and developing strategies with the student to minimize such behavior. Detentions will be served in the morning or after school either in the classroom or in the ISS room. Students will have (2) days to serve the classroom detention. If the detention is not served by the end of the second day, the student will be referred to the office and the detention will be doubled. If the detention is not served by the end of the second day, the student will be referred to the office and the detention will be doubled. The student must make arrangements with the principal to be served by the end of the second day. If this detention is not served then the student will serve in-school suspension for one day.

Once a teacher has given a detention, he/she will fill out a disciplinary form. One copy will go to the student, one copy will go to the office, and one copy will be mailed home. Teachers are encouraged to call parents when a detention is issued.

Progression for detentions issued by a teacher to a student, per class, will be as follows:

**1<sup>st</sup> offense:** classroom detention & notice sent home

**2<sup>nd</sup> offense:** classroom detention & notice sent home

**3<sup>rd</sup> offense:** office detention & notice sent home

**4<sup>th</sup> offense:** office detention, notice sent home & conference with student, parent, & teacher

**5<sup>th</sup> offense:** student removed from class for (3) days, conference with student, parent & principal

**6<sup>th</sup> offense:** student will be removed from class and offered an alternate schedule to complete the class or drop the class with an "F".

## **Possible Reason For Detentions:**

- 3 tardies - A student is considered tardy (unexcused) when he/she is late to class and does not have a pass from the office or another teacher. Students are allowed two unexcused tardies for each class period of the semester. Detention will be assigned for the third and following tardies (30 minutes for third tardy and 1 hour for successive tardies). All detentions due to tardies will be served in the office.
- inappropriate physical contact
- refusal to comply with a teacher's request
- inappropriate language
- defacing or taking school property or the property of others
- disrespectful behavior towards other students or adults
- failure to sign in or out of study hall
- food, pop, in the building
- running, pushing, shoving, and/or yelling in the hallways, restroom, or lunch line
- repeated incomplete assignments or failure to make up work in a timely fashion (academic detention)
- disruptive behavior of any kind
- wearing a hat in the building
- refusal to hand over cell phone to teacher if asked
- leaving the building at any time during the school day without permission (this includes seminar and pep assemblies)

\*This list is not all-inclusive. Detentions may be assigned for reasons other than the ones on this list.

## **Academic Detention**

If students are not assuming responsibility or accountability for academics, the teachers and the administration reserve the right to issue an academic detention. Students will remain on academic detention at the teachers'

discretion. All academic detentions must be served with the teacher who issued the detention. Parents must be notified of all academic detentions.

### **Temporary Removal from the Classroom**

Students sent to the office for disciplinary reasons will automatically receive a minimum of 30-minute detention. Repeated offenses will result in further disciplinary action and may include the student's permanent removal from the class with the loss of credit.

### **Expulsion**

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school. Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense. It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the board's records.

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

1. Notice of the reasons for the proposed expulsion.
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent.
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf.
4. The right to be represented by counsel.
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded. If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

### **In-School Suspension (8:30-3:30)**

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. The principal may impose in-school suspensions for an infraction of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against them with an opportunity to respond. Written notice and reasons for the in-school suspension will be sent to the student's parents.

### **Out-of-School Suspension**

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. This includes all activities associated with the school. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The

principal may suspend students after conducting an investigation of the charges against the student, giving the student:

- a. Oral or written notice of the allegations against the student.
- b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort shall be made to personally notify the student's parents and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

### **Make-up Procedure for Students Suspended Out-of-School**

Make up of work (for credit) for any suspension may be granted under the following guidelines.

1. A suspended student must use his own initiative to see that he gets assignments and keeps up with the assigned work.
2. Make-up work must be turned in to the classroom teacher at the end of the suspension period plus one (1) week in order to receive credit.

If guidelines are not followed, the suspended student will be given zero (0) credit for any assignments, quizzes, tests, or participation that was completed during the suspension period.

### **Suspensions and Special Education Students**

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

### **Initiations, Hazing Or Harassment**

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

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - ✓ tell a teacher, counselor or principal; and
  - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or

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

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

### **Student Searches**

(Board Policy- 502.8)

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 502.5)

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

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

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains 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.

### **Threats of Violence**

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

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

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

## **Weapons**

(Board Policy- 502.6)

The Board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or from students who are within the control of the school district.

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

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes.

## **Internet Usage**

MACSnet is a local area network connected to other local and national networks. Its purpose is to meet the mission of the Mount Ayr Community Schools. It is also to advance and enhance student access to educational resources, improve teacher resource and training, collaboration and dissemination of successful district and student materials, educational practices and methods. With this accessibility comes a need for appropriate and responsible use. The goal of providing access to teachers and students is to further educational excellence by facilitating resource sharing, innovation, and communication.

The Mount Ayr Community School District has taken every step to ensure the best security and appropriate use of the network. Software filters have been installed to monitor all use of our link to the Internet. We have configured the network hardware to promote the highest level of security, both to outside networks and the internal school network.

In order for students and staff to use MACS net they must abide to the guidelines set forth in this Network Use Policy. If for any reason a parent, or guardian, does not want his/her student to have internet access then he/she must provide written notice to the school. It is a general policy that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using MACSnet, users acknowledge their understanding of the general policy and guidelines as a condition of using the Mount Ayr Community School District facilities and Internet access. Students and parents may request a printed copy of the network use policy, which is also available on the MACS web site.

## **Authorized User Policy**

### **Board Policy Code No. 605.6R2**

Mount Ayr Community School District provides 21st century technology for people within the district. The district cannot and does not guarantee user privacy or system reliability and is not liable for any loss or corruption of data. Users should be aware that on occasion personnel have authority to access individual user files or data.

A user **does NOT own** his/her network account(s), but does have access to the account(s). The district owns the account and gives users the privilege of using it. It is a privilege that the district extends to users who are trusted to make responsible use of computing resources.

