

**NORTH FAYETTE VALLEY**  
**TIGER HAWKS**



**North Fayette Valley**  
**Middle School & High School**  
**Student and Parent Handbook**  
**2025-2026**

## Table of Contents –

### **INTRODUCTION AND SCHOOL INFORMATION**

Mission	7
Vision Statement	7
Core Values	7
Definitions	7
School Mascot	7
School Colors	7
School Song	7
School History	7

### **NOTIFICATIONS AND SCHOOL BOARD POLICIES**

Notice of Nondiscrimination	8
Equal Educational Opportunity	8
Student Complaints and Grievances	8
Homeless Children and Youth	8
Jurisdictional Statement	8
Student Fee Waiver and Reduction Procedures	9
School Fees	9
Chapter 103, Corporal Punishment, Restraint, Physical Confinement and Detention	9
Grievance Procedure	9-10
Asbestos Notification	10
Acceptable Use Policy	11-17

### **5-12 PROGRAMMING**

#### **Academic Information**

Academic Dishonesty and Cheating	18-19
Driver Education	19-20
Grade Reports	20
Human Growth and Development	20

#### **General Student Information**

Assemblies	20
Bookbags and Backpacks	20
Cell Phones and Electronic Devices	20-21
Church Night	21
Closed Campus	21
Custody and Parental Rights	21-22
Dances and Prom	22
Emergency Procedures and Drills	22
Food Service	22
Fundraising	22
Inclement Weather	22-23
Legal Status of Student	23
Passes	23
Posting of Information	23
School Announcements	23

Standardized Testing	23
Student Lockers	23
Student Publications	23-24
Student Records	24
Study Hall and Study Areas	24
Study Hall Rules	24-25
Substitute Teachers	25
Telephone Use and Messages	25
Unsupervised Students in the Building	25
Visitors/Guests	25

## **Conduct and Behavior**

Attendance	25-26
Bullying or Harassment	26-27
Care of School Property	27
Contraband	27
Detention	27
Dress Code	27-28
Expulsion	28
Food and Drink	28
Interrogation by Outside Agency	28
Public Display of Affection	29
Search and Seizure	29
Student Conduct	29-30
Smoking, Vaping, Drinking and Drugs	30
Student Conduct at School Events and Activities	30-31
Suspended Students and Attendance at School Events	31
Suspension	31
Student Walk Outs	31
Threats of Violence	31
Weapons	31

## **Trips, Transportation and Parking**

Buses and Other School District Vehicles	32-33
Daily Bus Pickup and Drop-off	33
Field Trips	33
Minor School License	33
Transportation to Events	33-34

## **Guidance Services**

Guidance Program	34
------------------	----

## **Student Health**

Accidents and Illness	34
Administration of Medication	34
Communicable and Infectious Diseases	35
Concussion Protocol	35
Emergency Forms	35
Health Screening	35
Physical Examination	35
School Nurse	35
Student Illness or Injury at School	35

## MIDDLE SCHOOL

### General Information

Faculty and Staff Assignments	36
-------------------------------	----

### Academic Information

Advisory Program	36
Bell Schedules	37
Extended Learning Program (TAG)	37
Grading Guidelines	38-40
Leaving School During the School Day	40-41
Lost and Found	41
Make Up Work	41
Physical Education	41
Student Behavior	41-42
Student Leadership	42
Study Club	42
Summer School	42

## HIGH SCHOOL

### General Information

Faculty and Staff Assignments	44-45
Instructional Coaches, Model and Mentor Teachers	45
Class Advisors/Sponsors	45

### Academic Information

Adding/Dropping Courses	45
Advisory Program	46
Bridges Academy	46
Course Load	46
Distance Learning Courses	46
Early Bird/PE	46
Early Graduation	46
Extended Learning Program (TAG)	46-47
Grade Point Average	47
Grading Guidelines	48-49
Graduation	49-50
Graduation Requirements	50
Honor Roll	50
Incomplete Semester Grades	51
International and Foreign Exchange Students	51
Makeup Work	51
Retaking a Course	51
Semester Tests	51
Senior Recognition and Honors	51
Senior Year Plus - PSEO, PICC and Concurrent Enrollment	52
Transcript Requests	52
Transfer Students and Credits	53

Bell Schedules	53
College Visits	54
Student Council	54
Summer Computer Use	54
Summer School/Summer Academy	54
Leaving School During the School Day	54
Permanent Passes	55
Removal from Class	55

## **Student Behavior Violations and Consequences** 55-57

Student Vehicles at School	58
----------------------------	----

## **BRIDGES ACADEMY**

Purpose	58
Academic Progress	58
High School Courses	58

## **DOWNTOWN ACADEMY**

### **General Information**

Purpose	59
Admission to the Downtown Academy	59
Bell Schedules	59
Breakfast and Lunch	60
Continuum of Services	60
Participation in High School Activities	61
School Hours	61
School Calendar	61
Parent Meetings	61
Technology Resources and Laptop Computers	61
Vocational and Employment Program	61

### **Academic Information**

Academic Progress	62
Eligibility	62
Missing, Incomplete and Late Work	62
Course Offerings	62
Graduation Requirements	62
Integration to High School Academic Program	62
Review of Credits	62

### **Student Behavior and Consequences**

Attendance	63
Behavior Expectations	63-66

## **ONLINE SCHOOL**

Course Load	66
Basic Expectations	66

Academic Progress	66
Attendance	67
Courses	67
Good Academic Standing	67
Grading	67
Grade Point Average	67
Grade Reports	67-68

## **ACTIVITIES PROGRAM**

Activities Program	68
Academic Eligibility	68-70
Dual Sport Participation	70
Activity Tickets	70-71
Attendance and Activity Participation	71
Concussion Protocol	71-75
Good Conduct Policy	75-78
Lettering Criteria	78-79
Social Media and Electronic Device Policy	79-80
Strength and Conditioning	80
Student Participation in the Activity Program	80-81

# Introduction and School Information

## Mission

The mission of North Fayette Valley Schools is to Ignite Learning; Build Leaders; Achieve Excellence!

## Vision Statement

North Fayette Valley graduates will be well rounded, engaged citizens impacting the future.

## Core Values

We, at North Fayette Valley, value . . .

- A safe environment
- Diverse interests and abilities of students
- Citizenship through integrity, ethics, respect, responsibility, and empathy
- Pursuit of a student's full potential
- Partnerships with parents and community
- A guaranteed and viable curriculum
- Persistence and passion for learning

## Definitions

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

## School Mascot

TigerHawks

## School Colors

Black, Columbia Blue, Silver

## School Song

*Spirit of NFV*

## School History

The North Fayette School District was established in 1957 with the merger of Alpha, Hawkeye and West Union schools, with the high school officially named North High School. That changed in 1983 when the district consolidated with the Fayette Community School District and became North Fayette High School. North Fayette Valley High School was established in 2013-2014. It was created through a whole grade sharing agreement between the North Fayette Community School District and the Valley Community School District. The high school building is located in West Union, Iowa, and now serves the communities and rural areas of Alpha, Clermont, Eldorado, Elgin, Fayette, Hawkeye, Wadena, and West Union. In 2018, the North Fayette and Valley districts consolidated, forming the North Fayette Valley Community School District. The current high school building opened in the fall of 1970. Three additions have been made, one in the 1998-99 school year one completed in 2007, and the most recent in 2017.

# Notifications and School Board Policies

## **Notice of Nondiscrimination (Code No. 102-E1)**

Students, parents, employees and others doing business with or performing services for the North Fayette Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identify, marital status, socio-economic status, disability, religion, or creed in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age, national origin, sex, disability, age, religion, creed, sexual orientation, or gender identity in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504, or *Iowa Code* § 280.3 is directed to contact: Equity Coordinator: Lori Westhoff, North Fayette Valley Community Schools, 600 North Pine. Street, West Union, IA 52175 563-422-3851.

## **Equal Educational Opportunity (Code No. 102)**

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

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

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

## **Student Complaints and Grievances (Code 502.4)**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five (5) school days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) school days of speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of the next regularly scheduled board meeting in compliance with board policy.

## **Homeless Children and Youth**

The board shall make reasonable efforts to identify homeless children and youth within the district, encourage their enrollment and eliminate existing barriers to their receiving education, which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the North Fayette Valley CSD Homeless Coordinator.

## **Jurisdictional Statement**

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School policy, rules or regulations may result in disciplinary action and may affect a student's eligibility to participate in extra-curricular activities whether the violation occurred while school was in session or while school was not in session.



## **Student Fee Waiver and Reduction Procedures**

The school district charges fees for certain items, such as class materials and book fees. Students who have concerns about the fees should contact the principal. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

Notice: The school district will annually notify parents and students of the waiver. 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 student fees waived or partially waived. Parents of students who believe they may qualify for temporary financial hardship should contact the principal or secretary at registration time, for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## **School Fees**

The school district charges the following fees to be collected at fall registration: textbooks, band instrument rental, lunch and/or breakfast account and senior graduation fees. The district establishes the amount for the fees. Additional fees may be included based on what courses a student takes.

## **Chapter 103, Corporal Punishment, Restraint, and Physical Confinement and Detention (Code 503.5)**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. The complete text of the law and additional information is available on the Iowa Department of Education’s website: [www.iowa.gov/educate](http://www.iowa.gov/educate).

## **Grievance Procedure (Code 502.4)**

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

### Level One - Instructor, Counselor, or Building Principal (Informal and Optional-may be bypassed by the grievant)

Individuals with a complaint of discrimination based upon their race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status are encouraged to first discuss it with the building principal, with the objective of resolving the matter informally.

A student, or a parent of a student, with a complaint of discrimination based upon their race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status are encouraged to discuss it with the instructor, counselor, or building administrator.

### Level Two-Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 school days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

### Level Three-Superintendent

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working school days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The Superintendent may request a meeting with the grievant to discuss the appeal. The Superintendent will render a decision within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

#### Level Four-Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five school days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is: Betsy Nefzger, North Fayette Valley Community Schools, 600 North Pine. Street, West Union, IA 52175 563/422-3850.

#### **Asbestos Notification (Code 804.4)**

Asbestos has been an issue of concern for many years. The asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 300 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

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

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

## **NORTH FAYETTE VALLEY CSD ACCEPTABLE USE POLICY**

We live in a changing world where we have more and faster access to information than ever before. Students now can be both consumers and producers of information, and we at the North Fayette Valley Community Schools strive to be a 21st Century school, taking advantage of the many new technologies and new methods of communication now available to our students. With access to these new technologies, students will have opportunities to learn and create like never before, but with those opportunities do come new responsibilities. The limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the technology. Library and Media Lab equipment are reserved exclusively for academic use. The following is a list of rules and guidelines which govern the use of North Fayette Valley CSD technology devices and network resources.

### **Examples of Responsible Use**

I will:

1. Use school technologies for school related activities.
2. Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline. Be courteous and respectful.
3. Not post any information that I would not want any students, parents, teachers, or future colleges or employers to see (once something is online it is available to the world!)
4. Treat school resources carefully and alert staff if there is any problem with the operation.
5. Encourage positive constructive discussion if allowed to use communicative or collaborative technologies.
6. Alert a teacher or other staff member if I see threatening, inappropriate or harmful content, (images, posts, messages.)
7. Use school technologies at appropriate times and in approved places for educational pursuits.
8. Cite sources when using online sites and resources for research.
9. Recognize that use of school technologies is a privilege and treat it as such.
10. Be cautious to protect the safety of others and myself.
11. Help to protect the security of school resources.
12. Back-up my own files and keep copies in at least two locations.

