

Iowa Valley Jr/Sr High



2025-2026 Parent & Student Handbook

Mission Statement

The Mission of the Iowa Valley Community School District is to provide a safe, comfortable, clean, and caring environment where community and staff work together to provide an education that will maximize each individual's potential, instill a sense of self-worth, and prepare them for life-long learning.

School Colors: Orange and Black

School Mascot: Tiger

Important Dates 2025-26

Aug. 6	Online Registration Opens	Jan. 5	School Resumes
Aug. 25	First Day of School (1:00 Dismissal)	Jan. 16	No School (PD)
Aug. 26	1:00 Dismissal for PD	Jan. 19	Begin 2nd Semester
Sept. 1	No School (Labor Day)	Jan. 30	1:00 Dismissal for PD
Sept. 5	1:00 Dismissal for PD	Feb. 13	1:00 Dismissal for PD
Sept. 15-20	Homecoming Week	Feb. 20	No School (Comp Day)
Sept. 24	Secondary P/T Conferences 4-8	Feb. 25	Secondary P/T Conf. 4:00-8:00 PM
Oct. 3	1:00 Dismissal for PD	Feb. 27	1:00 Dismissal for PD
Oct. 17	1:00 Dismissal for PD	Mar. 13	1:00 Dismissal for PD
Oct. 22	End of 1st Quarter (42 Days)	Mar. 16-20	No School (Spring Break)
Oct. 23 & 24	No School (Fall Break & Comp Day)	Mar. 27	1:00 Dismissal
Oct. 28	5:00-6:30 Trick or Treat w/ Tigers	Apr. 3	No School
Nov. 7	1:00 Dismissal for PD	Apr. 10	1:00 Dismissal for PD
Nov. 21	1:00 Dismissal for PD	April 18	Prom
Nov. 26-28	No School (Thanksgiving Holiday)	Apr. 24	1:00 Dismissal for PD
Dec. 3	Secondary P/T Conferences 4-7:30	Apr. 29	Secondary P/T Conf. 4:00-7:30
Dec. 5	1:00 Dismissal for PD	May 8	1:00 Dismissal for PD
Dec. 17	6:00 Winter Wonderland Concert	May 11	6:30 Senior Class Night
Dec. 19	1:00 Dismissal for PD	May 17	Commencement
Dec. 23	1:00 Dismissal	May 25	No School (Memorial Day)
Dec. 24-Jan. 2	No School (Winter Break)	May 29	Last Day of School
		May 29	1:00 Dismissal for PD

JUNIOR/SENIOR HIGH SCHOOL FACULTY DIRECTORY

Administrative:

Janet Behrens - Jr/Sr High School Principal/Activities Director

Ashton Linnell - Activities Director/Instructional Coach

Tiffany Thiessen - Jr/Sr High School Counselor

Certified Instructional Staff	Subject Area
Abby Brecht	7-12 Science/JH Health
Ray Cooling	7-12 Physical Education
Levi Cowan	7-12 Band/Choir
Mindy Driscoll	7-12 Social Studies
Michelle Grant	7-12 Band/Choir
Marcia Kilgard	Vocational Agriculture
Nathan Klingenberg	9-12 Math
Lauren Klosterboer	7-12 Art
Jeremy Kriegel	7-12 Special Ed
Casey Krull	JH Sciences/Weight Training
Ashton Linnell	TAG/Business Ed/Computers
Tom Megchelsen	9-12 Science
Patty Miles	7-12 Computer Science
Brooke Ness	9-12 English
Erin Pieper	7-12 English/TAG
Jordan Pope	7-12 Social Studies
Sue Sax	Family Consumer Science
Joe Shoemaker	Industrial Tech
Danielle Smith	Alternative Learning Center
Dan Sovers	7-12 English
Sky Weber	7-12 Math
Martin Wieck	9-12 Math

Student Services	
Kiley Koenig	District Nurse
Tami Marsh	Technology Director
Tricia Hocamp	Media Center/Student Success Study Hall
Paraeducators/Teacher Associates	
Lucas Krakow	Sarah Johnson
Marna Montgomery	Tiffany Pedersen
Cindy Upah	Carrie Usher
Secretarial Staff	
Shannon Rabe	7-12 Main Office Manager
Krystal Schaier	Administrative Assistant
Wendy Ayers	Business Manager
Jenn Rugg	Human Resource
Food Service Staff	
Krystal Schaier	Food Service Account Manager
Heather Jonas	Opaa Operations Manager
Janet Emerson	Kitchen Manager
Tina Sykes	Cook
	Cook
Custodial Staff	
Doug Sims	Head Custodian
Shayla Graves	Evening Custodian

ANNUAL NOTIFICATIONS

Jurisdictional & Behavioral Expectations

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

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. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school is not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook 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 the 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 extracurricular 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, regulations and student handbook provisions 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 Iowa Valley Jr-Sr High School office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

NOTICE OF NONDISCRIMINATION

Section 504 of the Rehabilitation Act: The Iowa Valley Community School does not discriminate in its employment practices, hiring procedures, educational programs or activities on the basis of 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 Model Notification of Rights under FERPA for Elementary and Secondary Schools attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. The Iowa Valley School also affirms its opportunities and equal access to school facilities without reference to affectionate or association preference. For additional information on nondiscrimination policies, contact the Superintendent of Schools, the coordinator of Title IX and Section 504, in the high school building at 359 East Hilton Street, Marengo, Iowa, 52301, telephone (319) 642-7714.

Abuse of Student by District Employees (BP 402.3)

Concerns regarding discipline procedures or actions by staff members should be directed to the administration. Students or parents/guardians who have complains regarding alleged physical or sexual abuse by a school employees may contact the following:

Employee Child Abuse Investigator:

Building Principal: 319-642-3332

Superintendent: 319-642-7714

Marengo Police: 319-642-5031

Administrative Scope of Authority

Each student has the opportunity and the right to use the school as a means of self-improvement and individual growth. In doing so, s/he is expected to conduct his or her affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights.

Of equal importance is the right of school authorities to prescribe and control, consistent with fundamental constitutional safeguards, student conduct in the school.

In exercising this right, the building administration, working with the teaching staff and with the students, will attempt to achieve the objectives and follow the procedures set forth by board policies and administrative regulations pertaining to the various aspects of student rights, student conduct, and student discipline.

Board of Education Policies and Procedures

The board policies and procedures cited in this publication are for reference only. They appear in full text in the Board's manuals and are a matter of public record. For the sake of brevity Iowa Valley Community School District will be referred to as IVCSD and Iowa Valley Jr/Sr High School throughout this publication. Full board policies referenced in the handbook are available to review through the superintendent's office.

Iowa Cell Phone Policy (HF 782)

In Iowa, public K-12 schools are now required to have policies in place that restrict cellphone use during instructional time, with some exceptions. This means students will generally not be allowed to use cell phones during class time. The Iowa Department of Education will provide model policies and support to help schools implement these restrictions.

Mandatory Restrictions:

The new law, signed by Governor Kim Reynolds, mandates that Iowa schools must have policies in place that, at minimum, prohibit cellphone use during class time, [according to Iowa Capital Dispatch](#).

Exceptions:

The law includes exceptions for students with disabilities, English Language Learners, and those with Individualized Education Programs (IEPs) or 504 plans that require accommodation.

Parental Communication:

Schools must also outline procedures for parents to communicate with their children during the school day, including during emergencies.

Department of Education Support:

The Iowa Department of Education will provide model policies to schools and offer guidance on emergency plan updates and social media education for teachers.

Implementation Timeline:

While the law is effective upon enactment, schools have until the 2025-2026 school year to fully implement their policies.

Potential for Further Restrictions:

Schools can choose to implement more comprehensive restrictions on cellphone use beyond the minimum requirements outlined in the law.

Mental Health Considerations:

The law also allows parents to petition for exceptions if their child needs a cellphone for legitimate physical or mental health reasons.

Child Abuse Reporting (BP 402.2)

School district personnel are encouraged, and the law requires certified employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

Educational Philosophy of the School District (BP 101)

As a school corporation of Iowa, the IVCSd, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with the student's parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors, through the deviation of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise of educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life are instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Equal Education Opportunities:EEO (BP 102)

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

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect and appreciation for, the historical and contemporary contributions of diverse cultural groups as well as men and women in society. It shall also reflect the wide variety of roles open to both men and women.

Students, parents, and employees have the right to file a formal complaint of discrimination if they believe they have been discriminated against in the district's educational programs or activities. Complaints may be filed with any district administrator.

Further information and copies of the procedures for filing a complaint are available in the superintendent's office.

Human Growth and Development (BP 603.5)

Students in grades K-12 shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and nonuse, including the effects of social health, resources, prevention, and control of disease, including characteristics of communicable disease. While the areas stated above shall be included in health education, the instruction shall be adapted at each grade level to aid understanding by the students. At the appropriate grade level, information about characteristics of communicable diseases will be introduced and shall include information about sexually transmitted diseases.

Parents/guardians who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

Model Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator,

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

Open Enrollment (BP 501.14 & BP 501.15)

Iowa Valley School District participates in open enrollment as a sending and receiving district. If a parent or guardian wishes to open enroll their child or children, they must submit the following by **March 1st**:

- Complete an application (available in any Iowa public school district's central office and on the Iowa Department of Education's website.
- Submit an application for each child in their family, and
- Send a copy of the application to both the resident and receiving school districts.

If a current open enrolled student would like to open enroll to a new school district, the parents or guardian must:

- File a new application with:
 - The district the student is currently attending and open enrolled into
 - The resident district and
 - The district the student wants to attend; and
- Indicate on the application that the child is currently open enrolled and would like to open enroll to a new school district.

The new district (alternate receiving district) will notify the parents or guardian, the resident district, and the previous district of acceptance or denial (281-IAC 17.8(4)/

Parent Notification-Highly Qualified

Parents/Guardians in the Iowa Valley School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Office of Superintendent by calling 319-642-7714.

Referral Services

All schools within the Grand Wood Area Education Agency operate a Child Study Team (CST). The main purpose of the CST is to act as an in-house solving group of professionals who develop educational strategies to help children learn. If parents are concerned about their child's progress, they should first confer with the classroom teacher. If further support is needed, the CST may be utilized to develop plans or refer the child for further educational evaluation.

Teachers make every effort to provide students with a successful classroom experience. A teacher may make use of a wide range of classroom accommodations to individualize learning. To coordinate, efforts, adaptations will be shared with the child's parents throughout the year. Accommodations may range from reading tests, provided shortened assignments, giving longer time to complete tests of developing behavior plans.

A child who requires specific accommodations due to a disability may have a special accommodation plan written, such as a 504 Plan or Individualized Education Plan (IEP). Any questions about qualifications or benefits from an accommodation plan should be directed to the administration. The following services and professionals may be available to students: Speech and Language Clinician, Hearing and Vision

Support, School Psychologist, School Social Worker, Guidance Counselor, and Special Education. At some point during the year, it may be beneficial for teachers and parents to request the help of these specially trained people in order to provide a better educational program for a student.

School Fees - Waiver Policy (BP 503.3)

IVCSD has annual fees for textbooks that are collected when a family registers with the district. Students whose families meet the income guidelines for free and reduced 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 students fees waived or partially waived.

Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration time or within the first week of school for a waiver form. This waiver does not carry over from year to year and must be completed annually.

School Video Cameras

Iowa Valley School District has a number of cameras that assist in monitoring the school grounds. The cameras will assist the administration in providing a safe environment for students and a positive building climate. Cameras scan some of the outside premises, entrances, and hallways. The camera will digitally record events twenty-four hours a day.

Smoke-Free Environment (BP 905.2)

Iowa Valley School District facilities and grounds, including school vehicles, are off limits for all tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine. This requirement extends to employees, students, and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine, or other product or leave the school district premises immediately. It is the responsibility of the administration and renters of district facilities to enforce this policy.

Student Publications (504.3)

Students may produce official publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the yearbook, newsletters, or writing classes and distributed to the student body either free or for a fee.

Use of Law Enforcement/K-9 Units

Iowa Valley Community School District reserves the right to bring in K-9 Units to search lockers and parking lots for contraband materials at any time.

ACADEMICS

Alternative Concurrent Enrollment/PSEO Courses

Students who wish to take a college credit Alternative Concurrent Enrollment/PSEO course should meet the following criteria:

1. Proficiency in the corresponding content area on most recent Iowa Statewide Assessment of Student Progress (ISASP) test AND High School GPA of 3.2 or higher

OR

Proficiency on ACT Assessment: English/Writing=18, Math=19 AND High School GPA of 3.2 or higher.

2. Complete necessary registration procedures through the guidance office with counselor approval

3. A student receiving a Failing Grade for a concurrent enrollment/PSEO course is subjected to regular ineligibility guidelines and senior release/senior lounge privileges will be revoked.

4. If a student drops below 6 courses through withdrawal from concurrent enrollment/PSEO they will be required to complete credit recovery courses to equal 6 hours of coursework.

5. Grades received in Alternative Concurrent Enrollment/PSEO courses are calculated into high school gpa and will receive high school elective credit that applies towards completion of graduation credit unless otherwise noted in grade level course completion requirements.

****Students who have received early graduation from the Iowa Valley Community School District **will not** be eligible for additional Alternative Concurrent Enrollment Courses after their graduation date.