### **Purpose of Providing Internet Access:**

The purpose in providing Internet access to the students and staff of the Mount Ayr Community School District is to encourage educational use through access to electronic resources and to enhance productivity with tools of technology.

### **Network Usage Guidelines**

All use of the Mount Ayr Community Schools Internet Services must be consistent with its purpose as stated above. This policy does not attempt to articulate all required or proscribed behaviors by users to this network. In any specific situation we rely upon each individual's judgement of appropriate conduct. To assist in such judgment, the following general guidelines are offered.

1. **Expectations:** Users are expected to abide by the generally accepted rules of network etiquette which includes, but are not limited to:
  - a. Be polite. User appropriate, non-abrasive language.'
  - b. Do not reveal personal information such as last names, addresses, phone numbers, photos, etc. that could identify the user or other students or staff. You must immediately disclose to your teacher any message you receive that you believe is inappropriate or makes you feel uncomfortable.
  - c. Do not use the network in such a way as to disrupt its use by others.
  - d. Remember the Internet service is a resource. Do not be wasteful.
  - e. Refrain from making defamatory remarks, sexual or racial slurs, and from using obscene or profane language.
  - f. Usernames and passwords are provided for each user's personal use only. Passwords should not be revealed or shared with anyone. Each account owner is responsible for all activity under that account.
2. Any use for, or in support of, illegal purposes or activities is prohibited. This includes, but is not limited to, gaining unauthorized access to other systems (computer hacking), arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above.
3. Any use for commercial purpose is prohibited. Users may not create web pages or other ways to advertise or sell products or services and may not offer, provide, or purchase products or services through the Mount Ayr Internet service. This does not include school-approved activities.
4. Any use for political purposes is prohibited except for using the Internet service to communicate with elected or appointed officials.
5. **Copyright:** Users should assume that all materials available on the Internet are protected by copyright. Users shall not copy and forward, copy and download, or copy and upload any copyrighted material without prior approval of the supervising teacher, the District Technology Director, the Principal or the Superintendent. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources. Mt Ayr Community Schools and its Internet service make no guarantees, implied or otherwise, regarding the factual reliability of data collected through the Internet.
6. Not all material accessible through the Internet is of educational value. Students are expected to refrain from seeking, accessing, or downloading material that is not relevant to their assignments or course work. No students may upload or download material to or from Internet sites without permission from his/her teacher. No students may access email accounts that are not issued to them by the school district or are not approved by the administration during the school day. Students must not access chat rooms or google chat unless directed by your teacher. Games must not be played, accessed or downloaded unless they are approved by the principal and the teacher in charge. Mount Ayr Community Schools will take reasonable precautions to filter out controversial materials. However, it is impossible to monitor all materials and controversial information.
7. Users shall neither download nor install any commercial software, shareware or freeware onto network drives or disks without prior permission of the District Technology Director. Users shall not change setting on the browser or any other application.
8. Users shall not upload, download, distribute, take pictures of, or attempt to look at pornographic, obscene, sexually explicit, or threatening material of any nature. Users shall not upload, download, or distribute visual

depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors.

9. Users shall not receive or transmit information pertaining to dangerous instruments such as bombs, or other explosive devices, automatic weapons or other firearms, or other weaponry.
10. Users must not attempt to get unauthorized access to file servers in the Mount Ayr Community Schools, outside file servers or go beyond the user's authorized access. This includes logging in through another person's account, accessing another person's files, or attempting to do either. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
11. **Vandalism:** Users must not vandalize school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses by any other means. If this happens it is the students will receive the appropriate consequences as stated below.

### **Personal Wireless Devices**

Use of the student's electronic devices on the Mount Ayr Community Schools network is a privilege that should be used for educational purposes during the school day. Remember that the students will be bringing these devices at their own risk to school. When not being used the devices need to be locked in a locker with a combination lock.

When students are accessing information on certain devices that apps that can be downloaded the school district can only filter when the students are using an Internet Browser (ie: Safari, Firefox, Chrome and Explorer). If the students have applications on their devices we are unable to filter that part and the school district will not be responsible for the content they reach through their applications. We will provide an appropriate consequence if the students are caught using the device inappropriately.

### **Consequences of Inappropriate Use:**

We trust that students will use the devices and network responsibly for academic and collaborative uses which might include the use of Social Networking. Any consequences will follow the student handbook.

If the violation involves the violation of civil or criminal law; local, state, or federal law, the student's violation may be turned over to the proper legal authorities. Any debt incurred by the student as a result of improper use of the Internet or e-mail, is the responsibility of the student and the student's parent or guardian.

### **Enforcement:**

The District Technology Director is authorized to monitor the use of all district-wide technology resources and to manage and protect those resources and the rights of their users, and to impose sanctions against any person who violates these guidelines. Sanctions may be both internal, involving loss of privileges or other district measures, or external, involving civil or criminal action under state or federal laws. Consequences may be as follows but not limited to iTunes taken away, restricted access to websites, serving detentions, or not being allowed to take the computer home.

### **Cheating**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- copying another student's homework
- working with others on projects or daily assignments that are meant to be done individually
- looking at or copying another student's test or quiz answers
- allowing another student to look at or copy answers from your test or quiz
- using another method to get/give test or quiz answers
- taking a test or quiz, in part or in whole, to give to others
- copying information from a source without proper attribution
- taking and using papers from other students, publications, or the internet

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations and other factors. Disciplinary measures include, but are not limited to, receiving a failing



grade (zero) on the assignment/project/test, receiving a lower overall grade in the class, failing the course (no credit), detention, or suspension.

### **Care of School Property**

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

### **Cell Phones and Electronic Devices**

**Cell Phones and Electronic Devices:** Cell phone use is **not** allowed during class time. No cell phones will be allowed into the classroom. **Cell Phones and Electronic Devices** can be kept in student lockers or off campus. Cell phones cannot be kept on your person during the school day except at lunch. Cell Phones and Electronic Devices can be checked prior to the start of school, in between classes, at lunch and after school.