### **Examples of Unacceptable Use**

**I will NOT:**

1. Use school technologies that will be personally, emotionally or physically harmful.
2. Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Responsible Use Policy.
3. Create a personal, mobile "hot-spot" or utilize a proxy site for the purpose of circumventing network safety measures and filtering tools.
4. Create, distribute or deploy multi-user servers of gaming software on or within the NFVSD network.
5. Engage in cyberbullying, harassment, or disrespectful conduct towards others.
6. Try to find ways to circumvent the school's safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
7. Post Anonymous messages.
8. Use school technologies to send spam or chain mail.
9. Plagiarize content I find online.
10. Post or otherwise disclose personally identifying information about others or myself, including passwords, addresses or phone numbers.
11. Agree to meet someone that I meet online in real life.
12. Use language online that would be unacceptable in the classroom.
13. Use school technologies for illegal activities or to pursue information on such activities.
14. Attempt to hack or access sites, servers or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Computer/iPad Damage:**

The student is responsible for maintaining a 100% working computer/iPad at all times. The student shall use reasonable care to ensure that the computer/iPad is not damaged. Refer to the Standards for Proper Care for a description of expected care. In the event of damage not covered by the warranty\*, the Student and Parent will be billed a fee according to the following annual schedule:

- First incident – actual cost of repair/replacement up to \$100
- Second incident – actual cost of repair/replacement up to \$200
- Third incident – up to full cost of repair or replacement

\* The iPad case and integrated keyboard is not covered under warranty. Damage to the case and integrated keyboard is the actual cost of the replacement: \$119.95.

### **Gross Negligence:**

NFVCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

**Examples of gross negligence** include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop/iPad while at school. (See the Standards for Proper Care document for definitions of “attended,” “unattended” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use).

### **Actions Required in the Event of Damage or Loss:**

Report the problem immediately to the Technology Director. If the equipment is stolen or vandalized at a school-sponsored event, the parent shall file a police report.

### **Technical Support and Repair:**

NFVCSD will make technical support, maintenance and repair available but may not be able to repair all inoperable equipment . Report inoperable equipment to the Technology Team in your building as soon as possible. Technology team members will be available to check device errors in the tech office or library of your respective schools. If they are unavailable go to the office to report your issue and they will get it to one of the technology team members. You can also report issues to [help@nfv.k12.ia.us](mailto:help@nfv.k12.ia.us). Under no circumstance should anyone other than the school technology department attempt to repair school owned hardware. Loss as a result of removing any permanent part of a device shall be considered Gross Negligence.

### **Spare Laptops/iPads:**

In the event the Computer/iPad is inoperable, NFVCSD has a limited number of spare devices for use while the equipment is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The student may NOT opt to keep a broken device to avoid using the device due to loss or damage. Please note that if the student forgets to bring the device or power adapter to school, a substitute will not be provided.

### **Billed fees**

Fees must be paid when a repaired or replacement device is returned to the student. If payments cannot be made immediately a payment plan can be drafted and students can have the device as long as payments are timely. Any unpaid bills or fees at the end of each school year may be addressed through small claims court.

### **The North Fayette Valley CSD is working hard to establish a core understanding of “digital citizenship” in which students are educated on acceptable standards of online behavior.**

- **Computers at the high school:** It is imperative that students bring their devices and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer. The computer must be kept in the carrying bag/case at all times when it is not being used. Students who accidentally leave their devices at home **WILL NOT** have access to a laptop for that day.

- iPads at the Middle School: iPads will be housed at school throughout the year in each student's respective homeroom. Keeping iPads at school supports instructional goals, minimizes risks, shifts the focus for the iPad to be educational centered as opposed to recreationally centered, and promotes equity and responsibility. iPads will only be sent home upon parent request and check-out.
- **Charging of Computers:** It is the student's responsibility to have their devices charged each day when they come to school. During a normal school day, a typical computer fully charged (through a normal electrical outlet) can be used the entire day for classes with no additional charging required. Students must be responsible and charge their devices before coming to school. Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.
- **Downloading Programs & Personalizing the Computer/iPad:** Each device and bag/case will be identified with a school ID and unique inventory number. This ID information cannot be removed or altered in any way as it will be necessary to identify your machine. All students will be able to personalize their computer after school hours through:
  - The legal downloading of music from iTunes and other similar methods.
  - Screensavers, wallpaper and other pictures may be placed on the device.
  - All items must be appropriate and not violate any school policies.
  - Static Clings or skins may be applied to the exterior for easy identification
  - No stickers, markers or writing of any kind.
- **Computers/iPads from Home:** Students are not allowed to bring their computers/iPads from home to use. Devices at North Fayette Valley CSD are all formatted with the same basic programs and structures, and many of these are not possible on other devices .
- **Earbuds:** Earbuds shall be provided by individual students and will be required for any use of audio files or video with sound in school. With permission from the teacher or room monitor (typically during student work time in the room), students may listen to music or other educationally-related material on their device. The use of earbuds is at the teacher/supervisor's discretion.
- **Do not share your password or username with anyone else, and do not try to log in using anyone else's password and username.**
  - Personal files and applications may be stored on your device's hard drive;
  - We encourage students to use web-based tools such as Google Apps, Evernote, and Dropbox for additional backup.
- **Monitoring:** During School hours only, North Fayette Valley CSD will randomly monitor devices for proper use of the computer/iPad by the students while in the classroom. Teachers have the authority to enforce their computer/iPad expectations in all classrooms. Electronic remote access software will allow the staff to take control of the device and fix any issues the student may have during its use without the student leaving class. North Fayette Valley CSD will NOT be installing any type of software that would allow them to monitor students through laptop webcams.
- **File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tool is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school related needs for use of these tools may seek prior approval from the Technology Director and principals.

### **Standards for Proper Device Care:**

- **Read and follow general maintenance alerts from school technology personnel.** The computer/iPad comes with some general information for its user. Reading this will allow you to understand more about the device and its capabilities, along with general hints and reminders for the care of the device.
- **Your responsibilities:** Treat this equipment with as much care as if it were your own property, specifically:
  - Bring the Computer/iPad and charging unit to NFVCS D during every school day. (If you forget them, substitutes will NOT be provided.)
  - Adhere to NFVCS D School's Technology Use Policy at all times and in all locations. When in doubt about acceptable use, ask the District Teacher Librarian, Director of Technology or Secondary Principal.
  - Never consider any electronic information safe when stored on only one device.
- **HS Computer bags:** Each student will be given a computer bag that they are required to use to carry their computer in during the school day and outside of school. This is the only bag that is approved for the computer to be placed in. It is specially designed for the computer that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your computer. Static electricity may develop in

the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep your bag smelling fresher is to put a dryer sheet in your bag.

- **MS iPad cases:** Each student will have an iPad Case that they are required to use. Do not remove the iPad from that case at any time.
- **Keep your computer/iPad in a safe place:** All devices must be stored in a safe place (locked lockers at school).
  - Don't leave the device on the floor where it might be stepped on, or within reach of small children or pets.
  - Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
  - Devices left in bags in unattended classrooms or other areas are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student may receive a warning or a network violation depending on their progression.
- **Keep your laptop/iPad away from all liquids.** Exposure to liquids will severely damage a laptop/iPad and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. will all ruin your device completely. Keep your friends' food and liquid away from your laptop/iPad. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your device --even if it is sealed.
- **Only One User.** Do not allow anyone else to use your computer/iPad other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.
- **Cleaning the computer/iPad.** Use a soft, dry, lint-free cloth in most cases when cleaning the device. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Computer/iPad screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia. Screens are very costly to replace, so it is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the school technology coordinator or administration office.
- **Shutting down the computer/iPad.** Shut down the device when it won't be used for an extended duration. Putting your device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge. **HS Closing the Computer.** The laptop lid/screen needs to be completely closed when moving it from one point to another in a classroom. If the computer is not in use in a classroom it should also be closed unless specifically allowed by the teacher.

### **Violations, Consequences, and Notifications:**

Students who do not follow this Matrix Guidelines and Policy shall be subject to the appropriate action described in board policy, and/or decided upon between teacher, technology staff, administration, and parents/guardians. Recommended consequences are as follows:

### **North Fayette Valley Computer/iPad and Network Violations Matrix**

		<b>Consequence or Action Taken</b>	<b>Consequence or Action Taken</b>	<b>Consequence or Action Taken</b>	<b>Consequence or Action Taken</b>
<b>Violation Type</b>	<b>Examples / Descriptions</b>	<b>1st Time</b>	<b>2nd Time</b>	<b>3rd Time</b>	<b>4th Time</b>
Network Violation,	Using Bandwidth <ul style="list-style-type: none"> <li>• Gaming</li> <li>• Copyright Infringement</li> <li>• Streaming</li> </ul>	Written Warning Issued	Computer will be turned in until restrictions can be uploaded	Computer will be turned in until restrictions can be uploaded	Computer will be turned in until restrictions can be uploaded
Computer Use Violation, or	Using the computer for functions it was not designed for or Leaving your computer unattended		1 week of Level I restricted websites/email	2 weeks of Level I restricted websites	1 month of Level I restricted websites  (Hereafter moves to Level II restrictions, 5th time- 1 month,

Off-Task Content	Searching websites during class				6th time- 2 months, 7th time- end of year)
Inappropriate Content OR Hacking; school sites, servers or content not intended for school use	Pornography Gambling Hate Groups Other OR Unauthorized intrusion into a computer or server	Computer will be turned in until restrictions can be uploaded  1 month of Level I restricted websites	Principal/Parent/Student Meeting, no take home TBD  Meeting will determine, level of restrictions, length of restricted websites and plan to loosen the restrictions		

- Administration has the authority to create appropriate consequences and to increase consequences for severe violations, as needed based on individual circumstances.
- Written "Acceptable Use Policy Violation Notice" will be issued and given to the technology staff, building principal, and parent/guardian for each violation.

### **Network Resources**

Network Resources refers to all aspects of North Fayette Valley CSD's owned or leased equipment, including computers, iPads, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of North Fayette Valley CSD's network resources whether this access occurs while on or off campus.

Student use of school computers/iPads, networks and Internet services is a privilege, not a right. Compliance with the school unit's policies and rules concerning computer/iPad use is mandatory. Students who violate these policies and rules may have their device privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

#### **Students may not use network resources:**

- to send file attachments through the school's email system that are greater than 25 MB in size (the transfer process can hinder network speed and access to others; if you need to transfer large files, please contact the Technology Director to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto NFVCSD computers/iPads; to copy NFVCSD school software (copying school owned software programs is considered theft).
- to download, stream or listen to Internet based music, video games, video and large image files at school, not required for school work, without administrative permission. The school will monitor the network for violations.
- Access any network other than the "Student" networks
- Access school email groups without administrative approval

### **The File Server**

Students are responsible for backing up their computer. Many of our students use Google Drive.

### **The 1:1 Laptop/iPad**

North Fayette Valley CSD students will be provided with a laptop or an iPad for their school use. The laptop or iPad is an extremely useful tool that when properly used can truly enhance learning. Though the laptop or iPad can be used for many purposes, you must remember that its main purpose is as a learning tool. In order to ensure that you get the most out of your device, we ask you to read this document carefully and observe the guidelines and policies within.

### **No Expectation of Privacy**

The laptops and iPads are the property of North Fayette Valley Community School District - they belong to the school. NFVCSD grants permission to the Student to use the devices according to the guidelines set forth in this document. Moreover, North Fayette Valley administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

The school therefore has the right to ask you for your computer/iPad back at any time or to search through your device's files.

