

BOYER VALLEY



Student Handbook

2021-2022

Table of Contents

Mission Statement	4
District Goals	4
School Song / Colors / Mascot	4
Staff	5
Equal Opportunity Institution	5
Jurisdictional Statement	6
Forms of Disciplinary Action/types of Misconduct	6
Definitions / School Fees	9
Student Fee Waiver	10
Emergency Forms	10
Attendance	10
School Day / Visitors	14
Immunizations	14
Physical Examinations	14
Pop and Food	14
Emergency Drills	14
Administration of Medication	14
Student Illness/Injury / Student Insurance	15
School Nurse	15
Communicable and Infectious Diseases	15
Health Screening	15
Asbestos Notification	15
Field Trips	16
School Sponsored Student Organizations	16
Behavior at Activities	17
Good Conduct Policy	17

Student Funds and Fund Raising	19
Use of School District Facilities / Dances / Activity Tickets	19
Educational Records	20
Procedures for Transferring to Another School District	20
Searches /Dress Code	21
Care of School Property	21
Driving & Biking to School / Hall Passes / Illegal Items	21
Cheating / Dual Enrollment	22
Electronic Devices / Posting Information	22
Anti-Bullying/Harassment	23
Student Complaints	25
Student Publications	25
Grade Reports /Summer School/ Homework	26
Standardized Test	26
Human Growth & Development	26
Open Enrollment / Class Load / Adding/Dropping Courses	26
Study Hall / Honor Roll / Eligibility	27
PSEO / Academy Policy	27
Early Graduation / Graduation Requirements	30
Telephone Use / Announcements	31
Visitors / Guest /Legal Status of Student	31
Open Gym / Cafeteria / School Vehicles	31
Media Center/ Student Teacher Assistance Team	33
Guidance Program / Citizenship	33
Inspection of Education Materials /Extra-Curricular Activities	33
Grievance Procedure	34

Opening Statement

Boyer Valley's Mission Statement, Educational Goals and Expected Student Outcomes

The mission of the Boyer Valley School District is to promote and deliver a comprehensive futuristic educational program, challenging all students to develop their full potential by providing an exceptional learning environment using all available resources.

District Student Achievement Goals

- Goal 1 Life Skills**
Prior to graduation, students will be aware of and responsible for the environment, community betterment, and becoming productive, self-disciplined citizens who demonstrate the ability to get along with others as well as to provide for himself or herself financially.
- Goal 2 Physical Fitness**
Prior to graduation, students will participate in physical education consistent with state guidelines, demonstrating a basic understanding of the importance of diet and physical activity for a healthy life.
- Goal 3 Basic Skills**
Prior to graduation, students will be able to demonstrate comprehensive reading, writing, speaking, listening and mathematical skills to obtain an entry-level job or to pursue further education.
- Goal 4 Critical Thinking/Study Skills**
Prior to graduation, students will have developed problem solving strategies, which will enable them to utilize independent and cooperative thinking skills, common sense, evaluation/study skills, creativity, and an appreciation of the arts.
- Goal 5 Technology**
Prior to graduation, students will be able to demonstrate basic technological skills, which will enable them to adapt to future technological advances.

School Song: To the tune of "On Wisconsin"

Onward Bulldogs, Onward Bulldogs
Fight on for your fame.
Bring the ball right down the court/field
and a victory's sure this game.
Rah, Rah, Rah
Onward Bulldogs, Onward Bulldogs
Fight on for your fame.
Fight Bulldogs, fight and you will win this game.

School Colors: Purple and White
School Mascot: Bulldogs

Boyer Valley Middle School / High School Staff and Their Assignments

Anderson, Josh	Science
Anderson, Caprice	9 -12 English
Beam, Sheila	SLC
Jensen, Molly	Counselor
Greenwood, Bailey	6 - 8 Soc. Studies
Malone, Jodi	Mathematics, PLTW, Computers
Gralheer, Bradley	6-12 Physical Education
Roberts, Trisha	Accounting, Business & Computer Application
Lantz, Stephanie	MS/HS Spanish
Heese, Denise	Social Studies, Government
Hesman, Robert	9-12 Mathematics, Computer Science
Skinner, Johanna	10-12 English & Speech
Malone, Sarah	Media Specialist, TAG
Mallory, Ted	MS/HS Art, Yearbook
Marsh, Kathy	Special Education
Pippitt, Stacy	Science
Gress, Tina	Special Education
Stephens, Emmie	7-8 Lang. Arts
Schauer, Ben	6-12 Vocal & Instrumental Music
Mittag, Tessa	7-12 Agricultural Science and FFA
TenEyck, Lisa	Middle School/High School Secretary
Bulter, Kalin	6 Reading, Math & Science
	7-12 Industrial Technology

The Boyer Valley Community School District offers career and technical programs in the following service areas:

- Agricultural, Food, and Natural Resources
- Applied Science, Technology, Engineering, and Manufacturing, Construction
- Information Solutions
- Business, Finance, Marketing, and Management

It is the policy of the Boyer Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Mike Weber, Elementary Principal, 212 S. School Street, Dow City, IA, 51529, (712-674-3248), weberm@boyer-valley.k12.ia.us. Inquiries may also be directed in writing to the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov).

Equal Opportunity Education Institution

The Boyer Valley Community School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity or marital status.

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

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

For information regarding civil procedures contact Mike Weber, Elementary School Principal at (712) 674-3248. Inquiries may also be directed in writing to the Director of the Region VII Office for Civil Rights, Chicago Office, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, Telephone: (312) 730-1560, Facsimile: (312) 730-1576 Email: OCR.Chicago@ed.gov, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

Jurisdictional Statement

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

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 engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extra-curricular activities whether the violation occurred while school was in session or while school was not in session.

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

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Principal for information about the current enforcement of the policies, rules and regulations of the school district.

We will presume that the pupils attending Boyer Valley Middle & High School have been taught proper conduct. We expect proper conduct of all students at all times, whether in our school or attending out-of-town functions.

Forms of Disciplinary Action, Types of Misconduct

DETENTIONS

Teachers may issue detentions for disciplinary reasons, make-up work, etc. All detentions will be served at a time set by the teacher or principal. **STUDENTS ARE REQUIRED TO TAKE STUDY MATERIALS WHEN SERVING A DETENTION.** Teachers using the detention form will notify parents and administration of all detentions. Any student who consistently receives detentions will be subject to in-school suspensions or other disciplinary action by the administration. Any student who fails to report for detention without first clearing it with the principal and/or teacher, may be suspended for insubordination, or have his or her detention period time lengthened (except for cases of emergency).

Level 1 Verbal reprimand, detention(s), parent contact, conference, or other positive interventions.

Teacher Authority

Level 1 offenses are those activities, which are classroom specific and not included in other areas of this code. The teacher may pursue the options that are listed above. A student's failure to abide by the teacher's authority becomes a Level 3 offense.

The teacher or counselor will refer no student for administrative action in this category unless there has been parent contact.

Examples of level one offenses include:

- A. talking out
- B. unprepared for class
- C. cheating
- D. violations of classroom rules

Level 2 & 3 Suspensions To be administered by a building administrator or representative.

Suspensions from school or classes will fall into two classes: a period of three (3) days or less, and suspension for more than three (3) days, but not to exceed ten (10) days. No student being suspended from school will be released without reasonable effort to notify the parents or guardian, and an informal hearing held with the student. One copy of the

Disciplinary Incident Report may be sent to the Board of Education President and the Superintendent of Schools. The suspension of special education students will be in accordance with the rules and regulations of special education.