**First offense** is a warning and the phone may be picked up at the end of the day. **Second offense** is a 30-minute detention and cell phone will be released to parents. **Third offense** is a 60-minute detention and cell phone will be released to parents. Students that refuse to hand their phone to the teacher when asked will be sent to the office for the remainder of the class period and the student will serve a 60-minute detention. The use of radios, CD's, iPods, cell phones, games or electronic devices, etc. in school is **ONLY** permissible if a staff member allows it within their classroom or study hall.

### **Dress Code & Student Appearance**

(Board Policy 502.1)

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors on school property or on property within the jurisdiction of the school district. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting and conducive to a learning environment.

The board expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel-promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a school administrator, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

### **Appropriate Attire**

\*Students wearing pants or slacks with shirts or blouses, dresses, sweaters, skirts, jeans, shorts of appropriate length, etc. Shoes are to be worn at all times.

\*Physical Education expected "dress" - students may wear any school color shirt and shorts, Iowa college or university shirt and shorts, any school-sponsored shirt or shorts. T-shirts with the sleeves cut out may be worn as long as undergarments or the torso is not exposed. The instructor has the final say on what is appropriate.

### **Inappropriate Attire**

\*Clothing with vulgarity, profanity, suggestive/offensive language, pictures or gestures.

\*Clothing that contains pictures or symbols that promote alcohol, tobacco, drugs, or violence.

\*Clothes not appropriately covering the body or with revealing holes, causing health or injury concerns, or clothing which detracts from the learning process and environment.

\*Clothing that fits too snug or tight and is revealing (yoga pants and leggings worn without a longer top)

\*Shorts that are excessively short or do not reach the fingers when arms are at their side.

\*Strapless shirts or shirts that do not cover under garments.

\*Hats, caps, hoods, and bandannas, are not to be worn in the building at any time.

This policy will be followed for the school day, and at all school-related activities (both home and away events) whether as a participant or as a spectator.

### **Student Complaints**

(Board Policy- 502.4)

The Board recognizes that situations may arise in the operation of the system that are of concern to parents or the public. The Board believes strongly that all concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern. The concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the faculty, the principals, the central office, and the Board.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints.

1. Matters concerning an individual student, a teacher, or other employee should first be addressed to the teacher or employee.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the building principal, or employee's immediate supervisor.
3. Unsettled matters from (2) above or problems and questions concerning the school system should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Directors. Questions and comments submitted to the chairman of the Board in letter form will be brought to the attention of the entire Board. The concern may be brought up at a Board meeting by following the procedures to have an item placed on the agenda or may be brought up as an item of information during the open forum portion of the agenda, time permitting.

### **Student Publications**

(Board Policy- 504.3)

Official school publications are free from prior restraint by school officials except as provided by law. A faculty advisor shall supervise 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. The production of official school publications shall be guided by the law and by the ethical standards adopted by professional associations of societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student produced official school publication, shall follow the grievance procedure outlined in Board Policy 1003.3. Students who believe their freedom of expression in a student produced official school publication has been restricted shall follow the grievance procedure outlined in Board Policy 503.3B

### **Student Relationships**

Student-to-student displays of affection (other than holding hands) are inappropriate at Mount Ayr MS/HS. Relationships that result in students pushing, or shoving are also inappropriate. Students observed by any staff member violating these guidelines will be subject to one or more of the following: Warning, detention(s), parental notification, and school suspension.

### **Hall Passes**

Anytime a student finds it necessary to be in the hallway during a period, the student must have a pass from the appropriate staff member. When detained in a class or delayed by talking to a teacher after class, making the student late for another class or study hall, a pass needs to be secured from that teacher instead of coming to the principal's office for a pass.

## **Dual-Enrolled 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 high school principal.

## **Good Conduct Policy**

(Board Policy- 503.4)

The Board of Directors of the Mount Ayr Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who voluntarily participate in extracurricular activities serve as ambassadors of the school district in all that they do, whether away from, or at school. Participating in school extracurricular activities is a privilege. Students who wish to exercise the privilege of participating in school extracurricular activities must conduct themselves in accordance with board policy and refrain from activities that are illegal, immoral, unhealthy or highly inappropriate. Participation in these activities is conditioned upon meeting the eligibility criteria established by the board, administration and individual activity coaches and sponsors. Students who fail to abide by this policy, and the administrative regulations supporting it, may be subject to disciplinary measures. The principal may declare a student ineligible to participate in an activity when the conduct of that student has been determined to be contrary to, or in violation of, the established rules and regulations set out in this policy.

The Good Conduct Eligibility Policy is in effect 12 months of the year. All coaches and sponsors of extracurricular activities and co-curricular activities, which have public-appearing events shall, at the beginning of their seasons, inform the students of the expectations of the Good Conduct Eligibility Policy, any additional expectations, and the penalties for violating the rules in their activity. Students shall receive a written copy of any additional expectations of their coaches and sponsors. Students disciplined under the Good Conduct Eligibility Policy shall receive appropriate due process in conjunction with the nature of the misconduct. It shall be the responsibility of the administration to maintain a record of violations of the Good Conduct Eligibility Policy.

To retain eligibility for participation in Mount Ayr Middle and High School 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.

### *Student Agreement*

At the beginning of each school year, all students shall receive a copy of the Good Conduct Eligibility Policy. Students shall indicate their intent to abide by the policy by reading and signing the consent form document. The student's parent(s) will also be required to sign indicating their review and understanding of the Good Conduct Eligibility Policy. Student agreements must be signed and on file in the principal's office before a student can participate in any activity.