Cheating Policy

Students are expected and required to do their own work at all times unless given alternative directions from a teacher.

A person is considered involved in cheating whether giving information or receiving information or using electronic devices to gain academic advantages. No student is allowed to borrow another student's original or copies of assessments, daily work, large projects, reports, or research papers because of the potential that the receiving student will use the material to gain an inappropriate advantage not allowed to other students. Any student involved in any form of cheating, such as copying homework, cheating on tests or assignments, stealing a test, giving out test answers between classes, plagiarizing from any resource, etc. may be dealt with in the following manner:

- A. A referral is written and given to the principal
Parents are contacted by the teacher.
- B. The principal may give any of the following consequences: verbal warning, parent/student meeting, detention, and possible course drop.
- C. Teacher reserves the right to determine the outcome of the grade on assignment.
- D. If an opportunity to retake the assessment or prep/practice is offered it will be done before or after school with the teacher.
- E. Possible loss of membership or selection in NHS and Student Council under the discretion of the building principal and advisor.

Course Changes

Changes in student's course schedules must be made prior to the end of the third day of either semester. Only extenuating circumstances will be considered in making a change later than the 3rd day and administrative permission must be obtained.

Course Failures

Students who fail a required course must retake the course prior to graduation. Students should make an appointment with the school counselor to reschedule the failed class.

Juniors and seniors who fail a course may have the option of taking an online course if the course does not work into their schedule. Iowa Valley offers a number of online courses through Egenuity. Students will schedule these classes through the school counselor.

Early Graduation

Students may graduate prior to the completion of their 12th grade year, if all course work required for graduation under board policy, "Graduation Requirements," has been fulfilled. In such cases, the student must have the approval of the Board upon a recommendation by the superintendent and the secondary principal.

If a student wishes to graduate prior to the completion of grade twelve, the student and his/her parents must meet with the school counselor to consider all the ramifications of such a decision. Following the conference, the student and his/her parents will obtain the counselor and principal's signatures and the request will go before the school board.

Students who select and are approved for early graduation **shall forfeit** their eligibility to participate in extracurricular activities after completion of necessary coursework.

Students who select and are approved for early graduation will be entitled to participate in prom, class night, and the commencement program with their graduation class if they so choose.

Grade Mark Values

The following mark values will be used for gpa calculation in grades 9-12.

A+ = 4.000	A = 4.000	A- = 3.667
B+ = 3.333	B = 3.000	B- = 2.667
C+ = 2.333	C = 2.000	C- = 1.667
D+ = 1.333	D = 1.000	D- = 0.667
	F = 0.000	

GRADE POINT AVERAGE (GPA) & CUMULATIVE GRADE POINT AVERAGE (CUM GPA)

****All GPA calculations are based on 1st and 2nd semester grades.**

****Physical Education, Band and Choir grades are included and calculated in the cumulative GPA.**

Graduation Requirements (BP 505.5)

The board of education, assisted by the professional staff, shall establish graduation requirements for each of the curriculum areas offered by the school district. In all instances these graduation requirements shall meet the standards established by state statute and/or the Department of Education. Students must have completed all graduation requirements in order to participate in the graduation ceremony.

A total of forty-nine (49) credits will be required for graduation from high school: 30 credits from required courses and 19 from elective courses. The **minimum** class load for seniors shall be six (6) class periods. Students in grades 7-11 will carry a course load of 6.5 class periods.

Every student is required to be enrolled in physical education during the duration of his/her attendance, unless they meet the qualifications under a Physical Education waiver stated under IA Code 12.5(5) (f) which allows a student to be waived from Physical Education for 1 class period/unit of credit per semester.

- Seniors must complete CPR training prior to graduation, which is offered in the spring of their senior year.

Every student will need to work closely with his/her parents/guardian, the school counselor, and teachers in establishing a course of study most appropriate for his/her individual needs.

Four-Year Plan:

Eighth-grade students will work with parents, counselors, and administrators to complete a Four-Year Plan to ensure that students meet graduation requirements. Students will review/revise their four year plan each spring when registering for the following year.

During a student's four years of high school, the following minimum credits must be earned in each of the subject areas:

LANGUAGE ARTS - 8 credits (4 yrs)

- 1 year this includes one semester of: Literature 9 & Speech 9
- 1 year English 10 or Honors English
- 1 semester 11th grade Literature
- 1 semester Composition 1 or Fundamentals of Writing
- 1 year Senior English or College English

SCIENCE - 6 credits (3 yrs)

- 1 year Biology
- 1 year Physical Science, Physics or AP Physics
- 1 semester of Earth/Space Science
- 1 year of any of the remaining combinations of Science electives: Environmental Science, Chemistry, AP Physics, AP Chemistry, Advanced Biology, Anatomy & Physiology, Forensics, Principles of Horticulture

MATHEMATICS - 6 credits (3 yrs)

SOCIAL STUDIES - 6 credits (3 yrs)

- 1 year American History (9th)
- 1 year World History (10th)
- 1 semester Government (Jr or Sr)
- 1 semester of remaining Social Studies electives: Economics, Western Civilization, Sociology, Psychology, Geography, Non-Western World

PERSONAL FINANCIAL LITERACY - 1 Credit (1 semester) Senior Year

HEALTH - 1 credit (1 semester)

PHYSICAL EDUCATION - 2 credits

- Includes any courses in general physical education, beginning weight training, and advanced weight training (instructor approval required)
- The Physical Education requirement may be waived for:
 1. Medical reasons - if requested by a licensed physician or chiropractor.

2. Academic course conflict for juniors or seniors - if a twelfth grade student has an unresolved conflict between an academic course and a physical education course. **The waver may be requested just one time, either as a junior or a senior.**

Special Education Requirements:

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education students' graduation, the IEP team shall determine whether the graduation requirements have been met.

Homework Policy

Homework is assigned by teachers to provide students with practice opportunities to apply new knowledge and it may differ with each teacher, so it becomes the student's responsibility to contact their teacher when they are absent or have missed the due date of an assignment or assessment. However, if a student is absent from class on the day of an announced test, quiz, assignment, or project, then he/she could be expected to make up that test or turn in that assignment the same day that he/she returns to school.

Teachers will be notified or may look on PowerSchool to verify whether an absence is school related and/or whether it is excused or unexcused.

Honor Roll

At the end of each quarter, students who maintain a 3.0 average (B average) will be considered members of the honor roll. In order to qualify for the honor roll, a student must be classified as a full-time student and have no incomplete grades.

Mid Term Progress Reports

Midterms notices are sent to parents of students who are failing and/or seriously under-achieving in their respective class(es). Parents are encouraged to check their child's progress online through **PowerSchool** or contact the office if a conference with a teacher(s) is desired. This conference may be arranged through the guidance office or through individual teachers. **PowerSchool** is available to those with internet access in order to check the progress of individual students.

PowerSchool Information System

PowerSchool is a secure web-based student information system. This program will allow you to quickly access your students grades, individual assignments and attendance.

To access PowerSchool go to <https://iowavalley.powerschool.com/public/>. You can also find a link to PowerSchool on the schools website <http://www.iowa-valley.k12.ia.us/> under the parent tab. From here you will enter your username and password, students will be given their own separate login information once school begins.

How do I get set up to use PowerSchool?

Contact Shannon Rabe in the jr-sr high school main office at (319) 642-3332 or by email srabe@ivcsd.org for login information.

What do I do if I forget my password?

Click the Forgot Username or Password link on the sign in page.

Grades and assignment information?

Grades will be updated every Monday morning and are continuously available through PowerSchool.

If parents have a concern on whether grades are being updated on a regular basis please feel free to contact the high school principal's office at 319-642-3332 or by contacting the individual teacher using their school email address.

Report Cards

As parents are now able to view their students' progress and ending grade reports online we will only print report cards at the end of the quarter and semester by request. Midterm report cards will also be available at parent/teacher conferences during the school year.

Senior Late Start/Release & Privileges

Seniors wanting release need to apply in the office. All seniors will be eligible if they meet the following guidelines but can have it revoked or suspended at any time for any reason. Senior release will not be granted until the end of the first full week of school and not until the end of the first full week of the 3rd quarter provided the senior is in good academic standing. (No Exceptions). **Any student academically ineligible at the end of the first semester will have senior release revoked, but can submit for release after the 20 calendar ineligibility time has expired. If the student has not established good academic standing the release will not be granted and the senior release privilege will remain revoked for the remainder of the quarter. If academic standing has been restored, release privileges can be reinstated at the start of 2nd and 4th quarters.**

- Students must complete and obtain a parent/guardian signature on a release form both semesters. Forms are due prior to the end of the first week of the 1st & 3rd quarters.
- Students must supply his/her own transportation.
- Students must be out of the building during release time and must not return for extra curricular activities until the school day has ended.
- Students appearing on D/F list (**2-D's and/or 1-F**) will have privileges revoked. Reinstatement of privileges will only occur when a student shows ability to maintain academic requirements and has met with the principal for reinstatement.
- Students must be showing growth on state standardized tests (ISASP) to be granted release.
- Students must be in good standing with student handbook policies.
- Students truant/severely tardy at the beginning of the school day will lose their next schedule release privileges.
(e.g. Severe tardy on Monday but release scheduled for Tuesday, student loses Tuesday release).
- **There will be no senior late start/release on Fridays.**
- **There will be no senior release during homecoming week.**
- No schedule changes will be made to accommodate senior release.
- Students must have at least 37 credits completed at the beginning of the school year and 43 credits completed at the beginning of the second semester.

Student Success Study Hall (SSSH)

Iowa Valley Jr/Sr High School has implemented Student Success Study Hall for students that fall into academic duress at the midterm and/or end of quarters. Students will meet with the school counselor to have a schedule modified to include SSSH allowing for individual help with organization, homework completion, and study tips. Once students can maintain above a 2.0 gpa they may be granted permission to return to regular study hall.

Senior Lounge

Seniors are provided this space but the following guidelines must be adhered to in order to utilize it.

- Seniors cannot have any D's or F's on Monday grade checks.
- Senior attendance, (including tardiness) and behavior must be in good standing as per the student handbook.
- Seniors MUST sign out of study hall before reporting to the lounge.
- Seniors may only utilize the senior lounge during scheduled study hall time. They are not allowed to leave a class to go to the lounge. On rare occasions the administration will make an exception.
- Lights are to remain on and the door must remain open - this space is for homework and class socialization - it is not a space for sleeping.
- Snacks are allowed but seniors are responsible for cleaning up after themselves - dumping trash/vacuuming carpet.
- Lunch must be eaten in the cafeteria - not in the senior lounge.
- The student doesn't owe any time for unexcused absences, detentions, or tardies.
- The student is not assigned to Student Success Study Hall.
- The student has not failed a college course.

Tiger Enrichment (TE)

Iowa Valley Jr/Sr High School has implemented an intervention and/or enrichment period every day. Students who are not being requested are required to choose an activity even if it is with your assigned TE teacher. Students will not be defaulted to a study hall. Seniors who are in good academic standing may be excused from Tiger Enrichment with an approved senior release form on Monday thru Friday unless they are required to attend an assembly or an organizational meeting requested by a sponsor/coach. **Seniors are not allowed early release during the week of homecoming without prior approval from the principal.**

ATHLETICS / ACTIVITIES

Good Conduct Policy

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

It shall be the responsibility of the principal to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Student Eligibility for Extracurricular, Co-Curricular, and other activities (Amended 7/8/2019)

The rules of eligibility as stated herein shall apply to all students, in grades 7-12, who are involved or could be involved in any extra curricular or co-curricular activity in the Iowa Valley Community School District.

A. Academic Requirements:

All students must pass all coursework with the exception of special education students or students covered by a Section 504 plan who shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team. Students receiving an "incomplete" will be ineligible for extra-curricular activities; effective immediately. The student must complete the assigned expectations within 10 school days in order to earn credit for the class and regain extracurricular eligibility. Students while academically ineligible and who participates in any extracurricular activities will not be allowed to travel with team/activity. In addition, students are not allowed to wear school issued uniforms

Grades 7-8 Weekly Ineligibility:

Junior High students must maintain passing grades in all classes. Eligibility will be determined on a weekly basis, starting after the completion of week 3 of each quarter. If a student is receiving 2 D's or an F in one or more of the four core classes (English, Math, Science, or Social Studies)s at 10:30am on Monday of Weeks 4-9 they will be deemed ineligible for any competition applying to that specific week. Students deemed ineligible are allowed to practice and attend home contests, but will not be allowed to be in uniform for games or travel on the bus to away contests. Students are also ineligible to attend/participate in junior high dances, honor bands/choirs, play productions. There will be no release of ineligibility during the middle of any week and no exceptions will be made.

Grades 7-12 Quarter/Semester Ineligibility:

B. Grades 7-12 Quarter/Semester Ineligibility:

If not passing all coursework at the end of a quarter and/or semester, the student is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions for 20 consecutive calendar days. **(See: IHSAA "Scholarship Rule" 281—IAC (2) 36.15(2) pg. 1)** To be declared eligible at that time, the student must be passing all courses. If the student is not passing all classes at the end of the 20 calendar days the student remains ineligible until they can provide passing grades in all classes. There is no requirement that a student competed in the sport previously.