### **Laptop/iPad Acknowledgement**

- I understand that my family is responsible for up to the full cost of damages occurring to this laptop or iPad.
- I will keep the issued laptop or iPad in a secure, safe place and accept responsibility if it is ever lost or stolen. Laptops and iPads left unattended may be confiscated by faculty or staff as a protection against theft.
- I am responsible for full replacement costs should this laptop or iPad be lost or stolen.
- I understand the school owns the laptop or iPad and has the right to search my device at any time.
- I will follow general maintenance alerts from school technology staff and will report any problems in a timely manner.
- I am responsible to return my device and accessories at the end of each school year, or upon withdrawal from school.

**Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.** The student and parent may be billed the full cost of replacement.

### **Connecting to the Internet**

A high-speed wireless network covers the entire school. All students will be able to access the Internet from anywhere within the school at any time. With all this, however, comes a degree of risk and of danger; there are a set of things to avoid and general rules to abide by while online.

### **Legal Issues and Jurisdiction**

Because The North Fayette Valley CSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of North Fayette Valley CSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents, even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete electronic files that violate this Computer Use Policy.

### **Terms of Use**

Any student who violates these rules will be subject to disciplinary action. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the student's use of technology being restricted and or revoked.

Records of Student Internet access and use are confidential records treated like other student records.

### **Disclaimer**

The North Fayette Valley Community School District does not have control of the information on the Internet or incoming email. The North Fayette Community Valley School District utilizes filtering technology designed to block materials that are obscene or harmful to minors and child pornography. However, parents should be aware that North Fayette Valley CSD cannot reasonably prevent all instances of inappropriate computer use by students. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the North Fayette Community Valley School District. While the North Fayette Valley Community School District's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. The North Fayette Valley Community School District expects students to use



technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

In addition, North Fayette Valley Community School District account holders take full responsibility for their access to the district's network resources and the Internet. Specifically, the North Fayette Valley Community School District makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

**Google Apps for Education** is a set of online tools for communication, collaboration, time management, and document storage. These tools include:

- **Gmail:** a full functioning e-mail program.
- **Calendar:** a customizable calendar and to-do list
- **Contacts:** an address book
- **Google Docs:** a word-processing, spreadsheet, presentation, form and drawing program that allows multi-user access and editing
- **Google Sites:** a website application allowing the gathering of a variety of information in one place – including videos, calendars, presentations, attachments, and text – and easily shared for viewing or editing with a small group, an entire organization, or the world
- Google continues to add new tools and the district will evaluate each for its educational potential. *Some of these web 2.0 tools require the teacher to provide your child with a username/password to access the site and its content. The information can include a student's first and last name, his/her ID number, and the school name. This information is kept confidential by the site and not used for any purpose other than account creation. **For students under the age of 13, the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA), federal legislation which aim to protect children when using the Internet, requires that North Fayette Valley Community School notify you and/or obtain written permission for your child to use these websites.*** The intent of this part of the policy is to serve as both a notice to parent/guardian of the use of these web sites and signed consent from you, the parent, for your child to be able to use these sites. Please contact your child's teacher at any time regarding questions or concerns. You can also view a list of the sites we are using on our website. By signing below, I acknowledge that I have been informed of the use of web 2.0 sites by my student at North Fayette Community School for education purposes.

**Users are expected to abide by the generally accepted rules of network etiquette, which include, but are not limited to, the following:**

- Students will communicate politely and appropriately. Do not transmit, share, or display offensive messages or images.
- Students will maintain privacy. Do not reveal anyone's personal information, including their own.
- Students will properly cite internet sources when gathering information for school research papers or projects.
- Students will respect the privacy of others, including their electronic storage areas.
- Students will report any problems with equipment to supervising staff or help desk staff.

**Unacceptable use includes, but is not limited to the following:**

- Using the network or school owned technology equipment for illegal purposes. Using the network or school owned technology equipment for immoral or unethical actions. Includes but not limited to:
  - Harassing, insulting, attacking, or threatening harm or embarrassment to others. Accessing, uploading, downloading, transmitting or distributing illegal, obscene, profane, abusive, threatening, or sexually explicit material.
- Using the network or school owned technology equipment for activities that incur an expense to the school. (Students will be expected to pay for these expenses.)
- Downloading or uploading programs or files without permission from North Fayette Valley technology staff.

## 5-12 PROGRAMMING

### Academic Information

#### Academic Dishonesty and Cheating

Academic dishonesty and/or cheating will not be tolerated in any course at North Fayette Valley School District. It is a serious breach of trust between a student and the teacher. **This could result in failing a course.** Plagiarism, inappropriate use of Artificial Intelligence (AI-generated) writing, and other forms of cheating are examples of such dishonesty and will result in consequences. **Plagiarism** is knowingly presenting someone else's work or ideas as one's own. This does not mean you may not use ideas you receive about possible revision from others in class. You are expected to give and receive help in your classes, but all work is expected to be original in nature.

#### Guidelines:

- Students complete their own work
- Previous individual work may be used for current assignments only with the instructor's permission and knowledge. (Without the instructor's permission, this is self-plagiarism.)
- If the instructor has not specifically directed students to proofread or edit each other's work, ask for the instructor's explicit permission to have someone else proofread or edit your work.

#### Examples: *(This is not an all-inclusive list.)*

- Cheating on a quiz or test
- Failing to hand in a quiz or test during the testing period
- Taking a quiz or test out of the classroom without the teacher's permission to finish
- Passing a quiz or test answers to another student before, during or after a quiz or test
- Allowing another student to copy their work or submit work they have written as their own
- Cutting and pasting directly from the Internet
- Handing in someone else's work
- Copying answers from another student
- Neglecting to provide proper citation for all sources
- Paraphrasing or summarizing without crediting the source
- Using direct quotes without quotation marks and textual citation of the material
- Presenting another's ideas as their own without citing the source
- Submitting a paper or assignment for which so much help has been received that the writing is significantly different from his or her own previous work
- Submitting another current assignment without the instructor's permission

#### Consequences:

**Students who have plagiarized work, used AI inappropriately or have been dishonest with their academic work will face disciplinary action that may include:**

- Redo of original work
- Completion of alternative work
- Completion of additional work
- At the high school: receive a zero on the assignment
- Removal from the class
- Failure of the class

The administration and parents will be notified of all incidents. A record of dishonest academic behavior will be kept and additional incidents will be dealt with in a progressive manner. *Note: The Academic Dishonesty policy at NICC will take precedence for the NICC classes taught at NFVHS and to NFVHS students.*

## Artificial Intelligence Guidance

### Introduction

The rapid emergence and evolution of generative artificial intelligence (AI) has had a broad impact in several areas, particularly in education. NFV recognizes the potential of AI to enhance educational experiences and outcomes. This guidance aims to ensure that AI is being used responsibly, ethically, and effectively within our educational settings.

### Objectives

- **Promote Digital Literacy:** Encourage responsible digital citizenship, critical thinking, and literacy among students.
- **Protect Academic Integrity:** Address concerns related to academic honesty and integrity in the age of AI.
- **Guide Responsible Use:** Establish clear guidelines for the ethical and effective use of AI in educational settings.

### Guidelines for Student Use and Exposure

#### Students under 13 years old

- **Controlled Exposure:** The district will introduce AI through structured and guided activities, with a focus on fostering digital literacy and online safety.
- **Curriculum Integration:** Teacher-directed AI may be used as a supplementary tool to enhance learning experiences, not to replace traditional teaching methods.
- **Supervised Use:** The district will have teachers or other educators supervise AI use by students in order to help maintain a safe and supportive learning environment.

#### Students 13 and older

- **Advanced Interaction:** The district will gradually increase the complexity and depth of AI interactions, emphasizing critical thinking and ethical implications.
- **Learning Application:** The district may encourage the application of AI in research projects and assignments to foster innovation, creativity, and problem-solving skills.
- **Career Preparedness:** The district may introduce AI applications relevant to various career paths, providing students with insights into future job opportunities.
- **Ethical Discussions:** The district will incorporate regular discussions about the ethics of AI, its biases, and societal impacts, fostering a culture of responsible technology use.

### Proof of Authorship

**If inappropriate use of AI or academic dishonesty is suspected, students bear the burden of proof** that the assessment is that student's own work. If a teacher questions the authorship, the student will be required to complete any or all of the following in order to earn the credit:

- show the writing process or drafts (possibly a version history)
- define any vocabulary used within the writing
- redo at least a portion of the assignment in a teacher's or designee's presence
- provide a verbal summary of the assignment
- verify sources cited in writing and/or references list

### Driver Education

The North Fayette Valley School District contracts with Northeast Iowa Community College (NICC) to provide driver education courses. The course is offered three times over the course of the school year, the fall, winter, and summer. School officials will notify students and their families in regard to registration. There is a cap of 24 students in each class. If more than 24 students register, the 24 oldest students will be included in the class. Because this is an NICC class, students from other schools are eligible to take the course at NFVHS. However, North Fayette Valley students are given priority regardless of age if the cap comes into play. There is a cost for the program that must be paid by the student or his/her family. Students who are eligible

for free or reduced lunch can receive financial assistance for Driver's Education. Students who fail Driver's Education the first time are not eligible for financial assistance for future classes.

### **Grade Reports**

Student report cards will be available online at the end of each semester at the high school and progress reports will be available after each quarter at the middle school. Semester grades at the high school will count toward earning credit and grade point average. High school honor roll will be determined at the end of each semester. Students and parents who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Grades can be readily accessed through Infinite Campus available on the district website.

### **Human Growth and Development (Code 603.5)**

North Fayette Valley High School provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use. If they choose, they can request that their child be excused from human growth and development instruction. Parents with questions or concerns should contact the principal or guidance counselor if they wish to review the curriculum or to excuse their child from instruction.

## **General Student Information**

### **Assemblies**

Throughout the year North Fayette Valley Middle School and High School sponsors school assemblies. Students are expected to act in a respectful manner toward our guests.

### **Backpacks and Bags**

Students are not allowed to carry backpacks, briefcases, or other large bags to classes and into classrooms. This includes purses if they are used to carry books or create obstacles in the classroom. They can be used moving in and out of the building. If a student is carrying a laptop computer to class in a computer bag, that is allowed as long as books or any other items are not being carried in the bag. Backpacks, bags and purses fall under the search and seizure rules defined elsewhere in the handbook.

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

During the 2025 legislation session, the Iowa Assembly, recognizing the major distraction that cell phones and other electronic devices pose for an educational setting, passed legislation prohibiting the use of cell phones during instructional hours at school. The district recognizes there are unique circumstances that may require students to use their device during the school day such as a smart insulin pen or insulin pumps with smartphone control. Permission to use a device during instructional time must either be pre-approved by the building principal or documents through an individual student health plan.

- At the high school, students can use their cell phones during lunch in the cafeteria, during break, study hall, and between classes.
- At the middle school, students will turn in their cell phone/ electrical devices when picking up their iPad from their respective homerooms. Devices will be kept in the secured location in the respective homeroom throughout the school day. At the end of the day, students pick up their cell phone/ electrical device when dropping off their iPad for storage and charging.

It is also recognized that the cell phone has become a common tool of communication used between parents and their child. With that in mind, the following expectations need to be followed:

- Parents of high school students need to refrain from sending texts during the school day as students do not need to be checking their phone constantly to see what message a parent may have sent.
- When a known situation exists that an emergency phone call or contact needs to be made with a child, the call/contact should come through the office, or the child should leave his/her cell phone in the office with the secretary who would then monitor it for a call/contact. This will prevent a disruption to class and the learning environment.
- Should students feel it is an emergency and they need to contact a parent, that is to be done from the school office.