Disciplinary consequences may also include in-school suspensions, referral to the School Based Interventionist (SBI) completing counseling by a trained health care professional, or performing community service, school service, or other activities designed to help the student understand and compensate for the consequences of his/her actions. Financial obligations incurred under these situations are the responsibility of the student or family.

Suspensions

Level 2 *Students may be suspended up to 3 days on the 1st offense for the following reasons:*

- Disruptive conduct
- Profanity, obscenity or possession of pornographic literature or materials
- Unsportsmanlike conduct involving opposing school teams their representative or officials
- Possession or use of tobacco products on school property (smoking, chewing, etc.)
- Gambling

**If the suspension is an in-school suspension, the student will be expected to complete classroom assignments during this time.*

Upon the recommendation of the building principal, in cases of serious misconduct under Level 3, 1st offense violations may lead to recommendation for expulsion.

Level 3 *Students may be suspended up to 10 school days on the second offense for the following reasons:*

- Disruptive conduct
- Profanity, obscenity or possession of pornographic literature or materials
- Unsportsmanlike conduct involving opposing school teams, their representatives or officials
- Possession or use of tobacco products on school property (smoking, chewing, etc.)
- Gambling

Students may be suspended up to 10 school days on the first offense for the following reasons:

- Conduct which harasses or otherwise discriminates against others based on race, creed, national origin, disability, or gender
- Failure to abide by corrective measures used by school personnel for misconduct. This includes verbal or physical defiance of authority and rules, and profane, obscene, or abusive language to staff.
- Threat of physical assault, intimidation or coercion, including efforts to obtain money or other items
- Fighting/Assault
- Inappropriate physical contact that may include but is not limited to the following: hitting, pushing, grabbing, pinching, scratching, biting, tripping, kicking, etc.
- Stealing or possession of stolen property
- Inciting others to violence or disobedience
- Engaging in any activity that constitutes a danger to other students or interferes with the purpose of the school
- Using, possessing, under the influence of any drug, alcohol, or any substance presented as an actual illegal drug, narcotic, or controlled substance
- Vandalism
- Possession of drug paraphernalia
- Possession of fireworks
- Destruction, damage, or unauthorized manipulation of hardware, software, or any aspect or component of a school's electronic information system including violation of the District's Internet Appropriate Use Policy
- Inappropriate sexual conduct, including but not limited to indecent exposure ("mooning", etc.) "depantsing" or attempting to "depants" or to remove clothing from another person, deliberate feeling, touching of another student's intimate parts, or the clothing covering intimate parts, display of affection which includes affectionate actions generally considered to be private.

Expulsion

Level 4

Expulsion – To be administered by the Board of Education. If a student's action presents a serious and/or a continued violation of conduct as listed under reasons for suspension or expulsion or as identified in Board Policy 503.1R1, the Superintendent of Schools or representative may recommend to the Board of Education that the student may be expelled for the remainder of the semester in which the violation took place, or the remainder of that semester plus the following semester. The student and/or parent or legal guardian is entitled to be present for a hearing before the Board as part of an expulsion proceeding. A student may be suspended up to 10 days pending a hearing before the Board on a recommendation for expulsion.

Any student expelled from school by the Board of Education may be readmitted only by the Board of Education. In cases involving expulsion, the Board may establish conditions for readmission. Conditions for

readmission will focus on behavioral and academic standards and may be in the form of written conditions. Violation of these conditions could lead to another recommendation for expulsion.

Students may be expelled for the following reasons:

1. Possession or use of a firearm or other explosive device shall result in expulsion of up to 12 months unless altered on individual case basis by the Superintendent or Board.
2. Transmission, possession, or use of any weapons other than a firearm or explosive device or any instrument intended as a weapon.
3. Furnishing, selling, attempting to furnish or sell, using, possessing or being under the influence of any drug or alcohol or any substance presented as an actual illegal drug, narcotic or controlled substance.
4. Stealing or possession of stolen property.
5. Vandalism
6. Inciting others to violence or disobedience.
7. Fighting or assault.
8. Inappropriate physical contact that may include but is not limited to the following: hitting, pushing, grabbing, pinching, scratching, biting, tripping, kicking etc.
9. Possession of fireworks, or ignition.
10. Possession of drug paraphernalia.
11. Physical assault or intimidation of a staff member.
12. Threat of physical assault, intimidation or coercion, including efforts to obtain money or items of value.
13. Engaging in any activity that constitutes a danger to other students or interferes with the purpose of the school.
14. Failure to abide by corrective measures used by school personnel for misconduct. This includes verbal or physical defiance of authority and rules, and profane, obscene, or abusive language to staff.
15. Setting or attempting to set a fire.
16. Cumulative misconduct including endangering the safety of others or disrupting any aspect of the school environment.
17. Destruction, damage, or unauthorized manipulation of hardware, software, or any aspect or component of a school's electronic information system including violation of the District's Internet Appropriate Use Policy.
18. Inappropriate sexual conduct, including but not limited to indecent exposure ("mooning", etc.) "depantsing" or attempting to "depants" or to remove clothing from another person, deliberate feeling, touching of another student's intimate parts, or the clothing covering intimate parts, display of affection which includes affectionate actions generally considered to be private.
19. Conduct, which harasses or otherwise discriminates against others, based on race, creed, national origin, disability, or gender.

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 bused. The term "school facilities" includes school district buildings. 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 Fees

The school district charges fees for certain items, such as field trips (if outside of school day), and class dues. Students who have concerns about the fees should contact the principal. Students unable to pay the class dues should contact the faculty advisor or another appropriate person.

Also, students will pay a textbook and assembly fee. Students in grades 6-12 will pay \$45.00 each or a maximum of \$75.00 per family. This does not include pens, pencils, notebooks, disks, etc. The teacher issuing the book has a record of the number of the book assigned to the pupil who is responsible for that particular textbook. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

School lunch fees are as follows: PreK-5th grade - \$2.55; 6th – 12th Grade - \$2.70; Adult meals - \$3.85. The cost for Breakfast is \$1.75 for all students and \$2.25 for adults. Extra milks will cost \$.40 each Ala-Carte Items \$1.25

Student Fee Waiver and Reduction Procedures

Fines or charges assessed for damage to or loss of school property are not fees and will not be waived.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact their child's principal or the principal's secretary 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.

Compulsory Attendance - Code No. 501.3

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days' school is in session in accordance with the school calendar. Students attending competent private instruction shall attend a minimum of thirty-seven days per quarter and a minimum of one hundred and forty-eight days per year. Exceptions to this policy include children who:

- Ü have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma,
- Ü are attending religious services or receiving religious instruction;
- Ü are attending an approved or probationary approved private college preparatory school;
- Ü are attending an accredited non-public school; or
- Ü are receiving competent private instruction from a parent, guardian, or legal custodian.

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

ATTENDANCE POLICY

Philosophy: Boyer Valley High School is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives of any course. Learning which is lost due to absence can never be adequately replaced. Since regular attendance is one of the greatest single factors contributing to successful schoolwork, the first obligation of a student is to attend school regularly.

Attendance Record: Attendance is recorded on a period-by-period basis. Student absences will be totaled for each class. **Students MUST be in attendance for their entire scheduled day to participate in activities on that day. Also, students MUST be in attendance from periods 5th-9th to be able to practice that afternoon or prior administration approval is needed.** Parents have the right to make the decision concerning school attendance for their children within the limits prescribed by the laws of our state. **The school, however, has the responsibility of determining whether the reason for the absence presented by the parents/guardians is excused or unexcused.**

Calling School/Excuse Notes: A telephone call from the student's parent or guardian is required whenever a student is absent. The call should be made before 8:30 a.m. on the day of the absence. If no call is made, an excuse note written by a parent or a guardian needs to be presented to the office within two days of a student's return to school for all absences unless an advance makeup slip was issued. This written excuse should list the specific days or times of the absence, the specific reasons for the absence and the signature of a parent or guardian. When there has been no parent/guardian contact, either by telephone or by written excuse note within two days after the student returns to school, the absence will be considered unexcused and detention time or in-school suspension may be issued. If a student's absence is questionable, a doctor's note can be required to clear the absence. If one is not presented, the absence will be considered unexcused.