Conduct Requirements for All Activities (Extra Curricular/Co-Curricular/Non-Athletic)

To retain eligibility for participation in Iowa Valley activities, students must conduct themselves as good citizens, both in and out of school at all times **(BP 503.4)**. Any student, **regardless of age** may lose eligibility under the Good Conduct Rule for any of the following behaviors.

- Possession, use, or purchase of tobacco products
- Possession, use, or purchase of vapes or vape-related products and/or paraphernalia
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use")
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
"Possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband (e.g. alcohol or other drugs).
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the acts. **Any student convicted of a felony will be removed from activities for one year pending a review by the Administration, AD, and School Board.**
- Stealing/theft violations of school property, of faculty members, or another student.
- Participation in sexual harassment, including but not limited to; unwelcome sexual advances, requests of sexual favors, other verbal or physical conduct of a sexual nature. Specifically, sexual pictures, calendars, graffiti, objects, jokes, gestures or comments will be considered forms of sexual harassment.
- Inappropriate use of social media of any type during the school day that negatively impacts another student, faculty member, administrator, or the school district.
- Inappropriate or offensive conduct such as but not limited to: assaulting staff or students, gross insubordination during activities or on school grounds (talking back or refusing to cooperate with staff or authorities) serious racial innuendos, hazing or harassment of others. Offenses that occur at school, off grounds, or at any school function may apply to the Good Conduct Policy. NOTE: This could include group conduct.
- Willfully stealing, destroying, and/or defacing any school property.
- Failure to tell the truth (lying)

C. The foregoing rules are conduct requirements for all activities at all times

A student will be found to be in violation of Iowa Valley's Good Conduct Policy:

- If the violation is observed by a school employee or law enforcement official at any time during the calendar year, unless such information is legally privileged, and shall be immediately reported to the AD and/or principal.
- If the violation is supported by a preponderance of the evidence. Preponderance of the evidence may NOT be an anonymous (verbal or written) report of any person(s). Preponderance of evidence may NOT include still photos and/or screen shots from social media sites from any person(s).
- Individual presenting evidence must stand behind their report and may not ask to remain anonymous.

Upon receipt of information, the AD/Principal shall conduct an investigation within 3 days so a meeting can be arranged and informally discuss the violation with the student. The student will have the opportunity to respond to the allegation(s). The date of this meeting shall be deemed the **"date of determination"**. If a violation is confirmed, the **period of suspension shall commence immediately**.

D. Length of Ineligibility for "Good Conduct" Violations

First Offense: Extracurricular Participants:

***Suspended from competition for 25% of current or next activity season competition dates. (See Section E: Additional Information)

***5 Community Service Hours (approved by AD/Principal) may be assigned before returning to activities if the student is argumentative or uncooperative.

***10 Community Service hours will be required for students not involved in any Extracurricular or Co-Curricular Activities.

First Offense: Co-Curricular and/or all other Activities:

***Suspended from participation for 4 weeks (Summer violations would commence the first official day of school).

***5 Community Service Hours (approved by AD/Principal) may be assigned before returning to activities if the student is argumentative or uncooperative.

***10 Community Service hours will be required for students not involved in any Extracurricular or Co-Curricular Activities.

Second Offense: Extracurricular Participants:

***Suspended from competition for 50% of current or next activity season competition dates. (See Section E: Additional Information)

***10 Community Service Hours (approved by AD/Principal) may be assigned before returning to activities if the student is argumentative or uncooperative.

***20 Community Service hours will be required for students not involved in any Extracurricular or Co-Curricular Activities.

Second Offense: Co-Curricular and/or all other Activities:

***Suspended from participation for 8 weeks (Summer violations would commence the first official day of school).

***10 Community Service Hours (approved by AD/Principal) may be assigned before returning to activities if the student is argumentative or uncooperative.

***20 Community Service hours will be required for students not involved in any Extracurricular or Co-Curricular Activities.

Third Offense: Extracurricular, Co-Curricular, and all other Activities

***Suspended from all competitions and activities (athletics, concerts, performances, meetings, leadership offices, etc.) for one calendar year.

In determining whether an offense is a second or third offense, only offenses occurring within twelve (12) consecutive months (starting with the date of the first offense) shall be counted. Eighth grade students will return to first offense status as of August 1 of their freshman year; however, those that participate in high school baseball/softball **will** fall under high school Code of Conduct.

E. Code of Conduct Activities

Suspension length is based upon the actual number of scheduled playing dates, but may be subject to change. **The following figures are a guide and based on an estimated number of varsity dates.** Any student who plays at the junior varsity level only, will be suspended for the duration of time equivalent to the applicable varsity dates.

Code of Conduct Violation - HIGH SCHOOL - Length of Suspension

Activity	# of Contest Dates	1st Off 25%	2nd Off 50%
Volleyball	15	4	8
Football (Cheer)	9	2	5
B/G Cross Country	7	2	4
B/G Basketball (Cheer)	22	6	11
B/G Wrestling (Cheer)	16	4	8
Soccer	13	3	6
B/G Track	12	3	6
B/G Golf	12	3	6
Softball / Baseball	22	6	11

Code of Conduct Violation - JUNIOR HIGH - Length of Suspension

Activity	# of Contest Dates	1st Off 25%	2nd Off 50%
Volleyball	9	2	5
Football	5	1	3
B/G Cross Country	7	2	4
B/G Basketball	12	3	6
B/G Wrestling	9	2	5
B/G Track	7	2	4
Softball / Baseball	12	3	6

F. Code of Conduct Suspensions and Academic Ineligibility Include:

During the duration of ineligibility the student will be withheld from participating in the following. Coaches or sponsors may impose additional penalties for school or team violations.

Athletics:

- Students in sports who are on good-conduct or academic ineligibility will be allowed to practice during scheduled practice times; however, they are not allowed to compete in scheduled games/contests.
- Students will be required to sit with the team, group, and/or organization in street clothes and support their team, but will not be allowed in any school issued uniform nor will they be allowed to compete and/or perform.
- Games, scrimmages, banquets, pep rallies/assemblies (cannot walk out with team), state functions with team/school, team camps held during the school year, or parents night.
- Students will not be allowed to join a sport in midseason to serve his/her period of ineligibility.
- If a student drops out of an activity or the season ends prior to the completion of his/her ineligibility period, the remaining time of the ineligibility will be transferred to the next activity or sport the student participates in.

Co-Curricular/Other Extracurricular:

- Choir/Band: Contests or competitions, concerts, performing at home contests, Honor Choirs, Competitions, trips where there is a school district financial obligation. In the case that the event is graded, the director/sponsor must provide affected student with an alternative assignment to offset participation in said event.
- Color Guard: Performances, parades, events.
- FFA: Service as an officer (meetings, projects), speaking parts at banquets, interscholastic competition not directly related to the classroom, representative at conventions, conferences, field trips.
- Speech: Small and large group contests, school and/or individual performances.
- Drama: Participate in play or help behind the scenes (ex. lighting, sound, stage help) unless the helping activity is graded; in case of a graded event, the director/sponsor must provide affected students with an alternative assignment to offset participation in said event.
- FCCLA, FBLA, SkillsUSA, ESports Club: participate in any club activities during school day or participate in committee work during, before, or after school.
- Homecoming: parade, attend the dance, work night(s) for float building, king/queen candidate, powder puff/mighty muscles, lip sync and/or class skits.
- Prom: attend the dance, grand march, or the after prom party (if the after prom party is held at the school with school supervision), or prom decorating activities.
- National Honor Society: Induction ceremony and induction qualifications (see NHS section for more details).
- Silver Cord: community service during ineligibility cannot be counted towards Silver Cord requirements.
- Student Council: no voting rights, unable to participate in any scheduled events during length of suspension.
- Mentoring at the elementary: Any violation of the Good Conduct Code will terminate a student's mentoring privilege for the balance of the school year.
- Yearbook Staff: In the case that the event is graded, the director/sponsor must provide affected student with an alternative assignment to offset participation in said event.

- Art: Student artwork cannot be publicly displayed at shows/events during length of ineligibility.

Expectations of All Students

- Leadership Positions: (captains, officers, etc.) Positions will not be revoked, but will be suspended from privileges defined in those positions during length of suspension.
- Field Trips: will not be able to attend any field trips during the length of suspension.
- Tiger Enrichment: will be limited to academic related enrichment assignments only.
- Senior Lounge: privileges will be revoked during length of suspension.
- Early Release/Late Start: privileges will be revoked during length of suspension.
- Class Night/Graduation: sit with class, wear cap/gown, walk across stage, valedictorian/salutatorian address.

F. Appeal Process

Whenever a student is declared ineligible, the parent will be notified, and the following will apply.

1. If the student denies the charge, the principal shall explain the evidence and give the student an opportunity to present their side of the accusation.
2. The high school principal/athletic director shall then determine whether the student should be declared ineligible.
3. Steps to Request an Appeal:
 - a. A written request must be made within 72 hours of the notification of ineligibility. This request must be made to the building principal. During the appeal process, the student is ineligible to compete in extra-curricular/co-curricular activities. The student may continue to practice with the team/group during the appeal process.
 - b. The parents may appeal the decision of the principal by making a written request to the Superintendent of Schools within 72 hours of the principal's decision. During the appeal process, the student remains ineligible to compete in extra-curricular/co-curricular activities, but may continue to practice with the team/group during the appeal process.
 - c. The Superintendent will schedule an appeal hearing within five (5) school days of receipt of the written request by the parent. The Superintendent will serve as a hearing officer to hear the appeal and make a decision based on the evidence and facts surrounding the incident.
 - d. If the parents appeal the decision of the Superintendent they make a written request to the Iowa Valley School Board within 72 hours of the superintendent's decision. The student remains ineligible to compete in extra-curricular/co-curricular activities, but may continue to practice with the team/group until the appeal process is complete.
 - e. The board's decision, in the event that the student requests and informal hearing, shall be final.

Activity Trips

Students are required to ride and from any school sponsored event, activity or contest in school provided transportation. Arrangements must have prior approval by the students/child's sponsor/coach or building principal and a written notice or phone call must be made by a parent or guardian. The only exception to this rule will be in cases where the parents make a personal request to the sponsoring teacher that their child will ride home with them.

Attendance/Tardiness

Any student who wishes to participate in or attend any extra curricular activity/event must be excused and in school for at least one half of that day. If there are unusual circumstances, such as a funeral, doctor's appointment, etc., the principal may waive the half-day requirement. The approval must be granted **before** the student leaves or arrives late. Also, any student who arrives late/unexcused to school will not be allowed to participate in that evening's event/activity/practice. **Example A:** *The student who misses a morning, must be at school by the beginning of fifth period(lunch) in order to have the attendance count for the half day requirement.* **Example B:** *Student is in attendance periods 1-4, has a migraine and has permission from nurse/parent to go home and rest. If a student feels well enough at time of bus departure or game time, students may participate.*

Students must be in attendance a full day following an event from the previous day/evening. Any student who is not in attendance will not be allowed to participate in the next scheduled contest. **Exceptions will only be granted by the principal or if scheduled absence was approved in advance, eg. orthodontist appointment**

Dual Participation-Athletic Teams

Any high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the high school principal or his/her designee. Any student who does not receive written permission to participate could be declared ineligible to participate in school sponsored activities.

The length of ineligibility will be:

First offense – four (4) weeks;

Second offense – twelve (12) weeks;

Third offense – twelve (12) consecutive months.

In determining whether an offense is a second or third offense, only offenses occurring within one year shall be counted. Such outside participation shall not conflict with any school-sponsored activity in which the student is involved. The student shall not use any school owned equipment or materials without written permission and such use would be permissible under school and state activity guidelines.

IHSAA Eligibility Rules Penalty

Any student disqualified from an interscholastic contest by game officials for flagrant, violent or verbal misconduct will be ineligible for the next regular scheduled game/meet at the level of competition and all other games/meets in the interim at any level in addition to any other penalties the IHSAA or the school may assess.

The second violation carries a four game/meet automatic ineligibility.

OPEN ENROLLMENT VS GENERAL TRANSFER RULE

36.15(3) General Transfer Rule:

A student who transfers from a school in another state or country or from one member or associate member school to another member or associate member school shall be ineligible to compete in varsity level interscholastic athletics for a period of 90 consecutive school days.

Exceptions such as but not limited to change in parent/guardian residence, whole-grade sharing or co-op agreement, special education placement, identified homeless by district appointed liaison.

36.15(4) Open Enrollment Transfer Rule:

A student in grades 9-12 whose transfer of schools had occurred due to request for open enrollment by a student's parent/guardian is ineligible to compete in interscholastic athletics, during the first 90 school days (varsity level).

Open enrollment defined as transfer from public school of residence to another public school. Not public to private, private to public, or private to private.

With open enrollment, both districts involved have the option to sign off on eligibility.

Length of Ineligibility for Transfer Students

Any student declared ineligible under the prior school district's good conduct rule, and then without having completed the full period ineligibility at that school transfers to the Iowa Valley High School, will not be eligible for interscholastic competition at the Iowa Valley Jr. /Sr. High School until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at the Iowa Valley Jr. /Sr. High School as far as any good conduct rule is concerned.

Responsibility During Activity Participation

Students must recognize, and voluntarily assume the risks inherent when participating in a given activity. These risks of participation could result in injury to oneself, including loss of property, limb, life or permanent physical impairment.