Cell phones, cameras or any other device capable of taking, transmitting, and/or storing photographic or audio images or recordings are not allowed to be used without the express consent of the other party. In addition, they cannot be used at any time in locker rooms or restrooms except under emergency conditions to seek assistance.

Students found to be using any electronic communications device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests, examinations, or any other assessment shall be subject to discipline under the behavior code. Using a cell phone during the school day in a manner that distracts another student or causes any kind of disruption is also prohibited.

The use of cell phones and other electronic devices on field trips and extra-curricular activities will be at the discretion of the teacher, sponsor, or coach.

**Violations of this policy will result in:**

- **First offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. The student will be able to pick it up at the end of the school day.
- **Second offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. The student will be able to pick it up at the end of the school day and parents will be notified.
- **Third Offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. A parent or guardian may pick up the phone at the end of the school day.
- **Fourth Offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office until a student, parent, and principal meeting occurs to discuss the matter and develop a plan. The plan may include a requirement for the student to drop the phone off in the office prior to that start of the school day and leave it there for the remainder of the day for an agreed upon time period.
- **Further Offenses** – The device will be given to the principal or his designee and will be secured in the office. Parents will be required to meet with the principal to determine next steps. The phone may be held in the office the remainder of the school year as contraband. The student may also be suspended for insubordination.
- **Note a:** *If at any time the cell phone or other device is being held in the office, a learning activity requiring their use is taking place in a class, the student will not be able to use their device. They will have to take part in the learning activity without the device. A student who turns in a “dummy” phone and continues to use a phone, his or one belonging to someone else, will be considered insubordinate and receive consequences under the behavior code.*
- **Note b:** The school district will not be responsible for financial charges relating to student Handheld Technology Devices at any time, to include during times of confiscation. Student use of personal Handheld Technology Devices for permitted educational purposes is optional. The school district will not be responsible for loss, damage, destruction, or theft of any personal electronic device brought to school.

**Church Night**

Wednesday evening is reserved for the church activities in the school district. No local school sponsored event will be scheduled on this night without consultation with the Ministerial Association. Practices are to be complete by 6:00 on Wednesday evenings.

**Closed Campus**

North Fayette Valley Middle School and High School are closed campuses. Students are not allowed to leave the campus without permission from the office, parental permission, and signing out, nor are they permitted to be in their cars or hanging out in the parking lot during school hours. Lunch is served in the cafeteria and students are not allowed to leave for lunch.

**Custody and Parental Rights (Code 507.7)**

Disagreements between family members are not the responsibility of the school district. The school district will not take the “side” of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the school district. It shall be the responsibility of the person requesting an action by the school district to inform and provide the school district of the court order allowing such action. This policy does not prohibit an employee from listening to a student’s problems and/or concerns.

Due to Family Educational Rights and Privacy Act (FERPA), information about a student can only be shared with biological parents. If other adults in the student’s life need access to information, an AUTHORIZATION TO RELEASE form needs to be signed by the biological parent and on file in the cumulative file of the student(s). This includes grandparents, step-parents, or any other adult that is not the biological parent. Forms are available in the offices.

The family Educational Rights and Privacy Act states that a parent or guardian can request that student directory information not be released. The student’s name, address, parent’s name, telephone listing and homeroom/grade level are classified as

directory information. This information will be released for newspaper articles, homeroom parties, etc. unless an objection is lodged with the building principal by the first Friday in September.

### **Dances and Prom (Code 504.7)**

The principal must approve school-sponsored dances at least three weeks prior to the event. The sponsor and/or principal must approve all expenses associated with the dance. Once a student leaves a dance, he/she is not allowed to return. For dances with out-of-town guests, the hosting student must sign them up at least a day in advance. North Fayette Valley School rules and regulations apply to all individuals present at a dance. No middle school students are allowed to attend high school dances and vice versa, no guests who have reached the age of 21 are allowed to attend.

At Prom, a junior or senior that invites a guest that is not a student at NFVHS must get a guest form from the office, and have administration for the guest's school complete the form, and return the form to NFVHS administration by the due date. For guests that are graduates, the same form must be completed and returned to school administration.

### **Emergency Procedures and Drills (Code 507.5)**

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures and procedures to be followed in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

- At the high school a fire is indicated by an alarm with a continual announcement for everyone to exit the building. At the middle school it is an intermittent alarm (similar to a fire truck).
- A tornado or severe weather indicated by an announcement made over the P.A. system.
- Lockdown takes place with a P.A. announcement that will include information and direction to staff and students. Depending on the circumstances, the lockdown may be exterior doors only, or it could include locking of interior doors as well.
- Armed intruder notification will take place with a P.A. announcement and implementation of A.L.I.C.E procedures.

## **Food Service**

### **Breakfast**

Breakfast is offered to students at North Fayette Valley Middle School and High School. The serving line opens at approximately 7:15 and closes at 8:05 at the high school and runs from 7:45-8:15 at the middle school. No food is to leave the cafeteria, as students are to consume their breakfast in that room only.

### **Lunch**

North Fayette Valley has three lunch shifts and operates a closed lunch. Students are able to take advantage of the school lunch program or bring their own lunch from home. They are not allowed to leave the campus for lunch, nor are they allowed to have food brought in or delivered by a commercial entity, nor are they allowed to leave the building and bring it in themselves or have someone else do the same.

School lunches and the Free and Reduced lunch program are federally subsidized, and as such we must follow rules for the foods that can be consumed in our cafeteria. USDA rules prohibit any kind of "competition" in the cafeteria during a scheduled lunch or breakfast times. They also prohibit the sharing of lunches between students, not only as a sanitary concern, but also because one student's lunch may be provided by the free lunch program and as such that food is not eligible for another to have. This includes lunches brought from home. Students are not allowed to share the food purchased from the school or what they have brought in with other students.

### **Fundraising (Code 504.5)**

The principal must approve all fundraising activities that take place at or for North Fayette Valley Schools or any group or organization at NFV. A form to request to conduct a fundraising activity is available in the office and must be presented to the principal prior to the start of all fundraising activity. All fundraising for a group, team or organization is done for the entire group and not for individuals within the group and goes into a "common pot." No individual accounts are kept. Fundraising for a charity or donation can be done, but the school will hold all funds raised and a check will be sent on the school's behalf. All funds raised fall under the definition of "public funds" and all rules for use of public funds apply.

### **Inclement Weather**

In the event of bad weather or other conditions that make it necessary to close or delay school, or dismiss early please rely on the following media outlets, or sign up for notification through School Messenger. Subscribe to School Messenger for email or text messages, or both by clicking on the "Alerts Sign-up" icon on the district website. In addition, the following television

stations are contacted: KGAN (channel 2), KWWL (channel 7) and KCRG (channel 9). If the buses do not follow the regular routes, they follow emergency routes and the parents are responsible for picking up the students at the student's school.

While extracurricular activities or practices are generally canceled and rescheduled, administration will determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed. If school is delayed due to bad weather, all **before** school activities are canceled.

### **Legal Status of Student**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian needs to notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record. The student's legal name will be used on all official documents. This includes transcripts and diplomas.

### **Passes**

In order for a student to leave a classroom, enter a classroom after the bell, go to the office, restroom, or any other place in the building, they **must have a pass**. Students arriving at school after the start of the school day must get a pass from the office. In order to leave any classroom or study hall, the student must have a pass. Failure to have a pass may result in detention or other consequences.

Once a student has a pass, he/she is expected to only go to the destination specified on the pass. Under no circumstance should a student interrupt a teacher's class to ask for a pass. That should be taken care of at the start of a period, at the end of a period, before or after school, or at another time when the teacher is not engaged in teaching.

### **Posting of Information**

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

### **School Announcements**

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal. Announcements are emailed to the students in the morning. Teachers and activity sponsors need to turn in any announcements to the office announcement. Generally, additional announcements may be read at the end of the day before the last bell. Daily announcements are posted on the school website.

### **Standardized Testing**

All 5<sup>th</sup>-11<sup>th</sup> grade students are given the ISASP tests during the spring testing period. Middle school students take aMath and aReading assessment at least twice a year. These tests are used to determine academic progress for individual students, for groups of students, and for the school district. Students are encouraged to do their best on these tests so they are useful and an accurate means of accessing our school's programs. Students planning to attend a four-year college are strongly encouraged to take the ACT during the second semester of their junior year. If a student would like to take the SAT, contact the guidance office for information. Students planning to attend a two-year program need to take the college's recommended assessment, which may be ACT, Accuplacer, or Compass.

### **Student Lockers (Code 502.5)**

Student lockers are for the use of the student during the school year but remain, at all times, the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep his or her assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

To ensure students are properly maintaining their assigned locker, the principal of the building may periodically inspect randomly selected lockers following search and seizure policies specified elsewhere in this handbook

### **Student Publications (Code 504.3)**

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

content of the student's speech or expression, and then only to the extent of the interference or alteration of the speech or expression. Copies of the school district publication code can be obtained from the superintendent.

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

- \* Obscene,
- \* Libelous,
- \* Slanderous; or
- \* Encourages students to:
  - Commit unlawful acts,
  - Violate school district policies, rules or regulations,
  - Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity,
  - Disrupt or interfere with the educational program,
  - Interrupt the maintenance of a disciplined atmosphere, or
  - Infringe on the rights of others.

*Note: For further clarification refer to Iowa Code: 280.22.*

### **Student Records**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office.

For students transferring into North Fayette Valley Schools, a request will be made to the former school for the student's records. Class scheduling will not be able to be completed until those records are received and thus, the student will not be able to start classes until a schedule is created.

For students leaving North Fayette Valley Schools, records will be sent upon request from their new school. Records are not given to the student or his/her parents.

### **Study Hall and Study Areas**

While in study hall, students are expected to conduct themselves as they would in a class. Study halls are expected to be a quiet place of study each day. Rules will be reviewed by the monitor and shared with the students. Students are only allowed to leave with the permission of the study hall monitor and with a pass.

### **Study Hall Rules**

While in study hall students are expected to adhere to the following rules and expectations:

1. It is expected that students are seated in their assigned seats when the bell rings.
2. Attendance will be taken at the start of each period. Students are to be quiet and remain in their seats until attendance is taken.
3. Students are to **sign out** on the appropriate sheets **every time they leave** study hall, and sign in when they return. Each study hall monitor will keep a notebook with sign out sheets for the semester.
4. Students **must have a pass** from the teacher they will leave to visit. The study hall monitor does not have the authority to write a pass for a student to go see a teacher.
5. Should a student want to go to the office, see the counselor or other office personnel, the study hall monitor can issue them a pass.
6. Students going to music lessons need to be on the lessons list or have a pass from the music instructor. They are expected to go to the lesson and return directly to study when it is completed.\*
7. One boy and one girl can sign out at a time. Five minutes is a reasonable amount of time for students to use the facilities.\*



8. Students can go to their locker, though this should not happen on a daily basis, nor can students go to their locker more than one time during a study hall period. One student is allowed to go to their locker at a time. Three to four minutes is a reasonable amount of time for a student to be gone.\*
9. Students are allowed to have conversations with other students on a limited basis. A student wanting to talk with another must first ask permission of the monitor. Conversations should be kept to one or two minutes and done so quietly so as not to disrupt other students.
10. Groups of students are not to be gathered around one computer, and computers are to be used for learning activities only.