### *Applicable Student Activity Programs*

The Student Activity Program includes all school sponsored extracurricular activities, and is not limited to the following:

- 1) athletics and cheerleading
- 2) fine arts: band, vocal, speech, drama, flags and drill/dance team activities
- 3) school royalty
- 4) student council, class officers, FFA officers, team captains and other elective offices
- 5) school honors: National Honor Society, Bernie Saggau Award, American Citizenship Award, commencement speakers (only those listed)
- 6) clubs/organizations: FFA, Academic Decathlon, POI Quiz Bowl, POI Academic Day, FCCLA, FCA, Pep Club, Spanish Club, Special Olympics, etc.

## *Definitions*

**Calendar Week:** The counting of calendar weeks shall only begin during the time or season in which the student is actively participating in the activity.

**Calendar Year:** 12 months from the date the administration determines a violation has been committed.

**Competition/performance/activity/athletic contest:** A specific event that is a component of an extracurricular or co-curricular program whether it is a contest, social activity, performance, etc.

**Community Service:** work completed for someone or organization other than an immediate family member and for which no compensation is given. Work must be documented by the recipient and documentation must be provided to the administration as verification that community service obligation has been met.

**Extracurricular Activities:** This is an inclusive term which includes all activities and events considered to be part of the student activity program, including those related to athletics, co-curricular activities, student government, and elected school representation including class officer, royalty and honors.

**Offense:** The violation that occurs when a student admits to or when there is evidence provided which substantiates the allegation. Hence, the violations shall be counted cumulatively from year to year (grades 7-8 then will start all over in grades 9-12), regardless of the specific portion of the Good Conduct Policy that is violated. Any offense(s) occurring under the previous policy shall count cumulatively toward any offense(s) under this Good Conduct Eligibility Policy.

**School Honors:** Students who have a violation of the Good Conduct Eligibility Policy will not be eligible to receive certain school honors under the following guidelines:

1<sup>st</sup> Offense - 6 months

2<sup>nd</sup> Offense - 12 months

3<sup>rd</sup> Offense - 24 months

This time period will begin when the administration has determined a violation has been committed. School honors affected by a violation include, and are limited to; National Honor Society, Bernie Saggau Award, American Citizenship Award, and commencement speakers.

**Service as an officer, captain, or royalty:** Students who have a violation of the Good Conduct Eligibility Policy will not be eligible to serve, or be selected, as an officer, captain, or royalty under the following guidelines:

1<sup>st</sup> Offense - 6 months

2<sup>nd</sup> Offense - 12 months

3<sup>rd</sup> Offense - 24 months

This time period will begin when the administration has determined a violation has been committed. (officer, captain and royalty includes, but is not limited to, president, vice-president, treasurer, secretary, recorder, sentinel, homecoming court)

**Parent:** Refers to a parent or legal guardian of the student.

**School days:** This shall mean generally adopted "business days" (i.e. Monday through Friday, excluding state and/or national holidays).

**Student Code of Conduct (i.e. student handbook):** A body of school rules and regulations independent from this Good Conduct Eligibility Policy. Any student behavior which violates both the Student Code of Conduct and the Good Conduct Eligibility Policy will incur penalties under both sets of rules and regulations.

## *Application of the Good Conduct Policy*

Appropriate student behavior is required and has an impact on all extracurricular activities in which a student participates. If a student is participating in multiple extracurricular activities at the time of the offense, the student will lose the right to participate in all the activities.

If, at the time of the violation, the student is not currently participating in an activity, the loss of privileges shall apply to the first extracurricular activity(s) in which the individual participates.

A student must begin involvement in an extracurricular activity from the date on which that activity begins (at least before the first competition/performance) and will not be allowed to join an extracurricular activity in progress, solely to serve out a penalty.

A student with an outstanding Good Conduct violation may not quit such activity until the end of that activity season or the school year if the student wishes to get credit for satisfying the previous good conduct penalty provision. Exceptions include medical emergency, family death, etc.

A student should continue with practices in the activity(s) during the time of ineligibility.

Disciplinary action may carry over from one activity to another activity and may carry over from one school year to the next.

A student who has been suspended from school will be declared ineligible during the suspension.

### *Violations*

Violations include, but are not limited to, the prohibited conduct listed below.

#### *Students shall not:*

1. Illegally sell or distribute illegal drugs, alcoholic beverages or controlled substances.
2. Possess, use, or be under the influence of illegal drugs, alcoholic beverages, controlled substances or drug paraphernalia. "Possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" contraband (alcohol or other drugs).
3. Be in attendance at a function or party where the student knows, or reasonably should know, that alcohol or other drugs are being consumed and failing to leave despite having a reasonable opportunity to do so. Attendance with parents at a function (family reunion, wedding, graduation, etc.) where alcohol is served legally to adults of age, shall not be considered a violation of a good conduct policy unless alcohol or a controlled substance is consumed by the minor student, or the minor student socializes with others who are illegally consuming alcohol or drugs and the student knows or reasonably should know that these individuals are minors illegally consuming alcohol and/or individuals (whether minors or not) illegally consuming drugs.
4. Use, possess and/or transmit tobacco, nicotine, electronic cigarettes, vape and or vaping regardless of age.
5. Fight, verbally abuse or physically assault any person (defined by Iowa Code 708.1).
6. Damage, destroy, vandalize or steal property.
7. Participate in any conduct which, in Iowa, is illegal, whether or not an arrest or conviction occurs. This includes poaching or any other action deemed illegal by the DNR. Simple misdemeanor traffic violations (i.e. speeding) and simple misdemeanor DNR violations shall not be considered a violation.
8. Participate in harassment, including but not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

### *Determination of Violation*

When it comes to the attention of school officials that a student is suspected of violating the Good Conduct Eligibility Policy, the principal will determine whether the allegation is founded by:

- being informed of the allegation
- performing an appropriate investigation
- notifying the student and parent orally of the allegation against the student.
- giving the student the opportunity to respond to the allegation.

The District may determine that there has been a violation of the Good Conduct Eligibility Policy in the following instances:

- whether or not criminal charges have been filed
- whether or not a student's trial is pending, or
- whether or not the student is found guilty by a court of law, as long as there is reasonable evidence to support the finding of a Good Conduct Eligibility Policy violation.