Sign In-Process: Students coming to school late need to be sure to sign into the office, every time. This is to ensure accurate attendance records and reporting. Students who do NOT sign in when late to school could earn detentions, depending on the frequency of the violations.

Advanced Makeup Slips: There will be occasions when students know they will be absent from school...e.g., family vacations. In these cases, students are to bring a written request to the office from their parents/guardians prior to their planned absence. Students are urged to secure Advanced Makeup slips from the office at least TWO days prior to the date(s) of the planned absence for scheduled appointments, family vacations, etc. in order to allow students time to complete school work prior to the absence. Each teacher on the student's schedule prior to the absence should sign the Advanced Makeup slip. **Parent's signatures on the advanced makeup slips may take the place of a parent call or note. All assigned work is to be completed and turned in to the teachers in advance of the absence unless other arrangements are made with the teachers.** Failure to secure the Advanced Makeup slip and complete assignments as requested by individual teacher may result in the work being considered late and the student may not receive credit for the assignments.

Makeup: Generally, students will be given two days for each of the first two days they are absent to makeup schoolwork once they return to school. For long absences (three or more days), students and teachers will work together to establish reasonable expectations for makeup deadlines. Previously assigned work or tests due on the day of the absence will be due on the day the student returns. It shall be the student's responsibility to secure makeup work assignments from their teachers. Failure to do so may result in the student receiving no credit for the work missed.

Field Trip Forms: Students taking a field trip are required to fill out a pre-absence form. This form is to be taken to each of the students' teachers for a permission signature and to get the upcoming assignments.

Types of Absences: Boyer Valley High School classifies absences into two types: **1. Excused absences** - Absences will be considered excused for the following reasons:

- A. Personal illness or injury of students.
- B. Serious illness or death of a family member.
- C. Grave emergencies requiring the student's presence at home. (Absence excused or unexcused to be determined by the principal).

D. Health care appointments, which cannot be made other than during school time. Excuses should be presented prior to appointments whenever possible.

E. Recognized religious observances.

F. College Visits - 2 visits Junior year and 4 visits senior year

F. Vacations/personal

G. Attendance at state-sponsored tournaments or contest, will be excused if a Boyer Valley team or individual is participating and the absence is necessary in order to witness Boyer Valley's participation. A written note prior to the absence must be provided to the school and signed by parents. An Advanced Makeup slip with parent signature must be turned in prior to the student being considered excused. Phone calls the day of the event may not be considered an excused absence. The principal will set the time that student may be excused. Any other time missed to attend state events will be vacation time. **STUDENTS ON THE D/F LIST WILL NOT BE EXCUSED FOR THESE EVENTS! Their responsibility is to remain in class/study hall and work towards removing themselves from the D/F list.**

H. Absences deemed unavoidable and unpredictable by the school.

J. Other reasons to be determined by the school (e.g., the absence results in a significant learning experience).

K. Non-school sponsored athletic or fine arts events WITH PRIOR APPROVAL FROM THE ADMINISTRATION, TWO DAYS IN ADVANCE. These absences will count against their total number of days towards the 10 maximum absences per semester.

IF STUDENTS ARE ON THE D/F LIST, THEY WILL NOT BE ALLOWED TO GO ON ANY NON-SCHOOL SPONSORED ACTIVITIES, STATE EVENTS, ETC.

2. Unexcused absences will be given to students for missing school **EVEN WITH PARENTAL KNOWLEDGE OR CONSENT PRIOR TO THE ABSENCE** for reasons including (but not limited to) the following:

A. Oversleeping.

B. Haircuts, permanents, etc.

C. Errands for parents.

D. Car trouble (students are allowed one incidence car trouble per semester without penalty).

E. Missing the bus.

F. Shopping trips.

G. Senior pictures.

H. Staying home to study or prepare an assignment.

I. Driver's license (except during study hall time).

J. Hunting.

K. Gainful Employment.

L. Concerts.

Absences without parental knowledge or consent will be considered unexcused (skipping) and will automatically result in detention time equal to the time missed. It will also be an unexcused absence anytime a student fails to report to or remain at an assigned location (including those for which the student has a pass) during the school day.

Attendance at Extra Curricular events: Students who are NOT in attendance during the school day, will NOT be allowed to attend extra-curricular events that evening, as a participant or spectator. We believe that it is much more important that a student attends the school day than being able to attend an extra-curricular event in the evening.

Truancy: A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age and must attend some public school, an accredited nonpublic school, or competent private instruction. Any child of compulsory attendance age who fails to attend as required without reasonable excuse shall be deemed to be truant. Continued truancy of more than five days per semester may be turned over to the county attorney.

Skipping School: Students that are above the compulsory attendance age, that do not show up to school or miss a scheduled class or study hall without a valid excuse, will be considered skipping. This absence will be considered unexcused and a student's work that is due that day, may be counted as not receiving credit. Students will also be assigned the amount of time missed in Detention or in-school suspension

Consequences:

UNEXCUSED ABSENCES- Students who accumulate unexcused absences during a semester will be subject to the following consequences:

1st Offense

1. The student will be assigned detention time.

2nd Offense

1. The student will be assigned detention/In-school Suspension.

3rd Offense (and subsequent offenses)

1. The student may be assigned In-School time equal to twice the amount of time missed.

Tardiness: Tardiness is counted when a student is not in his/her room when the tardy bell rings. Individual teachers may place additional requirements upon students in their classes (e.g. - teachers may require that students be sitting in assigned seats when the bell rings; or teachers may administer consequences upon the first incidence to their individual rooms). Students who are tardy to a class will be subject to the following consequences:

1st Offense - No consequence.

2nd Offense - A detention (15 minutes) will be assigned by the teacher.

3rd Offense - A detention (30 Minutes) will be assigned and any tardy after that will also be 30 minutes of detention

Tardies that become consistent will be directed to the principal for further consequences. Tardies count against student's perfect attendance. Failure to attend an assigned tardy detention will result in being assigned twice the time in detention or in-school suspension.

Excessive Absences: As indicated in the philosophy statement above, learning experiences missed due to absences can never be duplicated in their entirety. This puts students who miss a lot of school at a distinct disadvantage in terms of achieving academic success. Boyer Valley believes that missing over 10 days in a semester is considered excessive. For these circumstances, a parent meeting will be requested to develop a pro-active plan that will directly address the student's attendance.

STUDENT ATTENDANCE

Students are expected to be in class and to make attendance a **top priority. Students participating in school activities must be in school by 8:15am on the day of the event in order to participate in a school activity. Student must be in school by 11:45am in order to practice that day.** Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students must notify the office prior to a planned absence. At that time the student will be required to complete a student assignment sheet. **If advance notification is not possible, parents should notify the office (643-2251) on the day of the absence prior to 8:00 am.** The student must bring a note signed by the student's parents to the office explaining the reason for the absence before a student is readmitted after an absence. The administration determines whether an absence is excused or unexcused. **Things that can be done outside of school hours are generally considered unexcused.** Excused absences include, but

are not limited to. . . illness, family emergency, recognized religious observances. Unexcused absences include, but are not limited to. . . tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations, senior pictures, hair / nail / tanning appointments, driver's license renewal, and employment. Unexcused absences will result in no class credit for the unexcused period of time and a DETENTION or IN SCHOOL SUSPENSION WILL BE ISSUED.