\* At no point are students to use one pass for a different purpose. For example, a student that has a locker pass is not allowed to go to the restroom.

### **Substitute Teachers**

Students must realize that a substitute teacher has the same authority as the regular classroom teacher. All students are to show respect and cooperation in working with the substitute teacher. At the middle school detentions may be assigned to any student who causes a disruption with a substitute teacher and/or leadership points will be deducted for infractions.

### **Telephone Use and Messages**

**We ask that parents not call or text their child on their cell phone during the school day.** If there is an emergency and you need to contact your child, call the office and we will either get a message to the student as quickly as possible, or make arrangements for the student to come to the office to talk on the phone. Students may use the phone in the office for an important reason but are expected to keep all calls short so they do not tie up incoming calls.

### **Unsupervised Students in the Building**

Students may not be in the school building outside of school hours in the evening, on weekends or any other time other than school time unless they are at a school-sanctioned function with a faculty member in charge.

### **Visitors/Guests**

Visitors to the school grounds are required to check in at the office and sign in when they arrive. The building secretary will direct them to where they need to go. When they leave, they are required to sign out. Student guests are discouraged and requests will be denied to have a guest or friend attend classes. We ask that parents understand visitors in the classroom can be a distraction to the educational environment and the learning of students; therefore, it is not recommended or a practice administration supports. We ask that parents understand teachers typically cannot meet during the day as they are teaching students. If a parent needs a conference with a teacher, we ask that prior arrangements are made to accommodate the meeting.

## **Conduct and Behavior**

### **Attendance (Code 501.3)**

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. The habit of good attendance established early is one that can help a person be successful throughout his/her life. Attendance is the responsibility of the student and parents. It is imperative that good, honest communication exists between them and the school.

#### **Notice of an Absences**

Parents are expected to call or notify the school in writing each day when they know in advance that their child will be absent. Parents can call the school at 563-422-3851. If a child is sick and will not be attending that day, the expectation is that the call will be made prior to 9:30 a.m. If notification is not received, the office attempts to contact the parents at their emergency number.

An absence is defined as a student not present at school and not at a school sponsored event for the specific student. The state no longer recognizes excused or unexcused absences. There are a few exemptions the state recognizes such as a funeral, a sick absence documented by a medical professional (a doctor's note), a court ordered activity, a religious service, school-related activities, and college visits.

#### **Excessive Absences/ Truancy**

Parents will be notified in writing from the district when their student's absences total five (5) days in a semester. When a student reaches seven (7) days in a semester, as long as there are not unusual circumstances known to the school, the school will attempt to host a meeting to complete the state's "Absentee Prevention Plan" with the family. Absences that total nine (9) days in a semester or eighteen (18) days in a school year are designated by the state as chronically absent. When a student reaches nine (9) non-exempt absences in a semester or eighteen (18) days in a school year, the district will contact the Fayette County Attorney's office. The attorney's office may choose to set up a meeting to review, revise, or, if a meeting was unable to be held earlier, create the absentee prevention plan. Special and unusual circumstances may be excused by the building administrator.

A student who has been absent from school for more than two consecutive weeks (10 school days) without permission from the school administrator or without knowledge of unusual circumstances will be dropped from enrollment at North Fayette Valley School.

#### Late to School and Class (Tardy)

Students are expected to be to school and class on time. This is a habit that students are expected to develop. Commonly referred to as being tardy, students who are late to school at the start of the day are expected to report to the office to get an admittance slip before they can report to class. When they are late to 2<sup>nd</sup> through 8<sup>th</sup> period, the teacher assigns the tardy. For the purpose of determining an absence, those who arrive more than ten (10) minutes late to class will be counted absent, not tardy.

Students are given four (4) tardies to school in a semester without consequence. A tardy is a tardy. There are no excused or unexcused tardies. At the high school, a student could be removed from class without credit for an excessive number of absences or tardies, and after 4 tardies, and any thereafter, students may lose their cell phone privileges for the remainder of the day. Just because a student is given a pass does not mean the tardy is excused. It just notifies the teacher that the student has checked in at the office. Parent phone calls do not determine whether or not a student being late to school is excused.

#### Attendance and Activity Participation

Students who intend to participate in school sponsored activities must attend school and be in class for the second half of the school day (by the start of 5th period), unless the principal has given direct permission before the absence.

#### Returning to School

When a student returns to school from an absence, or arrives at school after the start of the school day, he/she is to report to the office before they go to class. At that time office personnel will confirm the reason for the student's absence or reason for being late for school.

#### **Bullying or Harassment (Code 104)**

Bullying and harassment are not tolerated and are violations of school district policies. Bullying and harassment take place when the actions of one student toward another:

1. Places the other individual in reasonable fear of harm to their person or property
2. Has a substantially detrimental effect on one's physical or mental health.
3. Has the effect of substantially interfering with one's academic performance.
4. Has the effect of substantially interfering with one's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Harassing and/or bullying behavior includes but is not limited to:

- Repeated verbal or written remarks of a demeaning nature
- Offensive comments
- Derogatory comments or slurs
- Verbal or physical threats or intimidation
- Lewd propositions
- Assault
- Impeding or blocking movement
- Offensive touching
- Physical interference with normal work or movement
- Visual insults, such as derogatory posters, pictures, or cartoons
- Demeaning jokes or stories
- Behaviors that create an "imbalance of power"

- Gossiping or leaving someone out on purpose

**Students who believe that they are being harassed or bullied, or students who witness another student being harassed or bullied, should contact a trusted adult at school and let them know what is happening.** Before something gets to the point of harassment or bullying it is suggested that the targeted student make attempts to ignore the comments or actions taken place, avoid the individual, or in some manner let them know that the behavior is not appreciated. However, this is not a requirement and certainly should not inhibit a person from reaching out to the trusted adult. Incidents may take place face-to-face, in writing, online, or in some other manner. A student may be asked to complete a report to document what has happened, and at that point a determination will be made whether to investigate the allegations. At North Fayette Valley the principal or his designee investigates harassment and bullying complaints, and the principal will make a determination as to whether or not the complaint is founded. The principal will also determine the consequence(s) for a founded incident of harassment or bullying.

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

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

### **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 for the damage they are responsible for. In certain circumstances, students may be reported to law enforcement officials.

### **Contraband**

In addition to prohibitions on weapons, illicit drugs, tobacco, and alcohol, including look-a-likes, students are prohibited from having in their possession during the school day laser pointers, beepers, pornography or other materials or devices that may cause a distraction or disruption to others. Wallet chains, spiked or studded bracelets, or any other adornments that may be used as a weapon are also prohibited. Matches and lighters are included in this policy and are considered contraband.

### **Detention**

A teacher, principal, or his designee may assign detention. Detention assigned by a teacher will be served with the teacher, with the possible exception of tardies, which may be referred to the office at the teacher's discretion. Detention assigned by the principal or his designee is to be served before or after school in the office or library at the high school and in the office at the middle school, along with those serving for tardies. Detentions are to be served within two days of it being given. Failure to serve will result in it being doubled.

### **Dress Code (Code 502.1)**

Students are expected to dress in a fashion that reflects good taste and a style appropriate for a school day. As in any setting, a certain type of attire is considered appropriate, and at some points, necessary. In the school setting, students are expected to adhere to reasonable levels of modesty and cleanliness.

When a staff member or administration determines that clothing is inappropriate, the student is expected to accept that decision and comply with the decision. Any manner of dress considered inappropriate will result in the student being asked to change clothing. Refusal will constitute insubordination. If a student has to leave school to change clothes it is considered an unexcused absence. The principal or designee will make the final decision of the appropriateness of a student's attire.

The school also recognizes that there are changes in fashion and that during certain times of the year it does get quite warm in the building. Those considerations were kept in mind as this policy was drafted, though the guiding principle is that which is appropriate in a school or learning environment. It is also important to remember that uniforms for some extracurricular activities may not meet guidelines to be worn at school, but are appropriate in the setting in which they are worn. For example, a swimming suit is appropriate for swim competition and a wrestling singlet is appropriate for wrestling, but neither is appropriate to wear at school.

The following guidelines will be followed:

- Students are expected to wear clothing that does not disrupt the school or educational environment. Dress should be conservative and not revealing.
- Shorts, skirts, and cut-offs are to be of a reasonable length. A general guideline is that they be no shorter than the student's finger tips when extended naturally to the student's side. Because of different body types, judgment will be used and the student will be expected to adhere to the decision.
- It is expected that tops for both boys and girls, and dresses for females, adhere to the following expectations:
  - Sleeveless shirts are allowed as long as 1) there are straps at least one-inch wide over both shoulders, and 2) undergarments are not visible. *Note: Straps that go around the neck do not meet this criterion. T-shirts commonly worn as underwear do not meet this criterion. If there are thin straps (less than one-inch wide) or no straps, another top must completely cover the shoulders.*
  - Are not sheer or see-through and the student's midriff is not exposed.
  - The shirt has not been altered or ripped such that it is split down the side or has holes in it.
  - Sleeveless shirts must have a seam.
- Loose fitting pants that hang below the waist and expose a student's underwear are not allowed. Pants with excessive rips, tears, and holes are not appropriate.
- Students are prohibited from wearing clothing that display direct or indirect obscenities, offensive comments, profanity, vulgarity, negative racial references or slurs, or sexual, alcohol, tobacco, or drug statements or remarks. References to prohibited conduct are not allowed.
- Head wear, including hats, visors, hoods, caps, bandanas that cover the head, wraps, and scarves are not to be worn in school during the regular school day. They are to be removed when entering the school and left in the student's locker.
- Shoes are to be worn at all times. For some classes, specific footwear may be required for safety and/or health reasons.
- Hair and clothing shall be clean and well groomed. If a student's hairstyle is such that it draws unnecessary attention or causes a disruption to the class, he/she will be asked to leave and change the hairstyle.
- Coats are not to be worn in the classrooms unless there are problems with the heating system and permission is given by administration. Blankets are not to be used in school.
- When students dress up for special events during the school day, they are expected to adhere to the same guidelines.

Teachers have the authority to require rules of appearance in areas where such dress might constitute a health or safety hazard, or for special activities and trips sponsored by the school.

*Note: During homecoming week and spring fling, as well as on other designated days, some aspects of the dress code may be relaxed, though the same general guidelines are expected to be adhered to in term of appropriateness. In addition, under some circumstances a stricter dress code may be appropriate and students will be expected to comply.*

### **Expulsion (Code 503.2)**

Only the Board may expel any student from school for a violation of rules and regulations approved by the Board, or when the presence of that student is considered to be detrimental to other students within the educational process. A student recommended for expulsion will appear before a meeting of the North Fayette Valley School Board. The student's resident district's school board will make the determination of whether a student is expelled.

### **Food and Drink**

High School students are allowed to have outside drinks. Drinks need to have a lid to prevent spills. **No food or beverages are allowed in the auditorium of the PAC.**

### **Interrogation by Outside Agency**

If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

## **Public Display of Affection**

The public display of affection between students is not appropriate in the educational setting. Holding hands does not tend to offend others, but kissing, long embraces, and other similar behaviors do not belong in a school. Repeated violations will result in disciplinary action.

## **Search and Seizure (Code 502.8)**

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on reasonable and articulable suspicion. The search shall be 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 facility. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, paraphernalia for controlled substances, alcoholic beverages, tobacco, e-cigarettes and/or vapes, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action including suspension or expulsion and will be reported to local law enforcement officials.

Reasonable and Articulable Searches - A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering facts such as: eyewitness observations by employees; information received from reliable sources; suspicious behavior by the student; or the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

Reasonable Scope - A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. This may be determined based on factors such as: the age of the student; the gender of the student; the nature of the infraction; and the emergency requiring the search without delay.