Once the determination is made that a student has violated the Good Conduct Eligibility Policy, the principal, activity director, and/or the coach/sponsor of any activity in which the student is involved, shall enforce the

appropriate penalty in accordance with the penalties specified in this policy. The student and parent shall be informed in writing of the nature of the violation and the penalty within five school days of the determination.

### *Penalties for Violations*

The consequences listed below are addressed to specific Good Conduct Eligibility Policy violations. Violations not specifically listed will result in similar consequences. Where applicable, the following will be applied, in addition to the specific penalties outlined in the Student Handbook.

*When student behavior results in a violation, the following penalties shall be applied:*

**For the first violation, the student will be declared ineligible for a period of four (4) calendar weeks and ineligible to participate in a minimum of two (2) specific events in the activity(s) and will be required to serve 10 hours of community service. Further, the student will be declared ineligible for school honors, to participate in club activities and to serve, or be selected, as an officer, captain or royalty for a period of six (6) months.**

**For the second violation, the student will be declared ineligible for a period of twelve (12) calendar weeks, ineligible to participate in a minimum of four (4) specific events in the activity(s) and will be required to serve 20 hours of community service. Further, the student will be declared ineligible for school honors, to participate in club activities and to serve, or be selected, as an officer, captain or royalty for a period of twelve (12) months.**

**For the third violation, the student will be declared ineligible for a period of a calendar year. Further, the student will be declared ineligible for school honors, to participate in club activities and to serve, or be selected, as an officer, captain or royalty for a period of twenty-four (24) months.**

**For the fourth violation, the student will be declared ineligible for the remainder of his/her school years (permanent bar).**

In each case, the ineligibility period will begin on the day of the next performance, scheduled contest, program, or trip in which the student is eligible to participate. The ineligibility period for school honors, clubs/ organizations, officer, captain or royalty shall begin when the administration has determined a violation has been committed. Upon this determination all fees or dues paid by the student for clubs/organizations is non-refundable.

Middle school and high school good conduct violations will be kept separate. Middle school student violations will be cleared upon entering high school once all consequences are satisfied.

### *Penalty Reduction for the First Violation*

Any student who comes forward and admits a violation within 72 hours and is completely truthful about involvement in the violation, may have the penalty, which would have been imposed, reduced up to fifty percent (50%).

The decision of penalty reduction will be left up to the discretion of the principal.

A student's admission of a violation and honesty during the investigation phase will be primary factors in determining penalty reduction. Community service is not available for reduction.

### *Penalty Reduction for the Second Violation*

Any student who comes forward and admits a violation within 72 hours and is completely truthful about involvement in the violation, may have the penalty, which would have been imposed, reduced up to fifty percent (50%).

The decision of penalty reduction will be left up to the principal's discretion.

A student's admission of a violation and honesty during the investigation phase will be primary factors in determining penalty reduction. Community service is not available for reduction.

**Violation of #1, #2 or #3.** A student who has a second violation of the alcohol or drug provision of the Good Conduct Eligibility Policy may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's, or student's parents, expense. Students will have 1 calendar week to begin the process of evaluation. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the principal regarding recommendations for treatment or follow-up care, the

penalty for the second violation may be reduced by up to fifty percent (50%). This reduction is not available for first or third violations and may not be combined with any other reduction in penalty.

**Violation of #5 or #8.** A student who has a second violation for fighting, assault or harassment may elect to seek treatment from a recognized professional counselor or agency at the student's, or student's parents, expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the counselor to report back to the principal regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced by up to fifty percent (50%). This reduction is not available for first or third violations and may not be combined with any other reduction in penalty.

#### *Penalty Reduction for the Third Violation*

- No penalty reduction is possible.

#### *Appeal*

The following procedure will be followed in the appeal process.

The decision of the principal regarding a violation of the Good Conduct Eligibility Policy may be appealed to the superintendent. The appeal to the superintendent shall be in writing and delivered to the superintendent or his/her secretary within five (5) school days of receipt of the principal's decision. The appeal to the superintendent shall specify the reasons for the appeal and all supporting information and facts. The decision of the superintendent may be appealed to the Mount Ayr Board of Education.

The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Eligibility Policy; and/or the student was given inadequate due process in the investigation and determination. The penalty will remain in effect pending the outcome of the meeting with the board.

This appeal shall be in writing and filed with the board secretary within five (5) school days of receipt of the decision from the superintendent. A board hearing shall be held as soon as reasonably practical. During all appeals, the student shall remain ineligible pending a decision by the board. The board's decision shall be final. 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.

#### *Ineligibility of Transfer Students*

Any student who enrolls from another district while ineligible for extracurricular activities, shall be ineligible to participate in any extracurricular activity in the Mount Ayr School District until they complete the prior school district's period of suspension, or the Mount Ayr School District's period of suspension, whichever is longer. In calculating the period of ineligibility to be imposed, the student shall be given credit for any time of ineligibility served in compliance with the previous district's rules.

## **Student Activities**

### **Activity Bus**

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be revoked.

Students who ride an activity bus must ride to and from the event on the bus unless the student rides home with the parents. Parents can make arrangements for their child to ride home with another adult if the principal's office is contacted, a note signed by the parent follows the call, and the designated driver gives a signed note to the person in charge of the activity before departing from the activity site.

## **Activity Fund**

The school activity fund will be administered through the Superintendent's office. Each class or activity will have an account within this fund. No charges are to be made to the Activity Fund without authorization by a signed purchase order from the Principal and Superintendent.

## **Assemblies**

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is required. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students are expected to attend assemblies unless, for disciplinary reasons, the privilege has been revoked. Students who are not attending assemblies shall report to the high school office. "Assemblies" include pep meetings.