School Activities Regulations

1. Cheerleaders, when traveling with players, are directly responsible to the coaches.
2. At no time will any student be allowed to drive any vehicle to or from any away contest or event/activity. This does not include driving to practice directly from home.
3. Anytime a student boards a bus, the student will remain a passenger on that bus until the round trip has been completed. The only exception will be if a parent asks the head coach at the contest if his/her child may ride home in the family transportation.
4. No student will be let off the bus anywhere other than the high school, or at a site designated by the coach/sponsor.
5. Every coach/sponsor is responsible for the conduct of the members of their team. This responsibility exists prior to contests, while traveling, in the locker room, as well as during the contest.
6. Any coach/sponsor may issue a more strict set of rules than stated herein, but none may be more lenient.
7. All participants must dress according to the coach's requirements for contests both home and away.
8. Students involved in activities may be awarded a certificate, letter, or other award as deemed appropriate according to specifications set by the activity's sponsor.

Steroid Use

1. Steroid use is unsportsmanlike conduct in that it can give unfair athletic advantage to the user.
2. Any athlete who uses anabolic steroids is subject to a one calendar year period of ineligibility from all high school athletics.
3. The only exception to an athlete who uses anabolic steroids being declared ineligible for one calendar year will be if a medical doctor signs an affidavit that they have prescribed anabolic

steroids for the student athlete. Information regarding such usage must be filed with the high school principal or athletic director prior to the athlete taking part in high school athletics.

Student Transportation

1. All students who ride the bus are reminded to follow the rules of courtesy and good conduct. The bus driver will report misconduct to the principal. Parents will be notified and a conference held.
2. Bus students are not counted tardy when the bus is late arriving.
3. Students are expected to meet the bus on time and not keep it waiting. The bus will generally leave from in front of the high school five minutes after dismissal from school.

ATTENDANCE

Iowa Valley Jr/Sr High School students are expected to attend all classes every day and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Learning lost due to an absence can never be replaced. Regular attendance and being prepared for class helps students in school, as well as prepares students for adulthood and the world of work.

Ref: IAC 299.1A Compulsory Attendance Age

A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar.

Policy 501.09 Chronic Absenteeism & Truancy

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the **[562 hours & 572.5 hours]** in **[semester 1 and semester 2]** established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the **[114 hours & 109 hours]** in **[semester 1 and semester 2]**. Truancy does not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a
- high school equivalency diploma are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22; and
- are exempt under Iowa Code §299.24.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to before/after school detentions unless the goals and objectives of the students Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Legal Reference: 34 C.F.R. sec. 30, 28 C.F.R. Pt., Iowa Code §§ 294.4; 299., 281 I.A.C. 12.3(4).

Excused Absences Defined (BP 501.9 R1): The school recognizes the following categories of absences - Parental/Guardian Notifications and Documented Absences.

Parental/Guardian Notification: Absences that are requested by the parent within the attendance guidelines. A student can have up to five absences per semester, per day, from school with permission by the parent(s)/guardian(s) and the school. All absences must be reported to school officials by a parental phone call or note stating the reason for the absence within 24 hours. After reaching the limit for excused absences, a letter will be sent home stating the attendance concern and requesting parent/guardian call or meet to discuss attendance concerns and possible solutions to these absences.

- A. **Pre-excused absences** - notice to teachers prior to the day of absence with homework turned in and/or assessments completed.
- Funerals for non-family members
 - WORK in the family business - five days maximum per school year
 - Driver's license - maximum of 1 class period.
 - Family vacation
 - State contests in which another IVCSD student is competing
 - Educational trip - with approval from the building principal or designee.
- B. **Family Vacations - Extended weekends or trips of 3 or more consecutive school days** - The administration and school board realize how important the time spent with family for students. Whenever possible, family vacations should be scheduled in accordance with school vacations. Class time and learning experiences lost for whatever reason can have a direct and negative effect on the student's education. In the event a vacation cannot be scheduled within school vacation time, a student will be allowed to be excused for one family vacation of three or more consecutive school days with their parents/guardians. This vacation will be exempt from the policy as long as the student has made up all homework, tests, quizzes for each course per the pre-excused guidelines. Any coursework not completed will result in loss of credit or reduced credit on assignments and/or assessments.

Procedure of pre-excused absences:

- Obtain a note or receive a call from a parent/guardian to be given to the main office explaining the reason for the absence.
- The student is responsible for obtaining, completing, and turning in all assignments to his/her instructors prior to absence.
- Failure to complete assignments can result in loss of credit or reduced credit on assignments and/or assessments.

Other excused absences - A note or phone call from a parent/guardian must be received within 24 hours of an absence or the absence will be considered unexcused. A student can have up to five excused absences per semester.

- Illness not excused by medical personnel
- Family illness or emergency
- Death in the family
- Religious holidays

Documented Absences: Below are examples of documented absences.

- Medical including hospital stays, doctor's appointments, physician excuse, dental appointments, and counseling appointments - all require a signed and dated excuse from the practitioner within 24 hours of visit.
- Court appearances - require a signed and dated excuse on office letterhead or card within 24 hours of visit.

- Participation in school-sponsored events - must be pre-excused and the student must be passing all classes.
- College visits - approved through the college and school counselor must pre-excite and be within the college visit guidelines.

The administration reserved the right to consider special situations on a case-by-case basis.

Loss of Driver's License

It is state law that the driver's license of a juvenile, who has voluntarily dropped out of school, be revoked. This applies to all students under the age of 18 who drop out of school. **IA Code: 321.21**

Make Up Work

Time allowed to make up work of an excused/unexcused absence is defined in the Homework Policy under the Academics section in this handbook. A student placed on In School Suspension will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

Reduction of grades shall not be used as a disciplinary measure against a student because of an absence or suspension from school. A parent/guardian may request homework to be picked up from the office while the student is suspended and all work missed during the suspension will be expected to be turned in immediately upon the student's return.

Personal Days

Students in grades 9-12 will receive 1 personal day each semester to use as they choose. The following guidelines must be followed/maintained in order to receive personal day privileges.

- Parent permission must also be obtained 4 days in advance in order to utilize Personal Days.
- Students must submit a signed Personal Day form from the office and signed by the student's teachers approving the personal day **4 days in advance.**
- Students must be passing all classes with a C- or above and cannot be on the weekly D/F list (**2-D's and/or 1-F**).
- Students on either academic or conduct ineligibility list are not allowed a Personal Day while on the list.
- Students must show growth on state standardized tests (ISASP) to be granted a personal day.
- Students must be in good standing with student handbook policies.

There is no carryover of personal days, however you may use 2 half day increments each semester. Personal Days do not apply to excused or unexcused absence totals. **Students denied a personal day and then does not attend school will be counted as unexcused (truant) and will only be excused with submission of a doctor's excuse.**

No personal days will be granted the first 2 weeks of school, last full week of attendance in December, first 2 weeks of January (or until semester exams are completed), the month of May, or homecoming week.

Tardiness

Late arrival to school without prior approval will be considered tardy. Students late to school for reasons judged appropriate by school authorities will not be considered tardy.

A student who receives a tardy (late to school within 40 minutes) will be subject to the following procedures per semester.

- **1st Tardy** - Office Warning
- **2nd Tardy** - Lunch detention

- **3rd Tardy** - Lunch detention, parent/guardian notification, if senior revoke next available early release privilege
- **4th Tardy** - Wednesday night detentions (3:20-4:20pm), parents/guardian notification, if senior next available release privilege will be revoked.
- **5th Tardy and every one thereafter** - 1 day of ISS, parent/guardian notification, if senior forfeit senior release privileges for remainder of current quarter.

Truancy-Unexcused Absences (BP 501.10 R)

All absences not classified as excused will be considered unexcused. School districts define what are excused and unexcused absences. The administration will make the final determination, not the parents. This includes but is not limited to:

- Any absence after five (5) parent/guardian notification absences per semester.
- Senior pictures
- Truancy - skipping school
- Severe Tardy - over 40 minutes late for school with no approved documentation.
- Oversleeping
- Non-family vacations/hunting
- Haircut or tanning appointments.
- Attending sporting events or concerts in which an IV student is not participating
- Unexplained personal business
- Running errands
- Job hunting/working
- Studying for a test or completing homework
- Resting for or from an event or activity
- Babysitting
- Car repair/purchase
- Absence for reasons not judged educationally appropriate by school authorities.

Procedures for unexcused absences: The IV Jr/Sr High administration will consider any or all of the following disciplinary consequences as stated in the parent/student handbook for their respective building. A student who receives an unexcused absence will be subject to the following disciplinary steps per semester.

1. **1st Unexcused Absence** - Warning and a meeting and phone call to the parents informing them that continued unexcused absences will result in stricter penalties.
2. **2nd Unexcused Absence** - Will result in 1 day of ISS. Students will be assigned to the principal's outer office for the day and will be allowed to complete any work missed from absence and day of ISS. Amount of credit given for unexcused absence will be at the discretion of the individual teachers.
3. **3rd and 4th Unexcused Absences** - Will result in 2 days of ISS. Students will be assigned to the principal's outer office for the day and will be allowed to complete any work missed from absence and day of ISS. Amount of credit given for unexcused absence will be at the discretion of the individual teachers.
4. If a student accumulates **5 or more unexcused absences** in a class per semester, he or she may lose credit for the class. Parents will be notified by phone after the 3rd and 4th unexcused absence. After the 5th unexcused absence parents/students will be notified via email/letter requesting an attendance conference with principal/school counselor. The Iowa County attorney

will be contacted with names of all students 16 years or younger that have accumulated 10 or more unexcused absences.

Credit for homework missed due to unexcused absences can result in a maximum of 50% to no credit being given.

BEHAVIOR/DISCIPLINE

The Iowa Valley School Board supports the student responsibility and discipline policies. It also supports the staff in enforcing them and holds the staff accountable for implementing them. The maintenance of orderly conduct of students is necessary in every school situation so that maximum learning may occur. An essential aspect is effective discipline if quality education is to be maintained. The following rules will be adhered to by all students at Iowa Valley.

1. Follow directions the first time.
2. Be in your assigned classroom/seat/area with needed materials before the bell rings.
3. Demonstrate respect for self, students, and school staff.
4. Use appropriate language and behavior.

When a student breaks a rule (not severe), the following discipline hierarchy will be used:

First Consequence: Warning

Second Consequence: Conference with student after class

Third Consequence: Parent Contact (phone call, email, or letter) AND detention (before/after school or lunch)

Fourth Consequence: Referral to the office.

SEVERE CLAUSE: Gross insubordination, inappropriate language, or severe disruptive behavior will result in immediate removal from the classroom.

Teachers and other certified educational employees are charged with the responsibility to act in place of the parent or guardian in all matters relating to discipline and conduct of students. Teachers are also afforded the right to establish individual classroom rules as they see fit in order to offer the best learning environment possible for their students. Teachers' classroom rules will be shared with their students and a copy will be submitted to the office and kept on file.

The Iowa School Code allows for suspension or expulsion of a student for gross misbehavior. Teachers have the authority to remove students from their class for disruptive behavior and may use reasonable force as needed to maintain safety for other students. The school also has the authority of students who are on field trips, in school vehicles, at off-campus classes, and at home and away school activities of any kind. Misbehavior that is so frequent or serious that it tends to disrupt the learning climate will require corrective action by the Administration. These misbehaviors include, but are not limited to:

- Repeated violations of classroom rules (Assertive Discipline Plan)
- Smoking and/or possession or use of other tobacco products and lighters
- Multiple students occupying bathroom stalls
- Phones used in bathrooms/locker rooms
- Chronic tardiness
- Truancy
- Vulgar, obscene, or abusive language or actions, including public display of affection.
- Theft/Stealing
- Minor vandalism
- Electronic cigarettes, Juuls, any vape related paraphernalia
- Trespassing or loitering
- Gross insubordination or disrespect
- Obscene gestures/racial or ethnic slurs
- Failure to tell the truth (lying)

Corrective disciplinary action may result in **any** of the following responses:

- Disciplinary conference
- Withholding privileges
- Seizure of contraband
- Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
- Suspension of bus riding privileges, provided that appropriate procedures are followed.
- Expulsion from school and all school-sponsored activities and events for a definite period of time not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
- Notification to juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
- Notification of parent(s)/guardian(s)
- Removal from classroom
- In-School-Suspension for periods not to exceed 5 school days. The principal or designee will ensure that the student is properly supervised.
- Writing assignments or mediation essays
- Detention - provided the student is supervised by the detaining teacher or the building principal or designee.
- Financial restitution

When behavior involves acts of misconduct, which are potentially harmful to other persons or property and may be against the law, the following corrective disciplinary action may be taken by the administration.

1. The parents will be contacted immediately.
2. Police may be notified.
3. Suspension from school for up to ten school days.
4. Recommendation to the Board of Education that the student be expelled from school.

Assertive Discipline Plan - Administrative Level

Student behavior that is so frequent or serious that it disrupts the learning climate and requires corrective action by the administration will be handled at one of the following levels. This list serves only as a guide and in no way is meant to be complete.