Personal Searches - A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe that the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations, or the law affecting school order.

Pat-Down Search - If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Locker Inspection - Lockers are the property of North Fayette Valley School District and are temporarily assigned to students. The district has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, lockers are subject to unannounced inspections and students have no legitimate expectation of privacy in the locker. School officials in the presence of the student or other individual may conduct periodic inspections of all or a random selection of lockers. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. The contents of a student's locker (coat, backpack, purse, etc.) and its contents may be searched when a school official has reasonable and articulable suspicion that the locker contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Automobile Searches - Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Canine Searches - School officials may employ the use of trained sniffing canines to conduct searches of the school building, lockers, and automobiles parked on school premises. These animals will not be used to conduct personal searches.

## **Student Conduct (Code 503.1)**

Students are expected to conduct themselves in a respectful manner while in attendance at school and school activities. The fundamental expectation is that each person will respect one another, respect him or herself, and respect the building and learning environment. Every community must have rules and regulations to guide individuals in meeting expectations. Students who choose not to follow the rules and regulations will be subject to consequences according to the building behavior code and disciplinary consequences.

Each teacher will have posted classroom expectations or rules. When a student violates a classroom expectation or rule and is referred to the office, the principal or his designee will make a determination as to what steps will be taken. It is also an expectation that once a student is referred to the office, the teacher making the referral will contact a parent with a phone call to explain the circumstances for the referral.

All adults in the building are charged with working together with the students to maintain a safe and orderly environment and are therefore expected to address misbehavior and any violation of school rules. It is expected that all employees of the district will be treated in a respectful manner and considered authority figures. It is also the expectation that all adults will treat students in a respectful and fair manner.

### **Smoking, Vaping, Drinking and Drugs (Code 502.7)**

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

The board believes such illegal, unauthorized or contraband materials generally cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, e-cigarettes (i.e. Vape), tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use, or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities. NFV Code 502.7

North Fayette Valley Community Schools has a Smoke-Free campus. No Smoking is allowed. There are NO designated smoking areas on school grounds. Your cooperation is appreciated.

### **Student Conduct at School Events and Activities**

#### **NFV Football / Track Expectations are:**

- Children who are 2nd Grade and younger are *expected to sit with their parents*.
- NFV students should stay on the home side of the field unless accompanied by an adult.
  - 3rd – 8<sup>th</sup> grade students designated area to sit is on the hill North of the stands and in front of the concession stand on the home side.
  - Students are allowed to be up and about if they are **NOT** creating a disruption or engaging in inappropriate behavior.
- Students who cause a disruption and/or not following the below expectations will be asked to sit with their parents or asked to leave school grounds.
  1. No Running in spectator areas as the potential for injury is too great of risk
  2. No kids under the bleachers.
  3. Do not hang or sit on the chain-link fences around the field or track.
  4. No one except approved adults and cheerleaders on the track.
  5. Small games (football, tag, etc.) can be played if done in a manner that is safe for everyone. (Kids playing and all spectators).
    - a. If the game gets out of control or is deemed unsafe by a NFV Staff Member then the kids will not be allowed to continue playing the game.
    - b. Tackle football would not be considered “safe” as kids typically do not have the proper safety equipment.

#### **NFV Volleyball / Basketball / Wrestling Expectations are:**

- Students are to be seated in the bleachers except during half-time and between games.
- Visits to the bathrooms or concessions should be done during half-time and between games.

- Walk in the hallways.
- Students other than high school students should not be near lockers or locker rooms.

Students who do not follow these expectations will be warned once. If the warning is unsuccessful, students will be required to sit with or be supervised by parents. If parents are not present students will be sent home.

### **Suspended Students and Attendance at School Events**

Students who are suspended from school, those with out of school suspension as well as those with in-school suspension, cannot attend school events held on North Fayette Valley property on the day of their suspension or until they are eligible to return to school.

### **Suspension (Code 503.1-R-1)**

In-school (ISS) and out-of-school suspensions (OSS), or a combination of both, may be used as consequences for behavior that is in violation of the building behavior expectations. In-school suspensions will be served in the office area from the start of the school day until the end of the school day. Once it is determined that a student will be suspended an attempt will be made to contact the student's parents by phone. Notice of suspension of a student shall be sent in writing by the end of the next school day to the student's parents, and to the superintendent. Suspension of students in special education shall follow the state and federal guidelines.

### **Student Walkouts**

From time to time social issues impact student lives and they are motivated to participate in walkouts. The NFV School District supports the right to free speech and the right to assemble; however, like any form of civil disobedience, walk outs or other protest activities come with consequences. The NFV School District does not initiate or endorse any student led walk outs. Students who choose to participate in a walk out will be marked unexcused, and consequences will be applied according to the existing attendance and discipline policy

### **Threats of Violence (503.8)**

In 2023, Governor Reynolds signed into law Iowa Code 279.79. This code outlines the discipline policy and procedures for school districts to follow in the event of a threat of violence (please see board policy 503.8 for a more indepth look at Threats of Violence). In general, discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff, and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

#### **Threat of Violence**

Threat of violence means a written, verbal, electronic, or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

#### **Incident of Violence**

The incident of violence means the intentional use of physical force or power against oneself, another person, a group, or community or property resulting in injury, property damage, or assault.

### **Weapons (Code 502.6)**

Weapons and weapon look-a-likes are not allowed on school grounds or at school sponsored events. They will be confiscated when brought onto the school property. If a weapon is taken from a student, the parent of that student will be contacted. At the discretion of the administration, law enforcement may also be contacted. The student will be subject to suspension or recommended for expulsion to the board. NFV Code 502.6

## **Trips, Transportation and Parking**

### **Buses and Other School District Vehicles**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, to extra-curricular activities or to any other destination are expected to comply with school district policies, rules and regulations.

Regulations for students riding school buses are:

- A pupil is considered to be a bus passenger on the regular daily routes and also on all activity trips. These rules apply, therefore, whenever a pupil rides a school bus in any capacity.
- A driver is in full charge of the bus and pupils will obey him or her respectfully and promptly.
- Pupils should be at the designated loading points on time as the bus is not allowed to wait.
- Pupils should not stand in the traveled portion of the road while waiting for the bus.
- All bus riders shall wait until the bus comes to a complete stop before attempting to enter.
- Pupils should clean excess mud or snow off their feet before entering the bus.
- All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
- On leaving the bus, pupils should not stand or walk to the front of the bus before it comes to a complete stop.
- On leaving the bus, pupils should follow any special directions from the driver. Never should a pupil cross in back of the bus. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
- If pupils are assigned a seat in the bus for any reason, they will occupy that seat only.
- No pupil will sit in the driver's seat, nor shall any pupils sit to either the left or the right of the driver so as to interfere with him or her, or his or her vision in any way.
- Pupils should not talk unnecessarily with the driver nor play radios loudly.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Pupils should have nothing in their possession and located so that injury can be caused such as sticks or knives.
- The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
- Pupils will not throw rubbish or waste paper on the bus floor, nor spit on the floor.
- Waste containers are provided on all buses for bus riders' use.
- Students must keep their books and belongings out of the aisle. Aisles must be kept clear at all times.
- Each pupil should keep the interior of the bus in good condition. Breaking glass, damaging seats, scratching paint, etc., will not be tolerated and such damages will be charged to the offender.
- At no time should pupils put their hands, heads or anything else outside of the window.
- Permission to open windows must be obtained from the driver.
- Pupils must not be rude or abusive to people whom they pass on their bus trip. Each bus rider is expected to act like a lady or gentleman.
- Students will assist in looking after the safety and comfort of younger students.
- Pupils will not snatch or throw caps, books or anything else in the bus.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Students should keep their feet off the seats.
- Roughhousing in the vehicle is prohibited.
- Students shall refrain from crowding or pushing.
- Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
- The Good Conduct Rule is in effect.

Students are expected to follow the rules and regulations while riding in a school vehicle as established by the North Fayette Valley Board of Education and will fall under the following consequences for violations of those rules:

- 1<sup>st</sup> Violation: Meeting with student and principal.
- 2<sup>nd</sup> Violation: Communication to parents. Next report will result in removal of at least three days.
- 3<sup>rd</sup> Violation: Immediately dismissed from riding the bus until a meeting is held with parent, child, bus driver, transportation director and principal.
- 4<sup>th</sup> Violation: Dismissed from riding the bus until a resolution is determined with the principal and/or Board of Education.



- *Note: When in the judgment of the bus driver and the building principal, behavior by a rider is such that it becomes an immediate threat to the safety of the riders and/or the bus itself, the driver consulting with the principal, will take action as described in procedure #3 or #4 without going through steps one and two above.*

The privilege of riding a school bus to school is extended to all students that live along the designated bus routes. Improper conduct while riding a bus will result in denial of bus riding privileges for a period of time determined by the superintendent or designee. The same rule applies to those students riding buses to and from school-sponsored activities.

### **Daily Bus Pickup and Drop-off**

Route buses will arrive at NFVMS and HS at 7:50 a.m. and depart at 3:40 p.m. after the shuttles arrive. The area directly in front of the school is reserved for bus drop-off and pick-up. At the high school, parents wishing to drop-off and pick-up are encouraged to do so in the parking lot at the base of the steps, and student drop off for middle school students is on the north side of the building by the bus barn. Parents are not to be driving through the drop-off/pick-up area when buses are parked in the area. Shuttle buses will leave North Fayette Valley High School daily at 7:55 a.m. to transport middle level students and high school students will be transported to West Union and will arrive in the afternoon at 3:40.

### **Field Trips**

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the education goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered exempt absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students are expected to treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip parents will be notified of the trip. Permission slips for field trips are required for any trip that occurs outside of the North Fayette Valley School District.

For additional information, reference the North Fayette Valley **Trip Procedures and Protocols** policy.

### **Minor School License**

Students applying for a minor school license have to meet State of Iowa eligibility requirements. They must also present a warranted need for the license.

In order to qualify for a Minor School License, a student must:

- Live one mile or more from the school
- Be 14½ years old
- Have completed driver education
- Have held an instruction permit and a clean driving record for at least six consecutive months

At North Fayette Valley School, a student and their parent must schedule a meeting with the high school principal. Paperwork can be acquired at the high school office prior to the meeting that must be signed. That form and the student's learner's permit is then taken to the courthouse to get the Minor School License.

Should a student violate the rules for a Minor School License, a meeting will be held with the principal. Consequences include a warning and suspension. Should a student's Minor School License be suspended, they are to surrender their license card, which will be held in the school's safe. In addition, the Iowa Department of Transportation will be notified for formal suspension. This also means that the student will not be allowed to drive using their Learner's Permit, unless they get a new one from the Iowa DOT.

### **Transportation to Events**

North Fayette Valley School District provides transportation for all events included in the activities program. Coaches, directors, and sponsors are responsible for submitting their requests for transportation to the Activities Director at the start of the school year.

Students are required to ride the school vehicle to events. Exceptions will be made only with the approval of the principal or activities director when a conflict occurs that is unavoidable. Under no circumstances is a student allowed to drive to a school-sanctioned out of town event. Coaches/directors have the authority to insist that students ride the school vehicle back to NFV. However, with their approval, students can ride home with their parents. The parent must sign to release the student at the site of the event once it is over or the student is finished participating. Students may not ride home with other students. Students may not ride home with another parent/adult unless consent is provided to the building principal at least 24 hours in

advance by the student's parent and the parent providing the ride.