## **Dances / Prom**

The principal must approve school-sponsored dances at least 2 weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. Students must stay at the prom dance until 11:00 or they will not be allowed to attend after prom. After Prom starts at midnight and all student must be checked in with the principal no later than 12:15 or they can not attend after prom. School district policies, rules and regulations apply to students, as well as non-students at school dances. All dances shall have at least three faculty sponsors. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds.

Students are permitted to invite guests (so long as they are currently attending high school or are Mt. Ayr alum that have been out of high school for two years or less), to Homecoming and the Junior-Senior Prom. All other social functions are limited to Mount Ayr students only.

School dances are either HS students only, or MS students only, except for Homecoming. Both MS and HS students may attend the Homecoming dance. Typically, HS dances are expected to conclude by midnight, and MS dances by 11:00 p.m. Since the Homecoming dance is usually late getting started, MS students may stay until 11:30 p.m. and HS students until 12:30 a.m.

Mount Ayr High School provides a prom for its junior and senior students. Junior and senior students may attend prom individually or with a date. Freshman and sophomore students may only attend prom as a date of a junior or senior student. Middle School students are not allowed to attend prom under any circumstances.

**Students must have 25 credits to be considered a junior.**

**Prom is a privilege for our MACHS students, and to ensure their safety and the safety of our guests, an officer may be present to administer preliminary breath testing (PBT) to our students and their guests.**

**Parents may attend the prom walk in and the photo opportunities immediately after the walk in. NO parents are allowed to attend the meal, dance, or after prom unless they have an assigned duty such as making the prom meal, chaperoning the dance or assisting with after prom.**

## **Junior Class Point System for Prom and Graduation**

In order to raise money for their class fund, the junior class is given the opportunity to run the football, basketball and wrestling concession stands throughout the year. The junior class has a tradition of presenting and paying for the junior/senior prom. Therefore, the money earned from the concessions is used to cover the cost of the prom and graduation expenses their senior year.

**All juniors are required to earn a minimum of 4 points, which contribute towards their graduation expenses. An additional 4 points (totaling 8) are needed if you are planning on attending prom. Points are earned by working in the concession stand. Each shift worked is worth the total of 1 point.**



**In order to have a full work crew at all concession stands, we are asking each junior to work 4 or 8 shifts.**

Anyone that chooses not to work at any concession stand duties must pay \$80 by September 1<sup>st</sup> so all scheduling of concession stand duties can be completed.

These requirements are for all juniors (regular and alternative students). Any junior not earning their required points must pay \$10 for each point they are short.

Seasonal sheets will be posted outside Mrs. Gerber's room. Class points may also be earned by having someone work for you. (Example: a parent or another junior who already has their points earned.) Just make sure they show up! If you sign up to work an event and cannot make it, you must find a replacement to work for you, otherwise you will lose 1 point every time this occurs.

The Class President, Class Secretary and Mrs. Gerber will keep the record of points earned. Anytime you have a question regarding points, please see them.

Students and parents must sign the form stating that they have read the description of the Mount Ayr Junior Class Point System and whether or not the student plans to attend the junior/senior prom.

### **Eligibility for Extra-Curricular Activities**

To be eligible for an activity, students participating must:

- be enrolled or dual enrolled in school
- have a passing grade in all courses
- if in athletics, music, and speech activities, be less than 20 years of age, be enrolled in high school for eight semesters or less
- if in athletics, have not been a member of a college squad nor trained with a college squad nor participated in a college contest nor engaged in that sport professionally
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open-enrolled student

### **Field Trips**

In certain classes, field trips and excursions 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. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, the student must return a signed Parental Permission Form. If fees are required, they must accompany the permission form.

### **Organization Day Meetings**

The purpose of organizational meetings is to allow clubs, organizations, teams, or groups, who would otherwise be unable to meet collectively, to conduct necessary business during the academic day.

#### *Procedures & Guidelines*

- Organizations will meet during seminar period on a designated day each month.
- All students must report to their scheduled seminars and have attendance taken before they are allowed to report to an organizational meeting.

- At the completion of an organizational meeting, students are to remain with the sponsor.

### **Season Tickets for Athletic Events**

Students may purchase a student season ticket for admission to home athletic events. Students not wishing to purchase a season ticket must pay regular prices to attend athletic events. Please call 464-0510 for current prices. (These tickets will NOT be honored for any invitational tournament or state tournaments.)

### **Sponsors & School Organizations**

School-sponsored student organizations are those that are recognized by the school district and board.

H.E.L.P. Youth Pod	Ms. Elliott
Prom Coordinator	Ms. Gerber
FCCLA	Ms. Gerber
HS Student Council	Mr. John Larsen
Spanish Club	Mr. Castreje
HS Cheerleaders	Ms. C. Shields and Ms. Cason
NHS	Ms. Elliott
Drama Club	Ms. Kniep
FFA	Ms. May
Drill Team	Ms. Curry

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach or sponsor’s rules as well as for violation of school district policies, rules or regulations.

### **Student Council & Class Officer Elections**

Each high school class elects officers and Student Council representatives during May of each school year. Class officers shall consist of a President, Vice-President, Secretary, and Treasurer. All officers and representatives must have attained a 2.5 cumulative grade point average, or above, and must complete the appropriate nomination process. Nomination forms will contain a petition that will require 10 student signatures and two staff signatures. In addition, students must write a 100-word statement about “why” they want to be a class officer or student council representative and “what” they hope to accomplish while in office. Elections will take place by closed ballot. Middle school students will also select student council representatives and will vote by closed ballot.

### **Use of 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 or 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 Health, Well Being and Safety**

### **Abuse and/or Harassment of Students by Employees**

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 designated Lynne Wallace at 641-464-0508 and Stacey Andresen at 641-464-0533 as it’s Level I investigators.

The Level 2 investigator is Chris Elwood at 641-464-0537. The county sheriff may also be contacted directly at 641-464-2911.

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.

The building principal, Lynne Wallace is the Level I Investigator and it will be her responsibility to investigate all harassment accusations.

### **Administration of Medication**

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. 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.