1. WARNING & PARENT CONTACT Student/Teacher/Principal conference

- a. Minor violations
- b. Repeated violations of classroom rules (Assertive Discipline Plan)
- c. Cheating
- d. Dishonesty
- e. Dress code violation
- f. Possession of electronic device
- g. Improper hall contact
- h. Public display of affection
- i. Tardiness
- j. Truancy (1st)
- k. Student parking violations
- l. Technology violations
- m. Obscene gestures/racial or ethnic slurs

2. LUNCH DETENTIONS/WEDNESDAY DETENTION

- a. Failure at Level 1
- b. Leaving class without permission
- c. Multiple occupancy in restroom stalls - 1st Offense
- d. Disrespectful behavior
- e. Disruptive behavior
- f. Tardies (2nd-3rd Lunch Detentions) (4th Wednesday night detention 3:20-4:20pm)
- g. Harassment
- h. Insubordination
- i. Intimidation
- j. Use of obscene language or gestures

3. IN-SCHOOL SUSPENSION - 1st Offense: 1 day, 2nd Offense: 3 days, 3rd Offense: 5 days

- a. Failure at Level 1 & 2
- b. Excessive tardiness
- c. Multiple occupancy in restroom stalls **2nd Offense-1 day ISS; 3rd Offense-3 days ISS**
- d. Major violations
- e. Gross insubordination towards faculty/staff
- f. Fighting (regardless of who initiated contact)
- g. Use or possession of tobacco products, including Vapes/Dab Pens etc **(Police notified on 1st Offense)**
- h. Stealing/Theft of school property, faculty, or student
- i. Truancy
- j. Forgery or possession of school forms
- k. Hazing/Harassment
- l. Inappropriate use of social media of any type during the school day.

4. SUSPENSION FROM SCHOOL (1-10 Days) Student/Parent/Counselor/Principal conference before student will be readmitted to school.

- a. Failure at Level 3
- b. Gross violations
- c. Assault/Battery (police will be notified)
- d. Fighting resulting in injury (police will be notified)
- e. Use or possession of alcohol or any other prohibited drug (Minimum 5 days suspension and Police will be notified)

5. EXPULSION FROM SCHOOL - A recommendation to the Board of Education that the student be expelled from school.

- a. Failure at Level 4
- b. An act of school violence

Care of School Property

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

Cell Phones/Earbuds/Watches

Iowa Cell Phone Policy (HF 782)

In Iowa, public K-12 schools are now required to have policies in place that restrict cellphone use during instructional time, with some exceptions. This means students will generally not be allowed to use cell phones during class time. The Iowa Department of Education will provide model policies and support to help schools implement these restrictions.

Mandatory Restrictions:

The new law, signed by Governor Kim Reynolds, mandates that Iowa schools must have policies in place that, at minimum, prohibit cellphone use during class time, [according to Iowa Capital Dispatch](#). **Schools can choose to implement more comprehensive restrictions on cellphone use beyond the minimum requirements outlined in the law.**

At Iowa Valley, we recognize that the use of technology is a part of our society. It is important for all people to understand and use information devices whether they are ipads, ipods, cell phones, watches, pagers, earbuds, etc. in a socially responsible manner.

Iowa Valley prohibits the use and visibility of cellular phones/ear buds within the classrooms for the entire period. Teachers will require students to place cell phones in pocket hangers, baskets, etc. If it is necessary for students to use cell phones for an educational purpose during a class teachers will notify the principal and monitor their use.

If the use of any device, including watches, causes a distraction or impedes learning, the device will be confiscated. The goal is to provide an optimal learning environment for all students.

All students are allowed to use their cell phones/watches in public, common areas during the school day between classes. High school students are allowed to have their phones during lunch - junior high students are not. Headphones/Earbuds are not to be worn at any time during the school day except the lunch period for high school students.

The use of any electronic devices in bathrooms or locker room facilities is prohibited whether on school grounds or at away events. Any student found with a cell phone in a locker room or restroom will have their phone taken and they will be required to have their parents come to school to pick it up. If a student is found to be using any personal device in any way, during any time not listed above, teachers are to take the device and turn it into the Principal.

Students found in violation of the cell phone policy will be given the following consequences (including using other students with cell phones and using a watch that is wirelessly connected to a cell phone.

- **First offense:** The device will be confiscated, parents will be notified and the student may pick up the device from the office at the end of the school day. Student **must** turn the device into the office at the start of each school day for **five consecutive school days** - if a student refuses, he/she will receive an in-school suspension for **1 day**. No excuses will be accepted for not turning the phone in.
- **Second offense:** Parent/guardian must pick up the device from the office. Student **must** turn the device into the office at the start of each school day for **five consecutive school days & a Wednesday night detention** - if a student refuses, he/she will receive an in-school suspension for **1 day**. No excuses will be accepted for not turning the phone in.

- **Third offense:** Parent/Guardian must pick the device up from the office. Student **must** turn the device into the office at the start of each school day for **ten consecutive school days & 1 day of ISS** - if a student refuses, he/she will receive an additional day of in-school suspension. No excuses will be accepted for not turning the phone in.
- **Fourth offense:** Parent/Guardian must pick the device up from the office. Student **must** turn the device into the office at the start of each school day for **30 consecutive school days & 2 days of ISS** - if a student refuses, he/she will receive an additional day of in-school suspension. No excuses will be accepted for not turning the phone in.
- **Fifth and all consecutive offenses:** Parent/Guardian must pick the device up from the office. Student **must** turn the device into the office at the start of each school day for the **remainder of the school year & 3 days of ISS**. The student and his/her parents will be required to attend a future school board meeting to defend why their student has committed 5 or more offenses of this policy. No excuses will be accepted for not turning the phone in.

Detention - Wednesday Afternoon

For failure to assume certain school responsibilities students may be assigned to a detention period. Students will be issued a citation form that states the nature of the infraction and the date to serve the detention. Detentions will be served on assigned Wednesdays after school from 3:20-4:20 pm with the building principal. If a student is in school the day he/she is to serve a detention, he/she is expected to be there. Students who miss a detention will be issued another detention. Students who miss detention for the second time will be issued an in-school suspension and/or be subjected to additional consequences. If the student refuses to do their assignment, he/she will be issued another detention.

Disciplinary Referrals/Process

When a teacher or other school official finds a student has broken a school rule, the teacher will fill out a disciplinary report and send it to the principal.

The principal will then arrange to speak to the student as soon as possible by calling him/her out of class immediately.

When the principal meets with the student, he will discuss the reported incident. Students will have a chance to tell their side.

The principal/designee may:

1. Give a verbal reprimand and note the incident on the student's discipline record.
2. Send a written record of the disciplinary violation to the student's parents/guardians;
3. Assign students to after-school or before-school detention for a specific number of times.
4. Take away certain privileges, such as participation in extracurricular activities.
5. Recommend suspension either out of school or in school for up to 10 days. The principal may recommend further disciplinary action to the superintendent for review.

Harassment/Anti-Bullying (BP 102)

The IVCS 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Bullying & Harassment in Iowa Schools: Responsibilities & Investigation Process

Official Definition Language Change

As of July 1, 2025, Iowa's Bullying/Harassment Law, **Iowa Code 280.28**, was modified with **House File 865**.

Harassment and bullying are defined as: Any repeated and targeted electronic, written, verbal, or physical act or conduct toward a student that 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 a student's academic performance
- 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

Investigation

The school district will maintain a procedure for the prompt investigation of complaints. The building administrator will be responsible for handling all complaints alleging bullying or harassment, including a statement that investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying" as defined by law. The school district will promptly and reasonably investigate allegations of bullying or harassment.

Filing a Complaint

- Confirm receipt of the Bullying/Harassment complaint to the person who submitted it.
- Reiterate your district's policy and processes.
- School officials are required to contact the parent/guardian/legal custodian within 24 hours after the school official receives a report that the student may have been the victim of conduct that constitutes bullying or harassment.
- Contact law enforcement if a "dangerous weapon" per Iowa Code 702.7 is or may be involved; however, the investigation required by law must continue.
- Consider developing a safety plan for the complainant, including their parent/guardian/legal custodian. Include the student when developmentally appropriate—(Safety Plan Form in Main Office) Caution: Ensure that strategies and supports developed for the safety plan will not feel or be perceived as punitive for the alleged target of bullying/harassment.
- Through collaboration with the guardians of the involved student(s), document any changes in scheduling, seating, additional modifications for the alleged perpetrator(s). Follow pertinent laws for students served by special education or students with a 504 or health plan.
- If a designated person (Superintendent or assigned) already has a difficult relationship or conflict of interest, by perception or reality, with a student and/or parent/guardian, consider using someone from outside the building/district as an objective investigator.

Students with an IEP, 504 Plan, or Health Plan:

- Talk with the student's special education teacher or advisor, the District's Director of Special Education, 504 Coordinator, and/or the School Nurse to see if any short- or long-term decisions will affect the student's IEP, health plan, or 504 plan. If they do, set up a meeting with the appropriate individuals as soon as possible.
- Review pertinent laws and procedures
 - Review the U.S. Department of Education's Guidance on Bullying and Students with Disabilities (October 2014).

- Review: Guidance on Bullying of Students with Disabilities, U.S. Department of Education's Office of Civil Rights Dear Colleague Letter, October 2014.
- Under Section 504 and Title II, schools must address bullying and harassment that are based on a student's disability and that interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.
- If any bullying or harassing behavior interferes with the ability of a student with a disability to access educational services, the situation, if uncorrected, may constitute a FAPE violation.
- If the effects of the bullying adversely affected the student's ability to receive FAPE, the IEP or 504 team, including the parent, must identify any additional or new special education services or supports the student requires to continue receiving FAPE and adjust the plan accordingly.
- Contact your School District's attorney if you need assistance with the law.

Decision

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.

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

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

Student agree to the stipulations set forth in the above documents established by Iowa Code 280.28 and House File 86.5 (Signatures are collected digitally at the beginning of each school year)

Publication of Policy

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 districts website.

Public Displays of Affection

IVCSD recognizes that affection for one another is a healthy and personal act. Excessive public displays of affection (PDA's) among students tend to degrade the persons involved, in the eyes of their family, peers, faculty, visitors, and members of the community. The district will not tolerate excessive public displays of affection in the building or in activities under the direct supervision of the school.

Search & Seizure (BP 502.8)

IVCSD property is held in public trust by the Board of Education. School district authorities may, without a search warrant, search a student, student lockers, desks, work area or student vehicles based on a reasonable suspicion that a board policy, school rule, or law has been broken.

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

- Eyewitness observations by employees
- Information received from reliable sources
- Suspicious behavior by the student
- The student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.
- Observation made by the video camera

The search shall in a manner reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband include but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, dangerous weapons, firearms, explosives, poisons, and stolen property. The Board of Education prohibits the use of tobacco and prohibits the possession, use of being under the influence of beer or alcohol, and other controlled substances, or "look-alike substances that appear to be tobacco, beer or alcohol, or controlled substances by students. Such items are not to be possessed by a student anywhere at school district facilities or at school-sponsored, school-approved, or school-related activities.

Possession of such items will be grounds for disciplinary action, including suspension or expulsion and will be reported to local law enforcement authorities (**IA Code, Chapter 232-1991**)

The Board believes that such illegal, unauthorized, or contraband materials cause material and substantial disruption to the school environment or present 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.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding the policy.

Standard of Proof

Admission by the student of the offense, conviction in a court of law, or evidence presented by a reliable source including a coach, administrator, faculty member police officer, or other responsible person of a nature which the coach and/or committee may reasonably conclude by a preponderance of the evidence presented that the student committed the offense shall be sufficient to warrant disciplining the student.

Student Conduct at Extracurricular Activities

Students are expected to act appropriately when in attendance at extracurricular activities. Courtesy and respect shall be shown to the visiting guests, the opposing players and their coach, and the officials.

Failure to follow these guidelines may result in the offending students being expelled from the contest and loss of the privilege of attending further contests for up to one year.

Student Dress

The students of Iowa Valley have great traditions. One of these traditions is that they dress and groom themselves in a fashion that is complementary to the school and not distracting to other students. Your appearance sends a message to those around you, including any guests that may be visiting our school. Personal appearance should not disrupt the educational process, violate federal, state or local laws, or affect the welfare and safety of other students. Specific dress rules include:

- Clothing should be clean.
- Inappropriate attire for school includes, but is not limited to, items that display drugs, alcohol or tobacco, is considered harmful or involves accessories that are considered disruptive to the educational process, sexual or obscene, promotes violence or racism.
- Students must be covered from shoulders to near mid-thigh. All visible shirts, blouses or overly tight clothing such as midriff-baring tops, tube tops, halter tops, see-through clothing, spaghetti straps, short-shorts or skirts, exposed undergarments, cleavage, or back side. Tears in clothing exposing skin will be allowed at mid thigh or below.
- Caps or headgear of any kind will not be permitted in the building upon entering in the morning until 3:17 p.m. on scheduled school days. Exceptions will be made when school wide dress-up days are offered.
- Clothing or accessories that are dangerous or could be used as weapons (eg. chains, studded collars/armbands).
- Halloween costumes, shoes with cleats or roller attached.

The final determination of what is appropriate dress lies with administration; many terms of the dress code do not need such determination and will be handled immediately by staff members. Inappropriately dressed individuals will be asked to change into appropriate clothing or address the necessary problem immediately. If they do not have anything available to them to change into, the student will be sent to the office. The principal will provide an article from the lost and found box or when appropriate the student may be sent home to change, and may receive no credit for missed class period(s). Any student refusing to comply, being disrespectful, belligerent or insubordinate, or found to be a habitual violator will be sent to the administration who will determine appropriate consequences. Any absence from class due to the student's refusal to comply with this policy will be counted as an unexcused absence.