ALL NON-SCHOOL RELATED ABSENCES COUNT TOWARD THE ALLOWABLE 10 DAYS FOR EACH SEMESTER.

TEACHER AUTHORITY

Students are under the authority of any teacher of the Boyer Valley School District at any time they are on any public school ground or at any school function not on school grounds. All teachers have been requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to our school.

TEN DAY ABSENCE / ATTENDANCE POLICY PER SEMESTER

Notice of excessive absenteeism - A Seven Day Attendance Report will be prepared for any student who has been absent from any class at least seven times during the semester. This notice will then be mailed to the parent.

Notification of **NO CREDIT STATUS** - A Ten Day Attendance Report will be prepared when a student has been absent from any class ten times during a semester. The student will be placed on a **NO CREDIT STATUS** in said class for the remainder of the semester. A letter will be sent to the parent regarding this situation.

The student will remain in the class and will be given notice by the principal. If the student feels that justifiable or extraordinary circumstances have contributed to exceeding the absenteeism limit, the student may file an appeal for return of credit. The appeal process is done at the end of the semester. If all the conditions for appeal have been met, the appeal will be considered by the principal and previously appointed staff members.

Conditions of Consideration for Credit Appeal

1. The appeal form has been completed and returned to the office by the due date specified on the form.
2. Attendance after loss of credit has been satisfactory.
3. The student has supplied reasons for all absences indicating they were the result of justifiable or extraordinary circumstances.
4. Appropriate doctor statements, if applicable, have been filed with the office.
5. All class work has been satisfactorily completed.
6. Class objectives have been accomplished.

Once the **NO CREDIT STATUS** goes into effect, students will receive no credit for those courses affected.

STUDENT APPEAL FOR CREDIT REINSTATEMENT PROCEDURE

1. The Principal will give notice to all students who have exceeded the absenteeism limit in a class.
2. The office will have available for students the Student Appeal for Credit Form. The office will fill in the number of absences and the due date at the time the form is given to the student.

NOTE - An appeal deadline within the last two weeks of each semester is established.

3. Students will have the opportunity to explain and validate their attendance record on the remainder of the form, which then must be signed by the student and a parent/guardian.
4. The student will return the form to the office prior to or on the due date.
5. When the appeal form has been appropriately completed, the principal and previously appointed staff members will review it, make a decision, and notify the student of the decision.

ADDITIONAL GUIDELINES

Absences which are due solely to hospitalization or long term illness will not be counted in the Ten Day Policy if parents immediately provide the school with a written doctor's excuse which lists the specific dates in question.

Class absence as a result of approved school activities, will not count within the policy. Unless otherwise indicated, students who miss classes due to requests from administrators and counselors fall within the approved school activities category.

Students denied course credit upon excessive absences may utilize the due process procedures available at Boyer Valley Community School. Students who desire to appeal the principal and previously appointed staff member's decision must notify the superintendent within five days of notification of the decision.

When a student accumulates **five (5)** absences in a semester a notice will be sent to parents to inform them of the situation. When **seven (7)** absences are accumulated in a semester the students and/or parents may be required to meet with the principal to determine ways to encourage the student's attendance. The purpose of the conference is to evaluate the reasons for the absences. On the **tenth (10th)** absence of a semester, a second communication with parents will take place and the consequences for and further non-attendance will be identified. On the **eleventh (11)** absences in a semester, possible consequences could include the involvement of the county attorney.

Student Health, Well-Being and Safety

School Day

Students may be present on school grounds before 8:00 a.m. or after 3:30 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal. Students will not be admitted to the locker and/or classroom areas before 8:00 a.m. unless granted specific permission from a faculty member or the principal. If it is necessary to retain students after school, arrangements will be made immediately to make up the detention on the day it is given.

Visitors

All adults are welcome, but must check into the Superintendent's office first, sign in and pick up a visitor's pass.

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 exempted from the immunization requirements. Parents who have questions should contact the office.

Physical Examinations

Students participating in athletics are required to provide the school district with a physical examination form signed by the students' 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. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

POP & FOOD

Teachers are asked to obtain prior approval from the administration before allowing food and/or pop in a classroom. Food or drink will **not** be allowed in a classroom without prior administrative approval.

Emergency Drills

Periodically the school holds emergency 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.

ADMINISTRATION OF MEDICATION

Students may need to take prescription or nonprescription medication during school hours. Students may carry prescription medication only with the permission from the parents and principal. The school must know the medications a student is taking in the event that 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. Students will be responsible for coming to the office on time for administration of medication. Many times students will bring a bottle of Tylenol / Aleve / Cough Drops or similar product to the office for the year. Their name is put on the container and when they need this medicine, they come to the office.

ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER.

THE SCHOOL WILL NOT BE SUPPLING THESE ITEMS ANY LONGER

Student 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 a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

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.

Student Insurance

Student athletes must have health and accident insurance in order to participate in intramural or extra-curricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance.

School Nurse

The school nurse is scheduled to be in the **Dow City building from 8:30-11:45 a.m.** and **Dunlap building 12:15-3:30** every day Monday through Friday. The nurse can be reached in the Dow City Center at 712-674-3248 and in the Dunlap Center at 712-643-2251. Students, ask your classroom teacher for permission to see the nurse. **Report to the middle/high school office** before going to the nurse's office (the nurse is not always here) for assistance. If the student needs to go home, a parent/guardian or someone listed on the emergency card will be contacted to make the proper arrangements for leaving the building. Remember **to check out from the middle/high school office when leaving**. Failure to report to the middle/high school office and not check out may be treated as truant.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able 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, pink eye, head lice and chicken pox.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

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.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

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.

STUDENT ACTIVITIES

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 the field trip. 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, students must return a note signed by the students' parents. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher.

School-Sponsored Student Organizations

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

Music

Music is one of the vital activities because some variety of music appeals to all individuals. We find this demonstrated in recreation, worship, concert halls, theaters, business, clubs, the school and wherever people gather. It is an activity that makes an excellent hobby and to those gifted, it may become their profession. Musicals are presented every other school year in the spring.

Forensics

Forensics consisting of large group and individual contest speaking will provide an outlet of activity for those not interested primarily in music or athletics. The activity is also expected to abide by eligibility standards similar to athletics in that **NO** student who is failing may be allowed to participate as a representative of the school against competition from other schools. Awards will be given to those students receiving I's at state speech contest.

School Plays

Any student registered in the ninth through twelfth grades will be eligible to try out for parts in the all-school plays. These plays will be given every other school year in the fall. All eligibility standards apply to this activity. Outstanding Drama Achievement awards may be presented for those showing dedication and support either on stage or behind the scenes.

Student Council

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps to solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

Library Club

Students who express a desire to work in the library may join the club. Assistants must be neat, dependable, courteous, and willing to work. Library assistants render a valuable service to the school by helping students check books in and out of the library.

Annual Staff

Annual staff members have the opportunity to express their creativity and to contribute to a lasting record of their school years. They learn the responsibility of meeting deadlines, while gaining a sense of

self-satisfaction. Skills acquired may apply to the fields of photography, commercial art and journalism. The sponsor selects the editors, but any high school student may join the staff.

School Newspaper

The students will find the student paper an ideal opportunity for journalistic writing. Students will compose various kinds of articles to make interesting reading about people and events of school interest. School news will be made available in the Dunlap Reporter.