Medication is held in a locked cabinet and distributed by Diana Arends or Stacey Andresen. 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 and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

### **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. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

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

### **Communicable and Infectious Diseases**

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

## **Emergency Drills**

Periodically, the school holds emergency fire, tornado, and lock down drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials. Fire drills will not be announced. At the sound of the fire alarm, all students will exit their rooms. Walk at a moderate speed; do not run. The first person going out of the building should hold the door open until everyone has left the building. When outside, move far enough away from the building so that all other students may exit freely. The building intercom system will be used to announce directions for tornado drills. Students should move to their assigned areas. The building intercom system will be used for lock down drills. Once the drill is announced, students should follow all lock down procedures given by the classroom teacher.

## **Illness or Injury at School**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of an 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. Students who contact a parent to get permission to leave school before seeing the nurse or a school official will receive an unexcused absence for the hours they leave school.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid, if possible. The school contacts emergency medical personnel, if necessary, and attempts to notify the parents where the student has been transported for treatment.

## **Immunizations**

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. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempt from the immunization requirements. Parents who have questions should contact the office (464-0500).

## **Medicines Administered to Students**

The Board accepts no responsibility for the medical treatment of students. No medication shall be given by unlicensed personnel at any school of the district, except as provided by the written prescription of a physician or dentist and the written permission of the parent or guardian of the student receiving the medication. The above policy covers all prescription and other drugs, including aspirin.

## **Physicals for Athletics**

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible to practice or compete.

## **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.

### **Vision & Hearing Screening**

Vision and hearing screening will be done upon requests or recommendations.

### **School Nurse**

The school nurse will serve the elementary building as well as the MS/HS building. The school nurse will be in the elementary building in the morning and in the secondary building in the afternoon. The nurse's office in the MS/HS building is located in the first room down the west hallway.

### **Student Athletic Insurance**

The Board of Directors strongly recommends that a student participating in interscholastic athletics be adequately insured. A policy from an insurance company determined by the Superintendent may be obtained through the school. If a parent has their own insurance policy, it may be substituted for the policy issued by the school. (If no insurance is available for the student wishing to participate, means may be made to purchase the insurance required. Contact the high school principal or the athletic director if assistance is needed.)

## **Student Records**

### **Educational Records**

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

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

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the School principal or superintendent, 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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
SW, Washington, DC 20202-5901

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

## **Routine Procedures and Information**

### **Announcements**

During the school year, teachers and organizations may have announcements to be made to the student body. Announcements must be submitted to the principal's office by 8:30 a.m. the morning they are to be made. Announcements may be obtained through Powerschool or the MACS website at the end of 1<sup>st</sup> period class. They will also be read over the intercom at the beginning of 2<sup>nd</sup> period. Any late announcements will be made between classes or at the end of the eighth period.

### **Bus Transportation**

School bus transportation is a service provided by the Mt. Ayr Community School District. The school bus driver has the responsibility of safely transporting students to and from school. The bus driver will complete a Bus Conduct Report if an incident needs to be reported to the building Principal and parents. The Principal will discuss the report with the student(s) involved and will also talk with the student's parent(s). The Bus Conduct Report will be sent to parents, with a copy also being kept by the Principal and the Director of Transportation.

### **Warning and Suspension Notices for Bus Misconduct:**

**Warning:** When, in the opinion of the bus driver, there has been an infraction of rules or misconduct by a student, which does not endanger the safety or welfare of other students or the operation of the bus a Bus Conduct Report will be given as a warning.

**First Report:** The student and parents will be notified that a three-day suspension from bus riding privileges will occur with the next offense.

**Second Report:** A three-day suspension of bus riding privileges will occur. Parents will be contacted about the impending suspension. Parents will be notified about the beginning and ending date of the suspension.

**Third Report:** A five-day suspension from bus riding privileges will occur. Parents will be contacted about the impending suspension. Parents will be notified about the beginning and ending date of the suspension. Parents will need to meet with the Superintendent, Principal, and Director of Transportation before their child will be allowed back on the bus.

**Fourth Report:** A ten-day suspension from bus riding privileges will occur. Parents will be contacted about the impending suspension. Parents will be notified about the beginning and ending date of the suspension. Parents will need to meet with the Superintendent, Principal, and Director of Transportation before their child will be allowed back on the bus.

**Fifth Report:** May result in the suspension of riding privileges for the remainder of the school year. Parents will need to meet with the Superintendent, Principal, and Director of Transportation.

**The following infractions may result in a suspension of riding privileges on the first offense: fighting on the bus; using profanity; refusal to obey the driver; throwing objects while on the bus; use of alcohol, drugs, or tobacco while on the bus; and direct defiance or disrespect to the bus driver.**

Students will be transported daily in accordance with their district assignments unless there is written authorization by the parent or guardian to transport the student on a different route. Students will not be left off the bus at stops that are not designated bus stops without a written request and administrative approval.

Persons riding in school district vehicles shall adhere to the following rules.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Riders must keep their hands and feet to themselves – no hitting, pushing, or kicking.
- Inappropriate language is not allowed including the music that you are listening to.
- Must use headphones when listening to music.
- Riders must keep their voices at a low level so that they can hear emergency instructions.
- Aisles must be kept cleared at all times. This includes putting feet and legs out into the aisle.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- The driver may assign seats to students.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders must not throw objects about the vehicle nor out the windows.
- Riders must keep their feet off the seats.
- Roughhousing on or in the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco, or look-a-like substances is prohibited in the vehicle.

- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.

**NOTE:** The term “vehicle” is used to address school buses as well as cars and vans.

### **Citizenship**

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

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

### **Food, Drinks, Gum, or Candy in the Building**

**Students will not be allowed to have any food, drinks, or candy in the building other than in the Commons.** No pop is allowed in the school. However, drinking water and sports drinks are acceptable. Gum is allowed at the teacher’s discretion, and under certain circumstances food and drinks may be allowed with administrative or teacher approval. Students who violate this policy will be given detention.