Suspension/Expulsion (BP 503.1, 503.1 R1, 503.2)

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

Student will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on IVCSD property or on property within the jurisdiction of the School District; while on school-owned and/or operated school or charter vehicles; 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. Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the School District or school activity; conduct which disrupts the

rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Inappropriate student behaviors include, but are not limited to: open or persistent defiance of authority and/or rules; threatening, striking, or assaulting any school employee or another student; extortion, vandalism to school property; profanity; theft; possession of a weapon, possess or sale of liquor, tobacco, or narcotics; smoking; failure to abide by corrective discipline measures include, but are not limited to, removal from classroom, retention, suspension, probation, and expulsion.

Students who are suspended and/or considered for expulsion will be given full due process rights. This includes having the charges explained, being given the opportunity to present reasons for the behavior and the right to appeal the decision to the superintendent. Parents are notified in all cases where a serious breach of school rules has occurred.

In cases where student misconduct at school is also a violation of local, state, or federal law, law enforcement personnel will also be notified.

A) In-school Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspension may be imposed by the principal for infractions of school rules or "student conduct" which are serious but do not warrant the necessity of removal from school.
2. The principal shall conduct an informal investigation of the allegations against the student prior to imposition of an in-school suspension. Such an investigation shall include, but not be limited to written or oral notice to the student of the allegations against him and an opportunity to respond. In-school suspension shall not be imposed for a longer period than ten (10) school days. Written notice of the in-school suspension and the reasons therefore shall be sent to the student's parents.

B) Out-of-school Suspension

1. Suspension is the removal of a student from the school environment for periods of short duration. Suspension is to be employed when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended for up to ten (10) school days by a principal for a commission of gross or repeated infractions of school rules or "student conduct" or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend such students after conducting an investigation of the charges against the student, and giving the student:
 - Oral or written notice of the allegations against the student,
 - The basis in fact for the charges, and
 - The opportunity to respond to those charges.
3. Notice of the suspension shall be mailed no later than the end of the school day following the suspension, to the student's parents, the superintendent and the board president. A reasonable effort shall be made to notify the student's parents by telephone or personal contact, and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances involving the student which led to the suspension.

C) Suspensions and Special Education Students

Students who have been identified as special education students may be referred for a review of the student's Individual Education Program. The Individual Education Program will be revised to include a continuum of intervention strategies and programming to change the behavior.

*Note: Any student who is serving an in-school or out-of-school suspension **may not** attend any extracurricular activities on that day(s).

D) Student Expulsion

Students shall conduct themselves in accordance with board policy, "Student Conduct." Students who fail to abide by that policy may be expelled from school.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The principal shall keep records of expulsions in addition to the board's records.

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

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the fact to which each witness will testify;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel;
5. The results and findings of the board in writing are open to the student's inspection.

In addition to these procedures, a special education student will be provided with the following procedures:

1. Determine whether the student is actually guilty of misconduct.
2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.
3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

Study Hall Rules

Students who take advantage of study hall time shall have the right to a quiet learning environment.

1. The study hall is for quiet study time for students.
2. Students are expected to go to study hall with materials needed for the entire period.
3. Students working on group projects may work in designated areas or obtain a written pass from the teacher to go to the Media Center.
4. Permission to speak to another student is given by the study hall teacher.
5. A maximum of one individual may be excused from the study hall at a time to go to the restroom located nearest their study hall.

6. Students must have a pre-excused pass from a teacher in order to be excused from the study hall to visit another teacher's classroom.
7. Cards, games, video games, cell phones, earbuds etc. are not allowed in study halls.
8. Students MUST ask and be granted permission to use headphones/earbuds by the study hall teacher.
9. Students are not allowed to watch YouTube or other streaming sites that are not directly related to a class assignment.

Threats of Violence

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

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening behavior:

- the student's access to weapons of any kind
- the circumstances surrounding the threat
- the age of the student
- the mental and emotional maturity of the student
- cooperation of the student and his/her parent(s) or guardian(s) in the investigation
- the existence of the student's juvenile or criminal history, the degree of legitimate alarm or concern in the community created by the threat

Tobacco, Alcohol, and Drugs (BP 502.7)

Students of the IVCS D are prohibited from using, possession, or being under the influence of beer/alcohol, tobacco, vapes, other controlled substances, or "look-alike" substances that appear to be tobacco, beer, alcohol or controlled substances. Such items are not to be possessed anywhere at school district facilities or at school-sponsored, school-approved, or school-related activities. Possession of such items will be grounds for disciplinary action, including suspension or expulsion and will be reported to local law enforcement authorities.

Weapons & Firearms Policy (BP 502.6)

The students, faculty and staff of the IVCS D have the right to attend schools and school activities that are safe. Parents have a right to expect that the schools and the activities to which they send their children are safe. Schools and patrons cannot be safe if a student brings, possesses or uses an instrument as a dangerous weapon. The IVCS D has **zero tolerance** for unauthorized dangerous weapons and firearms possession. Thus, any student who possesses, buys, sells, uses or threatens to use a dangerous weapon, firearms, or look-a-like shall be guilty of misconduct and shall be subject to discipline up to and including expulsion. In addition, any student who illegally possesses, buys, sells, uses or threatens to use a dangerous weapon, firearm or look-a-like off school premises may be subject to disciplinary action where safety considerations are an issue.

School district facilities, school district premises, and school district sponsored activities are not an appropriate place for dangerous weapons, firearms or look-a-likes of any kind. Dangerous weapons, firearms, look-a-likes or any instrument used as a weapon will be taken from student and others who bring them onto the school district property or onto property within the jurisdiction of the IVCS D from students who are within the control of the district.

For purposes of this policy, definitions of firearms and dangerous weapons are as follows:

1. **Firearms:** Students bringing a firearm to school, or knowingly possessing firearms at school shall be expelled for not less than twelve months. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent will have the authority to recommend this expulsion requirement be modified for a student on a case-by-base basis. For purposes of this portion of the policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.
2. **Dangerous Weapons:** "A dangerous weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the defendant intends to inflict death or injury upon the other and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length." (**Iowa Code 702.7**)

In addition to the definition set forth above, dangerous weapons or any instrument used as a weapon in the schools, includes any object used to intimidate, coerce, scare or threaten a student, school district employee or visitor. Dangerous weapons therefore include, but are not limited to, clubs, nunchakus, brass knuckles, knives regardless of blade length, butterfly knives, stun guns, BB guns, toy guns used or displayed as real guns and unloaded guns.

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

Parents or guardians of students found to possess an unauthorized dangerous weapon or firearm, look-a-like or any instrument used as a weapon on school property will be notified of the incident. Confiscation of weapons or firearms will be reported to the police, and the student will be subject to disciplinary action.

Weapons or firearms under the control of law enforcement employees will be exempt from this policy. The principal may authorize other persons to display dangerous weapons or look-alikes for educational purposes. Such a display will also be exempt from this policy.

A student who is suspended or expelled under this policy will have alternative opportunities, as determined by the building principal, for continued school involvement during the suspension or expulsion and for the possibility of reintegration of the student into the school following the suspension or expulsion.

Any document regarding a student's violation of board policy #502.8 "Search and Seizure" will be placed in the student's cumulative folder and will remain in the folder as long as the student is in the IVCS. Students will be given notice of the conduct rules in effect at the school and guidelines of the types of punishment that might result from misconduct relating to this policy. Distribution of information will be made through student handbooks, homeroom, meetings and similar efforts.

All staff members at IVCSD are required to immediately report any reasonable suspicion of a student in possession of a dangerous weapon or firearm to the building administrator.

It is the responsibility of the superintendent, in conjunction with the building principals, to develop administrative regulations regarding this policy.

GENERAL INFORMATION

Automobiles

Students participating in elementary mentoring, job shadows, classes off campus, internship programs, testing at Kirkwood, etc. may be required to drive to and from locations off school grounds. Parents and students will be required to sign the Iowa Valley Day Student Driving Permission Form giving the student permission to drive off-campus during the school day. Permission forms can be found in the Guidance office.

Students who wish to drive and park at Iowa Valley shall comply with the rules and regulations established by the Iowa Valley School District. Failure to comply with this policy or the school district rules shall be the reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion. There is a designated area to be used for mopeds and students will be asked to park in that designated area, regular parking lot is for full size vehicles only.

Parking by students is NOT permitted in spaces designated for school staff, visitors, or handicapped parking.

Breakfast and Lunch

Breakfast begins serving at 8:00 a.m. in the cafeteria for those students who wish to eat at school. No food is allowed outside of the MP room with the exception of food being brought in for class activities. The food shall then be brought to the classroom where the activity will occur at the start of the school day.

Lunch is served in three shifts for the high school students and one shift for the junior high. All students are to report to the lunch room during their designated period. No students are allowed to leave the building during lunch.

Students may choose to bring lunch from home, and the school does permit lunch items to be heated in a microwave. Meal account money may be turned in to the district secretary's office before or after school, or paid through Pay School, which is found on the schools webpage.

Bus Transportation Passenger Discipline Procedure

To assist in providing an efficient and safe environment the following procedure has been established for drivers and passengers on the Iowa Valley Community School buses and vans.. Passengers are expected to follow the bus rider rules as printed in the Parent Newsletter. However, when difficulties arise, they are usually one of two types.

Passenger to Passenger – When a passenger(s) is experiencing difficulty with another passenger(s), he/she should first discuss the situation with the bus driver. If a satisfactory solution does not result, the passenger, or parent/guardian should contact the building principal. If the situation continues, the superintendent should be notified.

Passenger and Drivers

a) **First Offense** – The bus driver and passenger(s) will confer in an attempt to solve the situation.

b) **Second Offense** - The driver will contact the building principal who will then visit with the passenger(s) and the driver in an attempt to solve the problem. The incident will be recorded and a copy sent to the parent or guardian.

c) **Third Offense** – The driver will again contact the building principal in an attempt to solve the situation. Either the driver or the principal will contact the parent/guardian. (If the principal contacts the parent/guardian, the driver should be present to provide necessary information.) After the conference with the passenger(s) and the call to the parent/guardian, a notice of probation will be sent to the parent/guardian. This notice will indicate the problem(s) involved and state that any subsequent problems will cause suspension of bus riding privileges for the period of time up to two weeks. If the phone contact was attempted but not made, the notice will also indicate that the parent/guardian was not able to be reached by phone. Communication among parents/guardians, bus drivers, and building principals is an essential part of a good, safe transportation system.

d) **Fourth Offense** – The driver will refer the passenger(s) to the building principal. A conference will be held with the passenger(s) and a notice of suspension of bus riding privileges will be sent to the parents/guardians. This period of suspension could last for four weeks.

e) **Fifth Offense** – The driver will again refer the passenger(s) to the building principal. A conference will be held with the passenger(s) and a notice of suspension of bus riding privileges will again be sent to the parents/guardians. This period of suspension could last for the remainder of the year.

* In the event of an emergency or extreme situation, suspension of riding privileges may be given without prior warning. This action will be taken at the discretion of the building principal after conferring with the bus driver, conference with the passenger(s) and notice to the parents/guardians.

** At any step in this procedure the parent/guardian has a right to request an informal meeting or formal hearing with the bus driver and/or building principal. This request should be made to the building principal and will be held prior to any suspension of bus riding privilege.

*** Communication, cooperation, and respect are the ways to an effective and safe transportation system. The drivers, passengers, and parents/guardians are expected to communicate in an open and respectful manner on a regular basis regarding the transportation program. This is essential as initial problems begin to surface. Normally, these efforts will avert any serious difficulties.

Change of Address

Any change in address, phone number, guardianship, etc. must be reported to the principal's office and parents will need to go on to PowerSchool and make that change as well, as we are required to report this information to the state in our reporting process.

Closings & Early Dismissals

Parents and Guardians are advised that due to weather conditions, it may be necessary to close school on short notice. We realize the decision to close school may put families at a disadvantage when it comes to scheduling for child care and therefore will do our best to make the best decision in considering whether to dismiss or cancel school early. These announcements will be made on WMT-600 AM, KGRN-15401 AM, KHAK-98.1 FM, KDAT-104.5 FM, KRNA-94.1 FM, KZIA-102.9 FM, KCCK-88.3, KGAN-TV (channel 2), KWWL-TV (channel 7), KCRG-TV (channel 9), our PowerSchool app alert , as well as being posted on our schools webpage and Facebook page.

Daily Announcements

Students are responsible for knowing the content of daily announcements. Announcements can be found on the school website for both students and parents. Students wishing to have an item included in the daily announcements must have permission from the building principal. Announcements will also be read over the intercom daily.

Field Trips

Parent or guardian will need to complete registration through **E-registration** on **PowerSchool** for approval that their child may attend identified function, and we continue to emphasize that field trips are designed to be an extended educational experience for the student, as well as in-depth study, but that the student will still be responsible for making up any educational opportunities in other classes missed during this time.

Fire/Tornado/Disaster Drills

Iowa law requires periodic drills to ensure the safety of individuals occupying a school building or vehicle in the event of a fire, tornado, or other disaster. Procedures for such drills are posted in each classroom and will be explained by teachers. The transportation director will carry out disaster drills for vehicle passengers.