When practicing off campus, North Fayette Valley may provide transportation for those students who do not drive. Students are only allowed to ride with other students with the written permission from both set of parents.

## **Guidance Services (Code 607.1)**

### **Guidance Program**

The North Fayette Valley Guidance Program is divided into five separate categories: counseling, information, appraisal, placement, and evaluation services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. The employees maintain confidentiality involved in the guidance program.

The guidance department provides services to students through various programs. These include:

Counseling -- A major function of the guidance and counseling program is to assist students in solving problems, which is a part of the growing up process. Counseling is an opportunity for a student to discuss their concerns in a one-to-one relationship in a confidential setting.

Student Appraisal -- Student appraisal procedures are designed to provide essential information concerning individual students in the areas of achievement, aptitudes and interest. Students can make better personal decisions if they have the proper information available.

Information -- A continuous effort is made to provide students with data that will assist them in keeping up with the complex and rapid changes in society. This includes information concerning occupations, financial aid, and postsecondary education. All students will also be involved in programs that will focus on self-development and career education.

Placement -- Placement is the satisfactory adjustment of an individual to the next situation whether in school or on the job. Included in this area is the assistance given to students in selecting school subjects, assisting students in finding part-time and summer employment, assisting students in obtaining permanent employment and assisting students in selecting schools for additional education and training.

Evaluation -- Follow-up studies are frequently conducted of the class that graduated one year and five years previously. The purpose of the follow-ups is to help the school determine the effectiveness of the present school program.

## **Student Health (Code 607.2)**

### **ACCIDENTS AND ILLNESS**

All accidents involving students should be reported to the principal's office immediately and an accident report should be processed. If there is an injury, the student should seek medical attention from the nurse or designee. If the accident is of a serious nature, the school nurse or designee will contact the parents or proper medical facility. If a student becomes ill at school, the student should report to the school nurse or designee. The school nurse or designee shall attempt to contact the family for any injury or serious illness.

### **Administration of Medication**

Students may need to take prescription or nonprescription medication during school hours. The school does not want students carrying or using prescription or nonprescription drugs without the written or expressed permission of the parents and the principal. Should office staff need to administer medication, the student's parents or guardian must provide a signed and dated written statement requesting medication administration and the medication must be in the original, labeled container, either as dispensed or in the manufacturer's container.

Medication is held in a locked cabinet and distributed by the school nurse or her designee. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

Each time medicine is administered, a record shall be maintained to include the pupil's name, date, time and signature of the person administering the medication.

## **Communicable and Infectious Diseases**

Students who have an infectious or communicable disease are to remain at home until they are no longer contagious. A student's presence should not pose an unreasonable risk of harm to them or create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, whooping cough, and chicken pox.

## **Concussion Protocol**

The North Fayette Valley Community School District (NFVCSD) is committed to the safety of all our students in both learning and play. NFVCSD will comply with Iowa Code 280.13C regarding concussions and brain injury policies as well as adopt the return to learn and return to play protocols for concussions and brain injuries in accordance with Iowa House Bill 2442.

NFVCSD will follow REAP (Remove/Reduce, Educate, Adjust/Accommodate, Pace) guidelines which are endorsed by the Iowa Dept. of Public Health, Iowa Dept. of Education, Iowa High School Athletic Association, and the Iowa High School Girls Athletic Union. (See more detailed information in the "Activities Section")

## **Emergency Forms**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents and work phones or cell numbers as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

## **Health Screening**

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

## **Physical Examination**

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide the school district physical examination forms signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible to practice or participate in the athletic program in any way. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

## **School Nurse**

The school nurse's health office is south of the middle school office. (Stop at the office before going to the health office for help locating the nurse.)

The school nurse's office is located in the main office at the high school and adjacent to the multipurpose room at the middle school. She may be reached during times not in the building by contacting the school secretary.

## **Student Illness or Injury at School**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. Students who become ill at school should leave class and go directly to the office area or nurse's station.

A medical emergency card for each student is maintained in the nurse's office. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

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

## MIDDLE SCHOOL

### ADMINISTRATION:

Joe Griffith, Superintendent  
 Kassie Stansbury, Business Manager  
 Betsy Nefzger, Curriculum Director  
 Tracy Schlitter/ Alex Snyder, Technology Directors  
 Ardel McCartney, Activities Coordinator  
 Micah Gearhart, 5-8 Principal  
 Jill Lauer, 5-8 Secretary

### MIDDLE SCHOOL FACULTY AND STAFF:

5th Grade	Mickey Wiedemann	Jade Kleve	Katie Riemer
Math	Sarah Sieck	Jenni Thompson	Tricia Anderson
Reading/ Language Arts	Jamie McGowan	Denise Menne	Kim Kleve
Science	Rachael Kerr	Logan Mork	
Social Studies	Jon Cardo	Bayley Shirley	Makinzie Dugger
Exploratories	Holly Mohs - PE	Bailey Winter- Integrated Studies	Marie Monroe- Art
Music Education	Bryan Wendt - Vocal	Abigail Toussaint - Instrumental	Ted Schacherer - Instrumental
	Sarah Sweeney - Vocal		
Guidance	???		
Special Education	Jon Cardo	Mitch Nims	Erica Gronowski
	Ashley Beach	Jacob Pedersen	Dana Leitzman
Instructional Coaches	Jeannie Krambeer	Jess White	
Associates	Mary Bilden	Karen Kleve	Jamie Germann- Library
	Lisa Schneider	Kris Peterson	Carol Link
	Carol Moellers	Cassie Peterson- Behavior Interventionist	Mike Woodson
	Tracy Kurdelmeyer	Julie Kopsa	

### Advisory Program

All students are assigned to an advisory group that meets daily, except for Wednesday. A variety of activities will take place over the course of the school year with a focus on improving academic performance, building relationships and creating a more positive school environment. Students will be assigned to an advisory group/ homeroom based on their grade level. The student's advisor will schedule and conduct parent-teacher conferences.

## **Bell Schedules**

### **Regular Out**

8:15-8:35	Advisory
8:38-9:26	1st Hour
9:29-10:17	2nd Hour
10:20-11:08	3rd Hour
11:11-11:31	4th Hour/ Lunch 1
11:34-11:54	4th Hour/ Lunch 1
11:57-12:17	4th Hour/ Lunch 2
12:20-1:08	5th Hour
1:11-1:59	6th Hour
2:02-2:50	7th Hour
2:53-3:20	8th Hour (WIN)

### **Early Out**

8:15-8:52	1st Hour
8:55-9:32	2nd Hour
9:35-10:12	3rd Hour
10:15-10:52	5th Hour
10:55-11:31	6th Hour
11:34-11:54	4th Hour/ Lunch 1
11:57-12:17	4th Hour/ Lunch 2
12:20-12:40	4th Hour/ Lunch 3
12:43-1:20	7th Hour
1:23-2:00	8th Hour

### **Late Start**

10:15-10:46	1st Hour
10:49-11:20	2nd Hour
11:23-11:43	4th Hour/ Lunch 1
11:46-12:06	4th Hour/ Lunch 2
12:09-12:29	4th Hour/ Lunch 3
12:32-1:03	3rd Hour
1:06-1:37	5th Hour
1:40-2:11	6th Hour
2:15-2:46	7th Hour
2:49-3:20	8th Hour

## **Extended Learning Program (TAG)**

### Identification

Students who enter North Fayette Valley Middle School identified as Gifted and Talented are eligible to participate in our program. Should a request for evaluation be received, the North Fayette Valley identification process and matrix are used to identify eligible students.

### Program Administration

The district Gifted and Talented teacher is responsible for the program.

### Program Components

Extended Learning Opportunities – Students will meet with the Gifted and Talented teacher during the course of the school day to work on a variety of extension activities.

## Grading Guidelines

### Grading Purpose

Use a standard referenced assessment and reporting system that reflects what students know and are able to do accurately and consistently for all classes to better communicate student performance.

#### Academic Rating “Grading” Scale

- 4- Exemplary
- 3- Proficient
- 2- Developing
- 1- Beginning

#### Employability Skills

- E- Effective
- P- Progressing
- N- Needs Improvement

### “Grades” Ratings

Students will receive both employability and academic ratings. In recent interviews for manufacturing jobs, employers have rated employability skills as a higher need than academics as they can teach them the skills they need for the job.

### Definitions

#### Assessment

Graded work that is recorded and is used to determine a student’s progress toward mastering a standard. Assessments may be tests, quizzes, papers, presentations, or other methods used by the teacher to determine student learning and understanding.

#### Practice

Assignments that are designed for students to learn content, concepts, and skills as well as to reinforce and extend learning. Students are expected to complete practice work, but it is not graded. Teachers are expected to provide feedback on practice. Completion of Practice may be indicated in Infinite Campus, but will not be given a numerical value.

#### Standard Score

At the middle school, the score for each standard will be determined by a weighted average of all scores for a given standard.

#### Learning Target

This is the goal for learning each day or for each unit. Along with the standard, it is to be visible and/or shared with the students each day.

### Standard Scores

All assessments will be graded on a 4-point scale using the following:

- 4 – Exemplary – Mastery with excellence, ease, and consistency of grade level or course standard. All students have the opportunity to earn a 4 on all assessments.
- 3 – Proficient – Meeting the grade level or course standard and producing quality work.
- 2 – Developing – Partially proficient and inconsistently performing at grade level or course standard without assistance.
- 1 – Beginning – Not yet performing at grade level or course standard even with assistance
- I – Incomplete - Used at the mid-term and quarter to show that a student has not mastered a standard. Students have one week to complete their reteaching for the incomplete standard before it is moved to a failing grade and assigned during summer school. The middle school will have a study club at mid-term and quarter for students to receive assistance with their standards if needed.
- M – Missing – A “M” (Missing) rating indicates a missing (not turned in assessment) or a student received a “1” rating. A rating of a “1” should be considered a failing grade.
- T – Turned In – Can be given for late work turned in but not yet evaluated. There is no grade penalty for a T.

### Grade Determination

Each standard that is included in a course will be assessed using the 4-point scale. For the majority of standards there will be multiple assessments, but there must be a minimum of two.

### Standard Score of 1

At the middle school, a 1 on an assessment or graded practice is considered a failing grade and will be marked as “missing” until the student is able to retake the assessment or graded practice. A student needed to retake an assessment or graded practice, should complete the middle school second chance assessment form.

### **Homework**

Homework is an opportunity for a student to practice new learning and for a teacher to provide feedback. Homework is considered practice work and is essential to student success. Students are expected to complete all practice assessments to be able to take a summative assessment. Practice assessments (such as quizzes, exit slips, etc.) and other practice assignments guide the pace and direction of student learning in the classroom; therefore, it becomes imperative that students complete the tasks and are provided feedback. Teachers will post ratings on Infinite Campus for selected practice and all summative work. Teachers will provide feedback on practice assignments and will collect evidence of student learning through practice assessments. Students who have not completed all practice work may be unable to retake a summative assessment until the tasks are completed and remediation is provided for the standards not met.

### **Zero on Summative Assessments**

Summative assessments will be 100% of the academic rating. Students are expected to complete all summative assessments and practice work. A zero will not be given for any incomplete or late assessments; rather, students will have until the end of each mid-term or quarter to complete their reteaching for the incomplete standard before it is moved to a failing grade and assigned to a WIN enrichment class or summer school. The middle school will have a study club at mid-term and quarter for students to receive assistance with their standards if needed.

### **Completion of Assessments**

Students must complete all **Assessments**. Please refer to “missing” and “incomplete” of the middle school section on “Grading Guidelines”.