### **Guidance Program**

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal, educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program. Mr. John Larsen serves as the guidance counselor and Mrs. Betty Lou Groves is his secretary.

### **Inspection of Educational Materials**

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy (603 7A, 7B). 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 high school principal’s office

### **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.

### **Library**

The school library is available to students during school hours. The library is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library.

### **Lost and Found**

Items that have been found are kept in the Middle/High School Principal’s office. If an item has been lost, check with the secretary. Unclaimed items are given to the Neighborhood Center during the summer months.



### **Lost or Damaged Books or Equipment**

Books must be returned at the completion of each class. If books are not returned, students are charged a replacement fee. A fine will also be assessed for damage to a book that is beyond normal wear. The amount of each fee or fine is determined by the classroom teacher and the administration. Students may also be charged fines for damage to classroom equipment.

### **Lunch and Breakfast Program**

Students are to display courtesy and good manners in the lunchroom as in any part of the school. All students including those that bring their lunch must go to the lunchroom during the assigned lunch period. **No food is to be taken from the lunchroom area. No pop is allowed in the lunchroom.** Other than during open campus, students are expected to be in the commons during their lunch period. Exceptions can only be granted by the principal.

### **Lunch and Breakfast Charges Prohibited**

All students, including those with free or reduced meals, are required to have their Student ID number to record his/her breakfast/lunch purchase. **Students should not charge their meals. Students whose accounts are delinquent more than \$20.00 will be served sack lunches containing a peanut butter sandwich, fruit, and milk until their account is paid in full. This will be strictly enforced!**

### **Parking Lots and Cars**

The area designated as “staff only” parking is located on the west side of the building. All other designated parking areas are open to staff and students on a first come, first serve basis. Students who park inappropriately, or in areas designated as “staff only”, may be fined or reported to law enforcement. Students are to park cars immediately upon arrival at school and may not move them or go to them during the time classes are in session, between classes, or while on lunch break, without permission from the principal’s office. Space will be provided to park motorcycles and bicycles on the east side of the building. The 15 M.P.H. school zone speed limit is to be observed at all times. If, in the opinion of school officials, students are observed speeding or driving in a reckless manner, parking lot privileges will be taken away and charges may be filed with law enforcement. Students are to park in designated parking spaces as indicated by lines in the lot. Vandalism of cars in the school parking lots need to be reported to the principal’s office so referrals can be made to law enforcement.

### **Physical Education**

The school requires that all students have an appropriate, approved P.E. clothing consisting of shorts, a t-shirt, and gym shoes. Every student is required to take physical education unless a physician’s statement is presented to the Principal stating that they are incapable of participating. Students are responsible for valuables and equipment in the locker room. Locks are available for a \$5.00 rental fee. \$3.00 is returned if, and when, the padlock is returned. The same rental fee is charged for padlocks that are used on regular lockers.

### **Posting of Information**

Students who wish to post or distribute information must receive permission from the principal at least 5 days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

### **Program Accessibility**

It is the policy of Mount Ayr Community School District in accordance with Section 504 of the Rehabilitation Act, that there will be no discrimination or harassment on the grounds of race, color, national origin, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed in any educational programs, activities, or employment. The Mount Ayr School District has procedures regarding the referral, evaluation, and placement of students with disabilities who are eligible under Section 504.

Persons having questions about equal opportunity and nondiscrimination should contact the superintendent at 641-464-0500 or the Director of the Iowa Department of Education at the Grimes State Office Building, Des Moines, Iowa 50319-0146.

### **Special Education & Related Services**

Mt. Ayr Community School District strives to make every student's educational experience a successful one. To ensure success of all students, we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student's academic or behavioral difficulties in a systematic fashion in a student's regular classroom. Teachers sometimes working with a team of teachers from their building, develop interventions to correct a student's difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full and individual evaluation for their child.

At times, we enlist the support of professional staff from Green Valley Area Education Agency to assist in developing these accommodations and modifications. Professional staff from GVAEA consist of Speech-Language Pathologists, Hearing and Vision Teachers, Occupational Therapists, Transition/Work Experience Instructors, School Social Workers, and School Psychologists. If involved, staff from GVAEA may assist through their work with our team of teachers in a particular building, through observations of a child in the child's classroom, and through review of a student's educational record. Prior to any direct involvement (i.e., talking with a student) of the GVAEA staff with a particular student, a parent's permission must be secured through their signing of an "Informed Consent" form. Regardless of the type of involvement, direct or indirect. GVAEA staff are to keep the length of their involvement brief (i.e., through indirect contact on no more than two occasions for a particular child.) **If you would like to get in touch with the District Coordinator of Special Education please call 464-0515.**

### **Students in the Building**

Students are not allowed in the hallways before 7:45 A.M. and after 4:00 P.M. unless they are with a supervising staff member. Students who want to come before or after the allowed time must remain in the commons.

### **Telephone Use During the School Day**

Students will not be called from class to answer the telephone unless it is an emergency. A student using an office phone should first receive permission for use and then keep the conversation short (no longer than 3 minutes). Permission will not be granted for any long distance calls. Unless there is an emergency, students are not to use the office phone except during the last 10 min. of a period and with classroom teacher permission only.

### **Homeless Children and Youth**

(Board Policy 501.16)

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education, which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is Kris Quick. She can be contacted at 641-464-0515.

### **Visitors/Guests**

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the visit. In most cases visitors will be

allowed at school before 8:30 a.m., after 3:30 p.m. and during lunch. Visitors are not allowed to attend classes with students and will not be permitted the last day before or the first day after a vacation period. Exceptions may be granted by the administration.

Code No. 903.5R1

## **DISTRIBUTION OF MATERIALS REGULATION**

### **I. Guidelines.**

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. 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.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

### **II. Procedures.**

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons,

supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

### III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

### IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
  - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
  - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
  - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.  
In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material

in areas of the school, which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.