Everyone is expected to treat such drills in a serious manner and to respond appropriately to the required procedures. **IT IS AGAINST THE LAW TO TAMPER WITH FIRE PROTECTION OR ALARM EQUIPMENT. 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 official**

Illness, Injury, Medication

When a student becomes ill or is injured at school, the school district shall be notified by school personnel as soon as possible after these individuals are aware of the incident. The school district, while not responsible for the medical treatment of an ill or injured student, will have authorized school personnel to administer emergency or minor first aid if possible.

An ill or injured child will be turned over to the care of the parents, the parents' designee, or qualified medical personnel as quickly as possible. Students **MUST NOT LEAVE THE BUILDING** because of illness without administrative authorization.

Guidelines are as follows:

1. Please report all communicable diseases to the school nurse's office.
2. No medical care beyond first aid will be given by the nurse or other school personnel.
3. Medication policy: All prescription drugs are to be brought into the school nurse or office staff by a parent or guardian. All medication must be in original packaging and labeled as dispensed by the prescriber or pharmacist and shall identify the medication, strength, and time interval to be administered.
 - i. A record of each dose of medication administered shall be documented.
 - ii. Medication shall be stored in a locked/secure area.
 - iii. Medication not claimed by the parent at the end of the school year shall be destroyed. (procedure for destroying medication shall include a witness and documentation)

- iv. Only the school nurse or staff who have completed a medication administration course approved by the Department of Education will administer medication.
4. Students shall be dismissed from school with diarrhea, vomiting, and/or a temperature of 100 degrees or above. They should not return to school until they have been free of these symptoms for 24 hours without the use of medication.

Instructional Supply Rental

The instructional supply rental policy as set up by the Board of Education is determined by the annual expenditures and, therefore, can possibly change from time to time, depending on the raising or lowering of costs for the books used.

Excessive wear on books will be charged against the student by a fine. All workbooks and lab books remain the property of the school and will be collected when school is out in the spring. These books and supplies represent a very great outlay of money each year, and students should protect them from rough handling.

Leaving the Building

While at school, you are the responsibility of the school and it is necessary to know where you are at all times. If for any reason a student needs to leave the building, it is required that his/her absence be approved through the principal's office. Students who are going on errands that will take them from the building must first report to the principal's office, and receive permission from the building administration and their parent or guardian.

LIBRARY/MEDIA CENTER

Circulation Policies

- a. Books may be checked out for up to 3 weeks.
- b. Reference materials do not circulate except with special permission.
- c. All materials may be renewed for similar loan periods.
- d. Lost or damaged materials are a student's responsibility and will be charged accordingly for replacement costs.

Library Media Center Use

- A predetermined number of students may come to the media center from each study hall.
- Teachers sending students to the media center need to complete a pass for each student or send a signout sheet with the group to the media center.
- Students need to report directly to the media center from study hall or classroom.
- Students should work independently, quietly and productively. Students should treat others in the media center with courtesy and respect. Keep voices down.
- Misuse or abuse of media center materials or other school property is prohibited.
- Media center computers should be used only for educational purposes.
- Students causing disruptions will be asked to leave the media center and the media center attendant and teacher will discuss consequences.
- Printing should be limited to what is essential for class assignments.
- Absolutely NO GUM or food in the library

Lockers (BP 502.8 R1)

Each student is assigned a locker for the school year. Physical education lockers are also assigned along with a lock (at no charge) to protect personal valuables. Students who use their own locks for PE must present an extra key or their combination to their PE teacher and/or coach.

In accordance with IA Code Section 808A.2, lockers are the property of the IVCSd. Students shall use the lockers assigned to them. It shall be the responsibility of each student to keep his/her assigned locker clean and undamaged. If any student causes damage to their locker or any other school property, it is their responsibility to pay for it. If something is stolen from a locker, it is not the responsibility of the school.

The IVCSd and authorities may, without a search warrant, search a student's locker, student desk, work area, person or automobile when a school official has reasonable suspicion that the contents contain illegal or contraband items or evidence of violation of school rules, policy or state law.

Periodic inspections of all or a random selection of lockers may be conducted by school officials in the presence of the student or another individual. A drug-sniffing animal may be used when conducting a random locker search. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

Lost and Found

If you find lost articles, turn them into the office immediately. Students should make every effort to identify their belongings by identifying them. If you must bring large sums of money to school, leave it in the office during school.

Nurse

The school nurse heads the health program of the school. He/she identifies those children with health needs, gives them temporary immediate aid, and makes referrals for treatment. If you have a question concerning your child's vision, hearing or dental, please contact the school nurse. The nurse's office is located in room C-6 in the high school building. Please check at the junior-senior high principal's office before going to the nurse, as he/she is not in the building full time.

Parent/Student Concerns

If a parent or student has a concern with a teacher, coach, or situation at school, you are urged to follow this procedure:

1. Encourage your student to advocate for themselves first. If that does not resolve the problem go to step 2.
2. Contact your child's teacher/coach/sponsor to discuss the problem and possible solutions
3. If the concern is not resolved, contact the principal/athletic director for assistance.
4. If the concern is still not resolved, request a meeting with the building principal/athletic director, student, and teacher/coach.
5. If the concern remains unresolved, contact the superintendent for assistance.

Parent/Teacher Conferences

Iowa Valley Jr/Sr High School will hold parent-teacher conferences four times a year at the midterm of each quarter. All meetings will be held in teacher classrooms. Parents of students receiving a grade below a C- will receive an email or phone call from the teacher encouraging them to attend conferences. All parents are invited and encouraged to attend conferences and meet your child's teachers.

Parking

Any student with a valid driver's license or school permit is allowed to park on school grounds. Students are expected to come directly into the building after parking their vehicles. Students may not move their vehicles from this lot during the school day, nor be in the parking lot during the school day, nor be in the parking lot during the day without permission of the administration. Vehicles that are improperly parked will be moved by the driver by request of a school official. Students who drive recklessly may be subject to consequences from the administration which may include loss of parking privileges and/or detention. Students should report any accidents which occur in the school parking lot.

The interior of a student's automobile on the school premises may be searched if a school official has reasonable suspicion to believe illegal, unauthorized, or contraband items are contained inside.

Posters and Signs

Any sign or poster displayed in the school must be approved by the administration. The conference prohibits the use of posters, banners and noisemakers at all games and contests.

Restroom Privileges

Restroom privileges are determined by individual classroom teachers. Students asking to use the restroom are required to leave phones in the classroom and they are not allowed in the restrooms or locker rooms at any time. Bathroom stalls are for individual use only, unless circumstances warrant assistance due to a disability. More than one student may not occupy the same bathroom stall at a time. Such occurrences will not be tolerated and will be subject to administrative disciplinary action. 1st Offense will result in a Wednesday night detention followed by stricter disciplinary action for additional offenses.

School Day

First period of the day starts at 8:20 a.m. and the last period of the day ends at 3:17 p.m. Students should remain in the MP room and adjacent hallways before the bell dismisses to 1st period. All exterior school building doors will be locked during the school day. All students arriving late to school and visitors must ring the bell at the main doors on Hilton Street to be allowed entrance. No students should be in the building after 4:00 p.m., unless supervised by a coach or activity sponsor.

School Driver's Permit

Students who are applying for a school driver's permit may use it only to drive to and from school and school activities by the most direct route between the house of 6 a.m. and 10 p.m.

School permits will be revoked with the possibility of a license suspension if the permitted usage is violated. In order to obtain a school driving permit, a student must meet ALL of the following criteria:

1. Be at least 14 years of age
2. Have completed Driver Education
3. Obtain proper forms from the main office.
4. Live at least 1 mile from the attendance center.
5. Be actively involved in extracurricular and/or co-curricular activities or parent requests due to family circumstances.

School Sponsored Dances and Prom

Students attending school sponsored dances and prom held on school grounds will be expected to follow school conduct policy, and adhere to those guidelines. Grade appropriate dances will be for those students who are identified by the sponsor(s) of that event and others wishing to attend will

have to have approval 24 hours beforehand in order to do so. Example A: Jr High dances are intended for those students in grades 7th and 8th, and any elementary or high school grade student may not attend. Ex. B: The Jr-Sr High Prom is intended for high school students and therefore no Jr High or elementary student may attend that event, without proper approval. Freshman and sophomores may only attend if a guest of a junior or senior.

NO PERSON 21 years of age or older will be permitted to a Jr/Sr High School dance or party. All non-Iowa Valley guests MUST be cleared in advance with the Principal.

Telephone Calls

Students will not be called out of class to receive telephone calls unless the office personnel believes it is necessary. Student calls should be made during lunch or after school.

Parents are encouraged not to call or send emergency text messages to their child's cell phone while they are in school that may be upsetting to their child, but rather contact the office so the student can be removed from the class prior to receiving bad news (e.g. death in family, accident).

No student should ever use a phone to call home for illness without permission from the nurse or main office.

Visitors

Parents and other visitors are welcome in our school at any time school is in session. We welcome their suggestions and comments. Student and adult visitors are to report to the principal's office so they can be welcomed and introduced to appropriate personnel. All visitors will need to sign into the visitor log book upon arrival and will need prior permission from building administration, to be able to visit with a particular staff member or student.

Waiver of Student Fees

Students whose families meet the income guidelines or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the superintendent's office at registration time or any time thereafter for a waiver. This waiver does not carry over from year to year and must be completed annually.

Wednesday Evening - Church Night

Wednesday night is designated as church night in Marengo. No school activities are to be scheduled after 6:00 p.m. on Wednesday during the school year, summer months with baseball and softball have pre-approval. *It is noted that the Iowa Valley district does host parent/teacher conferences on Wednesday evenings at various times throughout the year and we understand if a parent chooses not to participate in these events during the course of the school year due to church activities.

TECHNOLOGY - DIGITAL LEARNING POLICIES & PROCEDURES

Technology 1:1 Program (Chromebooks)

Iowa Valley Jr/Sr High School is a 1:1 school in Grades 7-12. Students follow the guidelines outlined in the Acceptable Use Policy per school board policy (BP 605.6). The 1:1 program is to promote collaboration, innovation, creativity and other 21st Century Skills for all students.

General Classroom Guidelines:

1. Students may only play approved games related to coursework during class time.
2. Students will be allowed to listen to music sites when given permission from a teacher.
3. Students are not allowed to watch YouTube or other streaming sites that are not directly related to a class assignment.
4. All Chromebooks are monitored with the Deledao program, which includes the times they are available for use. **5:00am-midnight seven days a week.**

Technology (BP 605.6)

Iowa Valley Jr/Sr High School is committed to providing electronic media for all students, including computer networking and Internet technology. Students are expected to comply with district policy as well as state and federal regulations regarding the operation and use of school district computers and network systems. The number of available terminals and the demands for each terminal may limit the amount of time available for each student. The use of the network is a privilege and may be taken away for violation of Board policy or regulations.

The IVCS D does not condone the submission of, publishing of, or displayed use of defamatory material. Furthermore, the IVCS D does not condone the unauthorized copying of any software which is licensed or protected by copyright; computer hacking (unwanted or unsolicited entry into a computer); unauthorized access, willful damage or misuse of systems, applications, databases, code or data; and/or the intentional introduction of a computer virus into a computer or computer network.

Employees and students will be instructed on the appropriate use of the computer network and the Internet. Parents will be required to sign a permission form to allow their students to access the computer network and the Internet. Students will sign a form acknowledging they have read and understand the Network Appropriate Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulation.

Any use of electronic devices to gain unfair academic advantage on tests and homework will be considered cheating and will be dealt with according to each individual instructor's classroom rules.

Digital Learning Policies & Procedures:

The focus of the digital learning environment initiative at Iowa Valley Community School District is to provide necessary tools and resources for a digital learning environment characterized by flexibility, collaboration, personalization, creativity, and technology rich learning that will lead students to be ready to work and learn in the 21st Century. At Iowa Valley, technology will be integrated throughout the educational program. The digital learning environment empowers students and teachers to use technology in new ways.

Learning at Iowa Valley requires interaction among students, educators, parents, and the extended community. Implementation of a digital learning environment enables learning that is no longer limited by the four walls of a classroom or building.

The policies, procedures, and information within this document apply to all district owned devices used at Iowa Valley Community School District. Individuals or teams of teachers may set additional requirements for use in their classroom.

Use of the device is at all times subject to the rules governing legal and ethical behavior set forth in this document, Iowa Valley Community School District Student Computer/Internet Usage Acceptable Use Policy, other pertinent Iowa Valley Community School District Policies, and applicable laws. Students shall abide by these rules whenever using the device, whether at school or away from school.

1. EQUIPMENT DISTRIBUTION AND COLLECTION

1.1 Device Checkout

- Devices will be checked out each year to incoming students at the beginning of the school year during school registration and/or first day of school.
- Students and parents are required to complete the following through Power School's E-registration before being given a device:
 - 1:1 Device Damage Agreement
 - Student Pledge
 - Student/Parent Acknowledgement
- Every device will include a protective case, case strap, charger, and device.
- The district retains the right to collect and/or inspect the device at any time, including by remote access in accordance with applicable law. **Students shall have no expectation of privacy in the device or any data or other materials contained in the device.**

1.2 Device Check-in

- All devices, cases, straps, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason are expected to return the digital device on the date of termination/separation.