National Honor Society

The National Honor Society is a nationwide organization to create an enthusiasm for scholarship, to stimulate desire to render service, to promote worthy leadership, and to encourage the development of character in students of secondary schools. In the Boyer Valley High School, the National Honor Society recognizes students who exemplify excellent records in scholarship, character, and service.

Future Farmers of America (FFA)

The Future Farmers of America was organized in 1928, in Kansas City, Missouri, where state delegates congregate each November for the National F.F.A. Convention. The F.F.A. is a national organization for students studying Vocational Agriculture in public high schools, administered by local school boards under the provision of the National Vocational Education Arts.

The F.F.A. is an intra-curricular part of vocational education in agriculture. It constitutes one of the most effective devices for teaching through participating experiences. It is an educational non-political, non-profit, organization of members designed to develop agricultural leadership, character, thrift, scholarship, cooperation, citizenship and patriotism; by participating in it, members learn how to conduct parliamentary procedure, take part in meetings, to speak in public and assume civic responsibility.

Parent/Fan/Student Behavior at Activities

Appropriate and respectful behavior is expected at all activities. Any fan, parent, or student that disrupts the activity/contest may be asked to leave school grounds and may not be allowed access to school events in the future. Respectful behavior is important to running an orderly event. Parents, students and fans should not direct negative comments at coaches, participants, or officials. If a parent is upset, then he/she should wait to set up a meeting with a coach. Before or after an activity or contest is not the appropriate time to talk to a coach. Please support the coaches and contestants in a positive manner. See the Boyer Valley Coaching Handbook for more details.

STUDENT GOOD CONDUCT POLICY

Eligibility for Extra-Curricular Activities

ACADEMIC ELIGIBILITY

To be eligible for an activity, students participating must:

Be enrolled or dual-enrolled in school full time

Be under 20 years of age (for students in athletics, music, or speech activities)

Be enrolled in high school for eight semesters or less (for students in athletics, music, or speech activities)

Not have 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 (for students in athletics)

Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

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

BEHAVIOR

The following standards of eligibility pertain to any Boyer Valley student who is participating in extra-curricular activities. During the period of ineligibility, the students may practice, but cannot take part in a performance or contest.

CRIMES

Any student who is charged by law enforcement (and informal review supports good conduct violation), or who admits to breaking the law (except for minor traffic violation) is placed on official or

unofficial probation status (whether it be voluntary or not). His or her eligibility for extra-curricular activities will be reviewed by the administrative team and, if deemed serious enough, could be declared ineligible for a period of time.

CONTROLLED SUBSTANCE

Any student who admits or is charged by law enforcement (and informal review supports good conduct violation) for tobacco (includes Vaping), consumption, possession, acquiring, delivering or transporting of alcohol beverages, or controlled substances will be ineligible to participate in any of the activity events for the period of time set forth in the table below. Subsequent infractions shall be deemed to include cases where a student used, possesses, consumes, acquires, delivers or transports one type of prohibited substance as the first offense and/or another type as the second offense. For example, where possession of tobacco is followed by possession of beer, the possession of beer shall be treated as a second offense.

The principal or other person in charge of the attendance center shall conduct an informal investigation of the allegations against the student prior to imposition of ineligibility status. Investigation shall include, but not necessarily be limited to, written or oral notice to the student of the allegations against him/her and an opportunity to respond.

FIRST OFFENSE

Self-Admit Clause: For the first time only, a student self admits that is NOT cited will miss at least one contest.

The student has had no previous infractions of the good student conduct policy, including infractions under crimes or other sections under crimes or other sections of the policy.

NON SELF-ADMIT

The student who does not admit to a good conduct policy violation within one business day will be penalized according to the penalty table for the first offense.

(The self-admit option only applies to first offense. Second and third offenses will adhere to table set forth by the board of directors.)

*****Previous offenses will need to be completed in full before regaining eligibility. *****

The second offense will adhere to the penalty table.

The third offense will adhere to the penalty table. The third offense ineligibility shall mean one calendar year from the time of the student/administrator contract. The student may petition the Board of Education to reinstate eligibility (as per board recommendation) within that one calendar year. The student may also opt to be ineligible one additional calendar year and have eligibility reinstated at first offense status.

The fourth offense and subsequent offenses, the student will be ineligible for the remainder of high school.

The percent at the time of the violation of the events will be served and carried into the next activity until the number of contest missed are fulfilled.

TABLE OF PENALTIES

ACTIVITY NUMBER OF CONTESTS OR PERFORMANCES (only days of contests or performances)

ACTIVITY	First Offense	Second Offense	Third Offense
Academic Competition			
Band	(7) 1/3 season	(14) 2/3 season	1 year
Baseball	(8) 1/3 season	(16) 2/3 season	1 year
Basketball	(7) 1/3 season	(14) 2/3 season	1 year
Football Cheerleader	(3) 1/3 season	(6) 2/3 season	1 year
Basketball Cheerleader	(7) 1/3 season	(14) 2/3 season	1 year
Class officer-not eligible	Remainder of school year	Remainder of school year	Remainder of school year
Cross Country	(4)1/3 season	(8) 2/3 season	1 year
Drama	1 day (of performances)	2 days (of performances)	1 year

Drill Team	2 days (of performances)	4 days (of performances)	1 year
Football	(3) 1/3 season	(6) 2/3 season	1 year
Golf	(3) 1/3 season	(6) 2/3 season	1 year
Homecoming/Prom Court	Not eligible for 1 calendar year		
Softball	(8) 1/3 season	(16) 2/3 season	1 year
Speech	1day (of performance)	2 days (of performances)	1 year
Student Council/NHS	As determined by Nat. Charter		
Swing Choir/Jazz Band	(2) 1/3 season	(4) 2/3 season	1 year
Track	(5) 1/3 season	(10) 2/3 season	1 year
Vocal Music	(2) 1/3 season	(4) 2/3 season	1 year
Volleyball	(6) 1/3 season	(12) 2/3 season	1 year
All other extra-curricular School activities	Deemed appropriate by Administrator team in Accordance with table		

Students will be required to continue to practice during the ineligibility. The coach/sponsor will decide on attendance requirements for athletic performances or competitions. They may accompany the team as a spectator. A student must complete a season and be in good standing to regain eligibility. Students with needs deemed beyond normal will be referred to the 504 team and/or interventionist and the student's eligibility will be reviewed. In such a case, the student's penalty may be adjusted and not necessarily adhere to normal conduct policy.

Other

Students must not place themselves in situations, which may dishonor themselves or our school. The students must not place themselves and their school in an unfavorable light. Such behavior includes, but is not limited to, vandalism, fighting, obscenity, unsportsmanlike conduct, and attendance at informal gatherings where illegal acts occur. The penalty for this misconduct may be a minimum of participation from at least one extra-curricular activity. This penalty will be enforced immediately after the student has had the opportunity for due process.

Appeals

Written request for an appeal panel must be submitted to the Elementary Principal within 3 days. Panel will serve as the initial hearing board for any student appeal within 15 calendar days on activities eligibility.

Definition: Panel will consist of 2 sponsors not involved with the student's activities, 2 teachers, and an administrator. No person shall sit on the panel and also be a witness in the case before the panel. Decision of the panel can be appealed to an unbiased outside resource within fifteen (15) calendar days of the panel's decision. The decision of the unbiased outside resource can be appealed to the Superintendent and School Board within fifteen (15) calendar days of the hearing of board's decision.

The determination whether or not to appeal and whether or not to waive the hearing panel review is made by the student for any student 18 years or older and by the parent or guardian for student under age 18.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the principal at least two (2) weeks prior to the fundraising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored organizations must have the approval of the principal, class sponsor and/or organization sponsor prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift and have school board approval.

Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings 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.

Dances

The principal must approve school-sponsored dances at least three (3) weeks prior to the dance. Students who leave the dance are not allowed to return to the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds.

Attendance at high school dances will be limited to ninth through twelfth graders and their dates as long as the dates are ninth grade and under the age of 21. **No one younger than ninth grade will be allowed to attend high school dances. No one older than eighth grade or younger than sixth grade will be allowed to attend junior high dances. No out of the school district dates for middle school.**

Student Activity Tickets

Students may purchase a student activity pass for admission to school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. The cost of a Student Activity Pass is \$40.00; an Adult Activity Pass is \$100.00; a Family Activity Pass is \$200.00. This pass entitles the payee to all home activities (does not include conference tournaments or any other tournament game not sponsored by Boyer Valley) for the entire year. Your name will be put on a pass list and checked off at the gate or door of each activity as you enter.

STUDENT RECORDS

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. 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 Superintendents' office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institute attended, year in school, dates of attendance, and heights and weights of athletes.

Procedures for Students who are Transferring to Another School District

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

STUDENTS RIGHTS AND RESPONSIBILITIES

Searches

The furnishing of lockers, desks, facilities, or space owned by the school does not give rise to an expectation of student privacy with regard to student use of those lockers, desks, facilities, or space.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by students while they are on school district property or on property within the jurisdiction of the school district; while on

school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

Should it become necessary, law enforcement officials and/or trained search dogs may be brought to the buildings, site grounds, and/or parking lots to conduct searches for controlled substances. The school district will follow appropriate guidelines set forth by the State of Iowa regarding such searches.

School officials may conduct periodic inspections of all school lockers, desks, or other school property or a randomly selected portion of any of these. School maintenance staff may also open a locker to conduct maintenance or to check for needed maintenance. All searches inspections and maintenance may be done without prior notice and without the presence of the student. Searches other than maintenance inspections must be done in the presence of at least two people.

Under all conditions, any evidence of a violation of the criminal code or school rule shall be attributed to the student or students officially assigned to the locker. For this reason and because of possible theft, students should not give out their combination or allow other students to use their locker for any reason.

Dress Code

Clothing and personal behavior directly influence a student's behavior and attitude. Students are, therefore, expected to adhere to reasonable levels of cleanliness and modesty and to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Proper dress and grooming should be a matter of pride, not only because of the individual's integrity, but also the school's integrity. It is expected that all students will come to school appropriately dressed. Clothing which advertises or promotes items illegal for use by minors, but not limited to alcohol or tobacco, clothing with slogans and phrases inappropriate for a school setting; and clothing that permits exposure of much of the body, such as jeans and shorts that sag low enough to expose underwear, extremely short shorts, or spaghetti-strapped, mid-drift, backless, low cut, or otherwise suggestive tops, are considered to be inappropriate. Hats, also, are not to be worn in the building by students.

Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. If the student is asked to leave the school, the absence will be recorded as an unexcused absence and the time will be made up accordingly.

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. Students or athletes are also responsible for reimbursing the school for any damage the students/athletes caused while at a school sponsored athletic event (home or away), contest, field trip or any other school activity.

Driving and Biking to School

There shall be no driving of cars by students during school hours unless specific permission by the Principal or Superintendent is given. All cars driven to school by students will be parked in the parking area east of the gym or in other assigned areas. Exceptions are students riding with parents or students riding with adult drivers when give specific permission by a faculty member. Students are not allowed to go to their vehicles during school hours. Any students having to move their vehicle during the school day will be assessed a thirty- (30) minute detention every time they need to move their vehicle. Any student who violates any or all of the parking and traffic regulations above will be disciplined accordingly. Constant abuse of the rule may lead to suspension from school.

Students will not ride bicycles during lunch period or at any other time during school hours unless specific permission by the Principal or Superintendent is given. Any student who violates the above stated conditions will be disciplined accordingly. Constant abuse of the rule may lead to suspension from school.

Hall Passes

Any student who leaves a teacher's jurisdiction during any kind of classroom activity must have a pass initiated by the teacher concerned. This pass is to be returned by the students to the teacher who wrote the pass before the period is concluded with a return time marked on the pass. Students are required to return prior to the end of the period. Pass slips to see another teacher may not be granted unless the pass slip is previously signed by the teacher to be visited and approved by the teacher whose jurisdiction the student is leaving. These pass slips must also be signed off by the visited teacher and returned to the teacher of jurisdiction prior to the end of the class period. Pass slips to the office may be granted without approval of the office if the pass is judged by the teacher of jurisdiction to be essential or in the case of an emergency.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possession, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit.

Students caught cheating for the first time on an assignment, quiz, or test will be given a zero for that assignment, quiz, or test. Students caught cheating for a second time may be removed from the class in which the cheating occurred for the remainder of the semester.

Students will be entitled to a hearing, which will include the student, teacher, principal, and parents or parent representative, before the student is removed from the class permanently.

Dual Enrollment Students

Home school/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 at 643-2258.

Electronic Devices

Cell phones, iPod, mp3 players, etc... cannot be used in the classrooms or library. Cell phones may only be used before school starts, during lunch, and after school is dismissed. Cell phones must be turned OFF and placed in their lockers during the school day, not visible at all other times. If a phone is seen or heard in any of the restricted areas or times the following will apply:

1st violation – the item will be returned in one week (7 days)

2nd violation – the item will be returned at the end of two weeks (14 days)

3rd violation – the item will be returned at the end of the school year.

Any electronic photo taking device is strictly prohibited at any time in locker rooms and restrooms. If a student violates this rule, in-school and/or out of school suspension is possible along with the possibility of contacting law enforcement. Administration discretion will be used.

All headphones/ear buds are prohibited in hallways or classrooms unless teacher approved in their room only.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least three (3) days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Anti-Bullying/Harassment – Code No. 104

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

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

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

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

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

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

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- 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 the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

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

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

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

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

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

and a copy shall be made to any person at the central administrative office at 1102 Iowa Ave., Dunlap, IA.

Student Complaints

Students may file the complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- A. If an employee is involved, discuss the complaint with the employee within two (2) calendar days of the incident;
- B. If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within five (5) calendar days of the employee's response or the incident;
- C. If unsatisfied with the principal's response, talk to the superintendent (if it is a PS-5th grade, or an unbiased outside source that will be provided if 6-12th grade) within two (2) calendar days of the principal's response;
- D. If unsatisfied with the superintendent's response or the outside source response, students may request to speak to the board at its next regularly scheduled meeting. The complaint must be submitted in writing to the Superintendent at least seven (7) days prior to the board meeting. The board determines whether it will address the complaint. The Board, if it addresses the complaint, will communicate its decision in writing to the complainant within thirty-five (35) days following the Board meeting.

Appeal -- Any person that filed a complaint with the Board of Education may appeal the school district's final resolution to the Iowa Department of Education. A request for appeal must be made in writing, to the Iowa Department of Education, within thirty (30) calendar days of the issuance of the school district's final resolution with which the appellant disagrees. The appellant must also specify any allegations in the complaint that the school district's final resolution failed to address.

Student Publications

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

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

- obscene;
- libelous;
- slandorous; or

encourages students to:

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

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

STUDENT SCHOLASTIC ACHIEVEMENT

Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students, also, receive mid-term reports each quarter. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class work within two (2) weeks after the start of the next quarter. **Exception:** Students with an incomplete as a grade at the end of the fourth quarter will automatically receive a failing grade for the semester unless arrangements have been made with the supervising teacher and/or the principal and teacher before the last day of school. This will only be allowed if the student has been ill or has other extenuating circumstances.