1.3 Penalties

- Failure to return the assigned digital device at the end of the school year or upon termination of district enrollment may result in a reported theft to the Marengo Police Department.
- The student will pay the replacement cost of the device and accessories, or any applicable insurance deductibles.

2. TAKING CARE OF YOUR DIGITAL DEVICE

2.1 Device Care

- Students are responsible for the general care of the digital device and accessories they have been issued by the school. Any device and/or accessory that is broken or fails to work properly should be taken to the student's teacher or office **IMMEDIATELY!**
- Devices and accessories must be carried in the school issued protective carrying case at all times.
- Devices and cases must remain free of any writing, stickers, or labels that are not the property of the Iowa Valley Community School District.
- Do not place anything near the digital device that could put pressure on the screen.

2.2 Storing the Device

- When students are not using their device, it should be stored in their locker
- During lunch period, devices are to be left in their 5th hour class or in their locker
- Devices should not be stored in a vehicle in extreme heat or cold because extreme temperatures can affect the battery, screen, and other device parts.

2.3 Devices Left in Unsupervised Areas

- Under no circumstances should devices be left in unsupervised areas.
- If a device is found in an unsupervised area, it will be taken to the office. Students shall meet with the building principal.

3. USING YOUR 1:1 DEVICE AT SCHOOL

Devices are intended for use at school each day and should be used for educational purposes only. School announcements, calendars, schedules, and PowerSchool may be accessed using the device. Students are responsible to bring their device to all classes unless specified by individual teachers, i.e. PE, band, etc.

3.1 Device Left at Home

- If students leave their device at home, they are still responsible for getting their course work completed as if they had their device present.

3.2 Device Undergoing Repair

- A loaner device may be issued to students when they leave their device for repair.

3.3 Charging Your Device

- **Devices are expected to be brought to school each day fully charged.**
- Students who repeatedly (as determined by any staff member) fail to bring their device charged to school may be subject to consequences.

3.4 Personalizing Devices

- Inappropriate media may not be used as a background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures (or anything else determined inappropriate by a staff member) will result in disciplinary actions.
- Changing passwords from the school provided one is prohibited.

3.5 Sound, Music, Games, or Programs

- Sound must be muted or headphones used unless permission is obtained from the teacher for instructional purposes. This includes all system notification sounds.

- Audio can be used at the discretion of the teacher.
- Usage of videos, streaming videos, music sites, and games within the confines of the classroom are left to teacher discretion.
- Students found in violation of these limitations will be subject to disciplinary consequences.

3.6 Printing

- Printing will not be available from devices.
- Printing access will be provided from desktop access in the school's Media Center.
- Students should communicate with their teachers as to what they need printed.
- Student work should NOT be sent to the office for printing.

3.7 Home Internet Access

- Students **are not required** to have wireless access at home.
- Devices will only connect to the Internet through a wireless connection.
- The school provided device should never be connected to a personal computer.
- Students are allowed to set up home wireless networks on their device.

3.8 Photos/Video Taken with the Device

- Students **may not take photos or videos** of other students, staff, or anyone else without their permission.
- The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.
- In addition, photos and video taken with the device may not be used to slander, bully or denigrate any student or staff member.

3.9 Video Conferencing

- The use of any multi-media/video conferencing or conversation applications is strictly for educational purposes only and under the direct supervision of staff.

4. MANAGING YOUR FILES & SAVING YOUR WORK

- Google Drive is the only acceptable storage outlet.
- USB/Flash Drives are not permitted for usage in school devices.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. 1:1 DEVICE malfunctions are not an acceptable excuse for not submitting work.

5. SOFTWARE ON THE DEVICE

- The School District will synchronize student devices so that they contain the necessary software/extensions for schoolwork.
- Students may be required to check in their device for periodic updates and syncing.
- Students are also expected to perform updates on devices as they are notified to.

6. DIGITAL CITIZENSHIP

Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Parent(s)/Guardian(s) will:
 - a. Discuss the expectations and precautions that should be followed while on the Internet.

- b. Supervise the device at home.
- c. Ensure that the device arrives at school fully charged.
- d. Review this handout and all policies on using the device with the student and require compliance with these provisions.

6.2 School Responsibilities are to:

- Provide safe and monitored Internet access and provide an individual school monitored Google account to its students.
- Provide spam or non-educational blocking of inappropriate websites or materials on the school district's networks.
- Immediately report any inappropriate digital content to the building principal.
- Provide network data storage areas. These will be treated similar to school lockers. The School District reserves the right to review, monitor, and restrict information stored on or transmitted via School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of provided digital devices and help assure student compliance of the acceptable use policy.

6.3 Students are Responsible For:

- Use the device for educational purposes only, unless given permission by a staff member for alternative usage.
- Obey school rules concerning behavior and communication that apply to device use.
- Comply with all copyright laws.
- Report any security problems.
- Be the only user of the device. Loss or damage that occurs when anyone else is using his/her assigned device will be his/her full responsibility.
- Report inappropriate digital content immediately to a district staff member.
- Not reveal his/her password to another user.
- Only use the device's recording capabilities for educational purposes, with consent of the participants, their knowledge of the intended use, and with the staff approval.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Iowa Valley Board Policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the web filter through a web proxy.

6.5 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Iowa Valley District.

6.6 Student Discipline

- If a Student violates any part of this policy, they will be put on the following disciplinary steps:
 - 1st Offense: Students will check in/check out their 1:1 Device from the office daily for 14 calendar days, and student may lose privilege of using Device in classroom(s) where Device is not needed and will still be responsible for all required academic work.
 - 2nd Offense: Students will leave their 1:1 Device in the office for a 14 calendar day suspension, while still being responsible for all required academic work.
 - 3rd Offense: Students **will lose the privilege** of using their 1:1 Device for the rest of the quarter or semester whichever is longer and further disciplinary action will be determined by the administration.

6.7 Social Media

- Social media defined: any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, Internet forums, and wikis.
 - A digital footprint is the reputation you leave online and can include material posted on blogs, and mentions on websites and videos that are uploaded onto sharing sites.
 - Online actions leave a permanent record and remain online, even if you click "delete."
 - You should always take responsibility for the content you post in all social media environments.
- **Pause before you post!** Once a comment is posted online, you cannot later say, "never mind." Consider the consequences to your online actions.
 - Personal use of social media may have an effect at school.
 - Personal social media use, including off-hours use, may result in disruption at school and the school may need to get involved.
 - This could include disciplinary action such as a parent conference or suspension.
 - Protect yourself online.
 - Use caution

- Find out as much as you can about the person
- Tell a parent if you are considering meeting one of these people face to face.
- Do not post too many identifying details because revealing that information can be potentially dangerous or compromise your identity in some way.
- Cyberbullying is the use of electronic technologies to hurt or harm other people.
 - Report the behavior to a trust school official and/or parent or guardian. If you are being cyberbullied or hear about/observe someone else being cyberbullied, report the behavior and get help. Know what to do.
 - “De-friend,” block, or remove people who send inappropriate content.
 - Save harassing messages, as this evidence could be important to show an adult if the behavior continues.
 - Do not email them to anyone.
- There is no right to privacy when using school-related social media. If you are using the school’s device or network, the school may review what you post.

8. REPAIR COSTS AND FEES

8.1 Repair and Replacement Costs

- Students will be held responsible for ALL damage to their 1:1 Device including, but not limited to: broken screens, cracked plastic pieces, inoperability, frayed, cut or worn chargers, charging blocks that are not working and have not been reported to the office when problems occur, etc.
 - **1st time:** \$50 which will cover the cost of repairs.
 - **2nd time:** \$150 which will cover the cost of repairs.
 - **3rd time:** Replacement cost of new device.
- Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value.
- Lost items such as cases and cables will be charged the actual replacement cost.

8.2 Intentional Damage

- **Students/Parents are responsible for full payment of intentional damages to device.**
- The Warranty or the Accidental Damage Protection DOES NOT cover intentional damages.
- Device cases furnished by the School District must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- New cases are available for purchase if lost, damaged or not returned.

Your device is an important learning tool and is for educational purposes only. In order to take your device home each day, you must be willing to accept the following responsibilities:

- I will bring my device to school every day charged.
- I will take good care of my device.
- I will never leave the device unattended.
- I understand that my device is **subject to inspection at any time without prior notice** and it is known that devices are the property of the School District.

- I will never loan out my device or charger to other individuals.
- I will not have my device at the lunch table with me at any time. All students will be expected to leave their device in their 5th hr. class or place them in the locker.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by only the case and cover provided.
- I will use my device in ways that are educational, appropriate and meet District expectations.
- I will not place decorations (such as stickers, markers, etc.) on the device or deface the serial number.
- I will follow the policies outlined in the 1:1 device portion of this handbook and applicable technology policies while at school, as well as outside the school day.
- I will not load extra extensions onto my device.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the device, case, and power cords in good working condition, nearly similar to how it was received.
- I will return the device at the end of the year with the original items.
- I will notify school officials if the device is damaged.
- I understand that a police report will be filed by the school if necessary.

Your child has been issued a 1:1 device to personalize his/her education this year. It is essential that the above guidelines be followed to ensure the safe, efficient and ethical operation of the device.

Parent and student agree to the stipulations set forth in the above documents including the Digital Learning Policies and Procedures, the Acceptable Use Policy, and the Student Pledge for 1:1 Device Use. (Signatures are collected digitally at the beginning of each school year)

2025-2026 SCHOOL HOURS

*School is in session from 8:15 a.m. - 3:17 p.m.

*Office hours are 7:30 a.m. - 4:00 p.m.

IOWA VALLEY JH/HS BELL SCHEDULES 2025-2026

MON / WED Block A		TUES / THUR Block B		FRIDAY (Full Day) Periods		1 PM DISMISSAL Periods <i>Rotate Skinny's Friday's</i>		1 PM DISMISSAL Block A/B <i>M, T, W, Th only</i>		2 HOUR DELAY MON-THUR		2 HOUR DELAY Friday <i>Rotate Skinny's</i>	
1st Bell 8:15		1st Bell 8:15		1st Bell 8:15		1st Bell 8:15		1st Bell 8:15		1st Bell 10:15		1st Bell 10:15	
1	8:20-9:48	2	8:20-9:48	1 1.1 1.2	8:20-9:02 8:20-8:41 8:41-9:02	1	8:20-8:46	1/2	8:20-9:17	1/2	10:20-11:29	1	10:20-10:50
1.1 1.2	8:20-9:04 9:04-9:48	2.1 2.2	8:20-9:04 9:04-9:48	2 2.1 2.2	9:05-9:47 9:05-9:26 9:26-9:47	2	8:49-9:15	.1 .2	8:20-8:48 8:48-9:17	.1 .2	10:20-10:55 10:55-11:29	2	10:53-11:23
3	9:52-11:20	4	9:52-11:20	3 3.1 3.2	9:50-10:32 9:50-10:11 10:11-10:32	3	9:18-9:44	3/4	9:20-10:17	5/6*	11:33-12:53	3	11:26-11:56
3.1 3.2	9:52-10:36 10:36-11:20	4.1 4.2	9:52-10:36 10:36-11:20	4 4.1 4.2	10:35-11:17 10:35-10:56 10:56-11:17	4	9:47-10:13	.1 .2	9:20-9:48 9:48-10:17	.1 .2	11:33-11:57 12:29-12:53	5*	11:59-1:05
5*	11:24-1:16	6*	11:24-1:16	5* 5.1 5.2	11:20-12:35 11:20-11:46 12:09-12:35	6	10:16-10:42	7/8	10:20-11:17	3/4	12:57-2:05	4	1:08-1:38
5.1 5.2	11:24-12:08 12:32-1:16	6.1 6.2	11:24-12:08 12:32-1:16	6 6.1 6.2	12:38-1:20 12:38-12:59 12:59-1:20	7	10:45-11:11	.1 .2	10:20-10:48 10:48-11:17	.1 .2	12:57-1:31 1:31-2:05	6	1:41-2:11
7	1:20-2:48	8	1:20-2:48	7 7.1 7.2	1:23-2:05 1:23-1:44 1:44-2:05	8	11:14-11:40	TE	11:20-11:38	7/8	2:09-3:17	7	2:14-2:44
7.1 7.2	1:20-2:04 2:04-2:48	8.1 8.2	1:20-2:04 2:04-2:48	8 8.1 8.2	2:08-2:50 2:08-2:29 2:29-2:50	5*	11:43-1:00	5/6*	11:41-1:00	.1 .2	2:09-2:43 2:43-3:17	8	2:47-3:17
TE	2:52-3:17	TE	2:52-3:17	TE	2:53-3:17			.1 .2	11:41-12:10 12:33-1:00				
Lunch		Lunch		Lunch		Lunch		Lunch		Lunch		Lunch	
A	11:24-11:48	A	11:24-11:48	A	11:20-11:43	A	11:43-12:07	A	11:41-12:05	A	11:33-11:57	A	11:59-12:21
B	12:08-12:32	B	12:08-12:32	B	11:46-12:09	B	12:10-12:34	B	12:10-12:33	B	12:01-12:25	B	12:21-12:43
C	12:52-1:16	C	12:52-1:16	C	12:12-12:35	C	12:37-1:00	C	12:37-1:00	C	12:29-12:53	C	12:43-1:05