Middle School Summer School (Students)

Any student in 6th, 7th or 8th grade failing 3 or more semester classes in the same year may be required to take summer school in order to move on to the next grade. Summer school is meant to improve the student's study habits and knowledge prior to entering the next school year enabling the student to be more successful. If a student refuses to attend summer school, that student may not be allowed to move on to the next grade and may be retained.

Homework

Teachers assign homework, extra class activities or assignments 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.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless the principal excuses them.

Human Growth and Development

The school district provides students with instruction in human growth and development. 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.

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 1st of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the Superintendent's office for information and forms.

Class Loads

Students are required to take a minimum course load of seven (7) subjects plus physical education per semester unless prior permission is granted by the principal.

Middle School Students (Grades 7&8)

All students will be required to take either Band or Choir and all sixth (6th) grade students will be required to take Choir.

Adding/Dropping Courses

Students who wish to add or drop a class must do so within three (2) days after the start of the semester. The teacher and guidance counselor's permission is necessary to add or drop a class.

Study Hall

While in study hall, students are expected to conduct themselves in a proper manner. They are expected to bring enough work to occupy them for the entire study hall. Other rules will be left to the discretion of the principal and/or teachers.

Honor Roll

The school district honors students who excel academically. Boyer Valley Community High School recognizes students quarterly (quarterly honor roll) and at the end of each semester (semester honor roll). Grade point averages are determined according to the following scale:

A	4.0	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.0
B+	3.33	C	2.0	D-	.67

B 3.0 C- 1.67 F .000

Students must have a minimum grade point average of 3.0, with a satisfactory grade in physical education, vocal music, and instrumental music. Students receiving a grade of a C- or below will not be on the honor roll. Students on the A Honor Roll must have a GPA of 3.67 or greater and students on the B Honor Roll must have a GPA of between 3.00 and 3.66. **Grade point averages will not be rounded up.**

A	100-94	B-	83-80	D+	69-67
A-	93-90	C+	79-77	D	66-64
B+	89-87	C	76-74	D-	63-60
B	86-84	C-	73-70	F	59 or Below

High School/Middle School Activity Eligibility

To be eligible to participate in any extracurricular activity, a Middle School/High School student cannot have 2 or more F/Incomplete grades. Any student not meeting the eligibility requirement will not be allowed to participate in any extracurricular activity until the next reporting of grades. For example, a student receiving 2 F's or Incomplete or a combination of the two on their report card will become ineligible until the mid-term reporting period. If a student receives 2 F's or Incomplete or a combination of the two on their mid-term report they are ineligible until there are less than two of these grades brought up to passing. All students start the school year eligible to participate in extracurricular activities.

Additional Middle School Activity Eligibility

Eligibility for participation in co-curricular activities in Boyer Valley Middle School is a privilege and is dependent on academic effort and citizenship. Students not working up to their potential as determined by the Middle School staff and administration will be placed on a one-week probation, with the student and coaches being notified. If performance does not improve by the following weekly academic report, they will be ineligible for participation in practices and games until a satisfactory weekly academic report is issued.

Post-Secondary Enrollment Options/Online Classes

Students in grades nine through 12 may receive class or vocational - technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The district pays \$250 of the cost of a course taken by ninth and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students 18 or over or the parents of students under the age of 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in family or a move to another school district. Students interested in participating in this program should contact the counselor.

Students wishing to take online classes must be in good academic standing and meet the following criteria: Cumulative GPA of 3.00 or higher or a recommendation letter from a teacher in that curricular area, good attendance record prior semester, limited to two classes per semester for 11th and 12th grade, one class for 10th grade and for second semester only. Only one additional study hall will be allowed for taking two online classes and none for one online class.

Academy Policy

All students who wish to ride the academy shuttle must fill out the registration sheet in the high school office, and the student must have his or her parent's signature in order to register for the shuttle. Any student who registers for the academy shuttle will be required to ride the shuttle to and from the academy classes every day unless he/she is ill. If the student is ill, the school must be notified. If a student who is supposed to ride the shuttle fails to ride either direction or both, parents will be notified and a fee of \$2.50 each way or \$5.00 round trip will be assessed.

Schedule:

Classes will be held at Logan, Woodbine and Boyer Valley. The schedule for the Academy will be:
Woodbine: 7:40-8:47 A.M. (College Speech)

Fees:

One-time matriculation fee: \$30

Book rental per class: \$30

- students will be charged for books that are damaged or lost
- students may not highlight or write in the books

Students who fail a course will be charged for the full cost of the class (see *Failing a Course*). Any billing received from IWCC should be taken to your school administrator. DO NOT PAY THE BILL.

Failing a Course:

If a student drops a class, after the drop date, fails the course or drops the class for college credit; the full cost of the class will be reimbursed back to the Academy. If you fail a course, you must pay the fee before enrolling in a second course. Drop date for courses will be 4 days into the quarter.

Communication:

There will be no parent-teacher conferences so students will be responsible for keeping up-to-date on progress. Teacher contact information will be included in the course syllabus.

Transferability:

It is recommended that parents check the transferability of each course with the college(s) or university(ies) of choice. Iowa Western has specific articulation agreements with the Iowa Regent Universities as well as a number of other colleges and universities in Iowa, Nebraska, and Missouri. Students planning to transfer credits from this program or after completing an A.A.S, A.S., or A.A. degree at IWCC should make use of the IWCC advising staff to plan their course work based on existing articulation agreements between IWCC and four-year transfer institutions. When checking on transferability, please be sure to not only check with the college, but with the program of study/major you plan on pursuing. Each program has different requirements.

Rules of Academy:

Students will follow the prescribed student rules of the host school and violations of the Good Conduct Policy will go back to the student's home district. Instructors' rules will be given during the first week of class. Any negative behavior will be reported to the home district and dealt with on an individual basis.

Two discipline referrals may result in loss of Academy privileges. A student who is removed from an Academy class will be responsible for the full cost of the course.

When visiting students arrive at the Academy school for class they are to go directly to the classroom. If for some reason students need to wait before or after class, they are to be in the high school commons.

Students should respect the property of the host school district.

Grading Scale:

College credits will not include '+' or '- grades. All teachers will explain their grading procedures in the course syllabus.

Attendance:

Daily attendance is vital to a student's academic success. Each teacher will explain their attendance policy the first week of class. School-related events will be considered excused. Parents should call in student absences to their home district prior to or on the day of the absence.

Late Starts/School Cancellations:

Classes will be canceled if any school has a late start or cancellation due to inclement weather. Early dismissals will not affect the Academy schedule and students will need to discuss this with their respective home district. Students still have class on 2 hour late starts, just two hours later

Transcripts:

At any point during the semester, Academy students can request a free copy of their transcripts. Grades will not be posted to the transcripts until the end of each term. To request a copy of their transcripts, students should visit their home district's guidance counselor or refer to the IWCC student handbook and calendar.

Plagiarism and Cheating

Statement on Academic Honesty

In order to maintain its credibility as an institution of higher education, the Academy must establish and maintain standards of academic honesty.

Upon enrolling in the Academy, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the Academy and its faculty. If this obligation is neglected or ignored by the student, through the normal procedures of course work evaluation, students' course work will be evaluated and disciplinary action taken. The following statements identify the types of activities that would constitute violations of the Academy's standards of academic honesty.

Plagiarism: The unauthorized use of materials not written or created by the person claiming authorship.

Plagiarism includes but is not limited to the following:

- A. Turning in a written essay produced by someone else.
- B. Collaborating on a written assignment without the specific approval of the instructor.
- C. Borrowing materials from any source – professional or amateur – and turning them in as original.
- D. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc., produced by someone other than the person claiming authorship.

Cheating: Dishonest acts committed while being tested or evaluated. Cheating includes but it not limited to the following:

- A. Copying from another person's tests or assignments.
- B. Using unauthorized test aids such as notes, drawing, books, etc., during examination.
- C. Submitting a paper which was turned in to another instructor in another class to fulfill part of that course's required work – unless agreed upon ahead of time by the instructors of the second course.
- D. Aiding another student in dishonesty such as producing written work or sharing information during a test period.
- E. Fabricating research or source materials.
- F. Stealing, buying or somehow obtaining a test from an instructor's work area or computer files.

Early Graduation

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy. In such cases, the students must have the approval of the board and a recommendation from the superintendent and the high school principal.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises.

Students who have successfully completed high school shall be granted diplomas. Students who do not have sufficient credits for a diploma will receive a Certificate of Attendance upon completion of eight (8) semesters of high school, but they will not be allowed to participate in the graduation ceremony.

To participate in commencement exercises, students must have paid all fees, all school property such as books and athletic uniforms turned in, all detention time made up and all course work for the final year completed.

Requirements for earning a high school diploma from the Boyer Valley High School are explained in the following tables. Unit of credit is defined as the amount of credit gained by successfully completing a

course, which is pursued for thirty-six weeks for the required number of minutes per week as specified by the Iowa Department of Education.

Required Units of Credit: Graduating:

Class of 2020 – 54 Credits

The following core class requirements apply to the graduating class of 2009 & beyond:

Language Arts - Eight (8) Credits

Two (2) credits of English 9
Two (2) credits of English 10

Two (2) credits of English 11. Two (2) credits of English Electives offered the 9th-12th grade year

**Incoming ninth grade students that are not proficient in reading on the Iowa Assessment will be require to take Strategic Reading. This will be an elective credit.

Mathematics - Six (6) Credits

Science - Six (6) Credits

Two (2) credits of Physical Science 9th grade
Two (2) credits of Biology in 10th grade
Two (2) credits of a science during their 10th-12th grade year

Social Studies - Six (6) Credits

Two (2) credits of Social Studies at some time between 9th and 12th grade
Two (2) credits of U.S. History in 11th grade
Two (2) credits of Iowa/U.S. Government in 12th grade

Physical Education - Eight (8) semesters

Unless excused by the principal.

Life Skills – Two Credits

One (1) credit will be given for each semester of work successfully completed in physical education. Up to a maximum of one (1) credit can be earned in this subject and this credit may be used as part of the necessary units needed for graduation. One credit will be given for each semester of work successfully completed in vocal music and/or instrumental music. Up to a maximum of two (2) credits for a year may be earned in these subjects and these credits may be used as part of the necessary units needed for graduation.

Students who wish to finish high school at the end of the first semester of their senior year must take the second semester of Iowa/U.S. Government their junior year. These students will be allowed to take part in graduation ceremonies at the end of their senior year but will not be allowed to participate in any school activities following the completion of their academic requirements.

Community Service Recognition

Any Boyer Valley student who completes 30 hours of volunteer community service during high school will be recognized with an honor chord at graduation. The community service hours must be recorded in the high school office.

Graduation Requirements

Students must be in good standing in academics and citizenship by the day of graduation to participate in the graduation ceremony. This means that before a student can graduate, he/she must have successfully completed all credit requirements and all detentions and suspensions completed. If students are not in good standing, they may not be issued a diploma until they are. The only exceptions would be in the case of a serious illness, accident, or a related incident. Students are not required to participate in the graduation ceremony.

Valedictorian

The valedictorian will be the student with the highest GPA in the graduating class-

MISCELLANEOUS

Telephone Use during the School Day

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in Emergency situations are students removed from class or another school activity to receive a telephone call.

The telephone in the office is for school business. All calls must be necessary and limited to essential conversation. If a long distance call is necessary, other than a number within the school district, students need to get permission from the Principal or his designee.

School Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal.

Visitors/Guests

Parents of students and other interested patrons are welcome to visit the school and classes at any time. Teachers are always willing to provide information concerning their courses and the progress of students for parents. Boyer Valley High School does not condone having student visitors during school hours during the school year. **Visitors to the school grounds must check in at the principal's office.**

Legal Status of Student

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.

Open Gym during Nonschool Hours

A member or associate member of the school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. When students are participating in open gym in the hours immediately before or after school, **School Personnel** shall be assigned to supervise. Open gyms are subject to the following restrictions:

- The supervisor shall not engage in any type of coaching nor participate during supervision.
- Attendance by students is voluntary.
- Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.
- Open gym shall not be called or posted for specific sports.
- An open gym notice shall be posted on the general student information bulletin board.
- **Penalty: A school whose volunteer or compensated coaching personnel violate this rule is ineligible to participate in a governing organization-sponsored event in that sport for one year with the violator(s) coaching.**

Cafeteria

The school district operates a lunch and breakfast program. The cost of a Student Breakfast is \$1.75 and a Student Lunch is \$2.70, Ala-carte \$1.25. Students may either bring their own lunches to school or purchase a lunch and other items, including milk.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the departure time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms, legs or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- 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 riders a seat.
- 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 and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- 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.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats
- Roughhousing on 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.
- The good conduct rule is in effect.

Media Center Facilities

The media center is available to students during school hours. The media center 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 media center. Library soft seating and library rest rooms are for public use only during school hours.

All books must be checked out by the librarian or library aide on duty. The circulation period is two (2) weeks, except for the last two (2) weeks of school when circulation ceases. This is to ensure the return of all library materials. The library will be closed to students the last week of school for inventory and reorganization of the materials.

To use the library during study hall time, students must use the sign-in/sign-out sheets in the study hall and must have a pass from the teacher or the study hall teacher. Students are to go directly to and from the library and make no stops or detours on the way. **No pop or food is allowed in the library.**

In our effort to foster interest in reading and promoting the use of media center materials, the Boyer Valley High School Media Center does not charge fines for overdue materials. The charge for lost materials will be the cost of a new book. This is because of the high cost of replacing the materials and should help make the students more responsible.

Student/Teacher Assistance Team

Through the Student Teacher Assistance Team (STAT) program, students and parents may receive help in dealing with alcohol and other drug abuse, as well as other problems that face young people today. Many students are troubled with problems that interfere, not only with their academic and curricular performance, but also with their emotional, physical, and social adjustment.

Students are identified through a referral process. Students may refer themselves, thus seeking help or information. Referrals also may be made by concerned staff members, family members, or friends. If you know someone who is in need of the team's help, we encourage you to contact the Student/Teacher Assistance Team member directly or through the guidance department.

Support groups, which meet during the school day, are available to students who choose to become involved in a group experience to maintain or support them in making positive decisions. Any contact with the Student/Teacher Assistance Team is treated confidentially.

Guidance Program

The school district guidance program is divided into four separated 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. The employees maintain confidentiality involved in the guidance program.

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

Inspection of Educational Materials

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

Extra-Curricular Activities & Lettering Requirements

All lettering requirements will be determined by the coach/coaches of each individual sport or activity.

GRIEVANCE PROCEDURE

It is the policy of the Boyer Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mike Weber 1102 Iowa Ave., Dunlap, IA (712-643-2251 or 712-674-3248) email weberm@boyer-valley.k12.ia.us

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 14 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;

- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

The Compliance Officer is:

Name Molly Jensen, 6-12 Counselor

Office Address 1102 Iowa Avenue, Dunlap, IA 51529

Phone Number 712-643-2251

Office Hours 7:50 AM – 3:50 PM