### **Second Chance for Summative Assessment – Retakes/Re-dos**

Students are provided an opportunity to retake any summative assessment by completing the second chance assessment form. **Please note that all practice work must be completed AND additional learning must occur prior to taking the second chance assessment as the focus is on learning the content.** The teacher has the discretion to require a student to complete a retake/re-do. All second chances should be completed within two weeks of the original date. If missing, incomplete or “1” ratings exist at the end of mid-term or the end of the quarter, students will be invited to attend after school study sessions to complete the required learning prior to failing the standard and being assigned to a WIN enrichment class or summer school for standard recovery. Teachers have the authority to establish when and where second chance options can take place.

### **Late Work**

All Assessments must be completed. Non-graded penalties may be applied. If an assessment is not completed by the due date, a M (Missing) will be given, which may impact eligibility of activities. Teachers will have up to 72 hours in school days to provide feedback on any late practice or assessment. To be assured that the late work is off of the list by Friday at 9:00 AM, it should be turned in and the teacher notified no later than Wednesday.

### **Extra Credit and Bonus Points**

No extra credit will be offered or accepted. No bonus points will be offered.

### **Group Scores**

No group scores will be assigned to individuals. Individuals working on group projects or assignments will have individual grades assigned based on individual achievement evidence.

### **Employability Scores**

Students will be assessed on Employability Skills, sometimes referred to as “soft skills” or “career skills.” These will be done for each course quarterly and will be included on the student’s report card. Areas that will be assessed are effort, behavior, and work completion.

### **Quarter Grades**

Grades will be posted each quarter at the middle school.

### **Communication**

An Assessment that is not completed on time is to be marked with an “M” in Infinite Campus. Teachers may mark an Assessment with a “T” that indicates the Assessment has been turned in but has not been evaluated

## **Leadership Points**

To help students develop the self-discipline necessary for living and learning, they have a right to know what is expected from them, and what the result of rule infractions will be. For this reason, we have developed the leadership points system, which is designed to help students improve their self discipline.

Middle School students can earn leadership points for exemplary behavior. Leadership points can also be lost due to inappropriate behaviors.

### Losing Leadership Points

**The following list is meant to serve as an example, and is not all-inclusive. Consequences may be changed depending on each incident and at the discretion of the staff. Repetitive violations of any school rule may result in more severe disciplinary actions.**

Insubordination

Tardy to class

Inappropriate language, clothing, behavior

Disrespect

Bullying

Lying

Stealing

Cheating

Other inappropriate occurrences

### Student Privileges Gained by Leadership Points

Students with positive leadership points will have an opportunity for various incentives through regular activities. Students with negative leadership points will not be afforded these opportunities.

## **Leaving School During the School Day**

Students, at times, may need to leave during the school day for an appointment or a student may want alternate transportation from an evening activity. The following guidelines have been established to help ensure student safety at NFV MS.

1. During the school day:
  - The person signing-out the student must be listed in Infinite Campus as a contact; no exceptions. We will not accept verbal requests to add an approved pick-up guardian on the phone. Please understand that the student will not be released to anyone not in Infinite Campus.
  - Custodial parent/ guardians may amend this list at any time using the parent portal on Infinite Campus or in person. We cannot accept changes over the phone, via text message, or email.
  - No student may be released to the custody of an individual who is not the parent or guardian of the student, unless the individual's name appears on this list.
  - In the event of an emergency, the building principal may release a student to an individual not appearing on the approved list ONLY if the parent or guardian has contacted the building principal and approves the release.
2. For after school events
  1. School-sponsored transportation will be provided for all away events.
  2. School-sponsored transportation will NOT be provided for home events.
  3. Students must ride school-sponsored transportation to the away event.
  4. For students who do not want to use the school-sponsored transportation on the way home from an away event:
    - May leave with their custodial parent(s) from events as long as they have checked in with the coach.
    - May leave with another individual provided the following criteria have been met:



- There is a signed and dated note provided 24 hours in advance to the building principal from the custodial parent and the individual providing the transportation for the student.
- The individual signs the student out from the event from the coach.
- The individual driving the car is over the age of twenty-one (21).

## **LOST AND FOUND**

A lost and found department will be maintained in the office with the exception of clothing, which will be located outside of the help desk. If you find an article of value, turn it into the office. If you have lost anything, go to the office and inquire about it. If you suspect that an article has been stolen, report it immediately. REMEMBER THAT IT IS NOT WISE TO KEEP EXPENSIVE ITEMS OR MONEY IN YOUR LOCKER and that the school is not responsible for lost or stolen items. The lost and found will be cleaned out at the end of each semester or at the discretion of the office and donated to a second-hand store.

## **MAKE-UP WORK**

**Students** are responsible for arranging to make up schoolwork. It is advisable for students who know they are going to be absent to make arrangements with their teachers in advance to make up schoolwork (please note that planned vacations need to be taken care of in advance or on the date of return from the trip). Make up work may be obtained from teachers during planning times, before or after school or via email. Students will be allowed two days to make up work for the first day missed, and one day for each consecutive day missed thereafter. All assignments must be completed because assigned learning is critical to learning and practicing the standard. Students who are unable to make up work within this timeframe will be listed as ineligible for school related activities.

## **Physical Education**

Due to maintaining our gym floor, students are expected to have separate, clean, and rock free shoes to participate in the gym. For the safety of the students, the gym shoes should be closed toed and rubber soled. The gym shoes need to be separate from the shoes students wear outside. In addition to shoes, we promote the practice of good hygiene of all students. With that said, students participating in 5th-8th grade PE will be required to change clothes; however, showering after PE will be optional.

## **Student Behavior**

The North Fayette Valley Middle School Staff believes that one of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure; it is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration of other people.

With an understanding of the purposes of discipline in our school, students may form a correct attitude towards it, and not only do their part in making our school an effective place of learning, but develop the habit of self-restraint which will make them better citizens in our society.

North Fayette Valley Middle School believes that teachers have the right to establish a classroom structure and routines that provide an optimal learning environment. Teachers have a right to determine and request appropriate behavior from the students that meets teacher needs and encourages the students' positive social and educational development. Teachers will attempt to handle misbehavior in the classroom when possible; however, teachers have a right to teach and students have a right to learn without interference from students' disruption in the classroom.

If a teacher determines that a student's behavior is interfering with the learning of classmates or the teacher's ability to teach, the student may be sent to the office for a recovery time or an office referral. If a student is referred to the office, the office uses a progressive discipline including verbal warning, lunch detention or detentions, after school detentions, in-school suspensions, out of school suspensions, and recommendations for expulsion. With progressive discipline, the consequence

increases each time the student is referred to the office.

		Progression 1	Progression 1	Progression 2	Progression 2	Progression 3	Progression 3
		5th Grade	6th-8th Grade	5th Grade	6th-8th Grade	5th Grade	6th-8th Grade
A.	Messing around (Causing a disruption to learning)	Behavior Training	Behavior Training	Recesses	detention	detention	detention (after school)
B.	Temper tantrums which disrupt a class	Behavior Training	Behavior Training	Removal from class period	detention	detention	detention (after school)
C.	Skippping Class		Behavior Training		Detention (length of class)		detention (after school)
D.	Cheating	redo assignment/call parent	Redo assignment and detention	Redo assignment and detention	Redo assignment and detention (after school)	Redo assignment and 1/2 day ISS	Redo assignment and 1/2 day ISS
E.	Insubordination/Disobedience/ Refusal to conform to rules	Behavior Training	Behavior Training	Recesses	detention	Classes Only	ISS
F.	Racial bigotry or intolerance	Behavior Training	Behavior Training	Recesses	detention (after school)	1 day ISS	ISS
G.	Forgery	Behavior Training	Behavior Training	Recesses	detention	1 day ISS	ISS
H.	Mischief	Behavior Training	Detention/ Behavior Training	Recesses	ISS	ISS	OSS
I.	Vulgar or Profane Speech	Behavior Training	Behavior Training	Recesses	Detention	Detention	detention (after school)
M.	Possession of dangerous materials	Behavior Training	Behavior Training	Recesses	detention	1 day ISS	3 Day ISS
L.	Vandalism	Behavior Training	Behavior Training	Recesses	ISS	ISS	OSS
K.	Bullying/Harassment	Behavior Training	Behavior Training	Classes Only	3 Day ISS	ISS	OSS
N.	Detrimental Conduct	Recess(es)	Behavior Training	Lunch/ Recess	Detention w/ Behavior Training	Classes Only	ISS or OSS
O.	Throwing Food	Assigned Seat	Assigned Seat	Assigned Seat (5 Days)	Assigned Seat (5 Days)	Assigned Seat (20 days)	Assigned Seat (20 days)
P.	Pantsing (if malicious, skill step 1)	60 minute detention	1 day ISS	Classes Only	3 day ISS	ISS	OSS
Q.	Theft	Recess	1 day ISS	1 day ISS	3 day ISS/Police	3 day ISS	OSS
R.	Threats	Recess(es)	1 days ISS	1 day ISS	3 days ISS	3 day ISS	3 Day OSS
S.	Willful injury	Classes Only	1 day ISS	3 day ISS	3 day ISS	OSS	OSS
T.	False Report (under investigation)	Classes Only	1 day ISS	1 day ISS	3 days ISS	3 day OSS	5 Day OSS
U.	Disorderly Conduct	Classes Only	1 day ISS	1 day ISS	3 day ISS	3 day ISS	3-5 day OSS
V.	Nut Tap	Classes Only	1 day ISS	1 day ISS	3 Day ISS	ISS	OSS
W.	Vulgar or Profane Speech directed at staff	Classes Only	1/2 day ISS	1/2 day ISS	1 day ISS	1 day ISS	2 day ISS
Y.	Physical attack on a	ISS	2-3 Day ISS	3 day ISS	OSS	3 day OSS	OSS (5-10 Days)

	Student (Fighting no fists)						
Z.	Fight (fists)	OSS/ISS	2 day OSS/ 1 day ISS	2 day OSS/ 1 day ISS	5 day OSS	5 day OSS	5-10 Day OSS
AA.	Sex Acts	3 day ISS	OSS	3 day OSS	Recommendation for expulsion	Recommendation for expulsion	Recommendation for expulsion
BB.	Alcohol/Controlled Substance/ Smoking/ Tobacco/ Vape	3 day OSS	5 day OSS	5 day OSS	10 day OSS	10 day OSS	Recommendation for expulsion
EE.	Assault against employee	ISS/Call Police	3 day OSS/Police	3 day OSS/Police	10 day OSS/Police	Recommendation for expulsion	Recommendation for expulsion
GG.	Trespass	ISS/Call Police	ISS/Call Police	3 day ISS	OSS	3 day OSS	3 Day OSS
HH.	Weapons	1 year Recommendation for expulsion	Recommendation for expulsion	Recommendation for expulsion	Recommendation for expulsion	Recommendation for expulsion	Recommendation for expulsion

### Student Leadership

The middle school offers a variety of classroom and building-wide leadership opportunities throughout the year. All students will have the opportunity for classroom leadership roles, and students may apply for building leadership positions throughout the school year. Posting for leadership positions will be placed in the middle school announcements and the leadership board across from the office.

### Study Club

At mid-term and at the end of quarters 1, 2, and 3, students will have up to 1 week of after school study club for any incomplete, missing or late assessments. Study club will be hosted by staff who will be able to support the learning of students and provide opportunities for practice and assessments. Any work that is remaining after the study club week may be assigned to a WIN Enrichment Class or summer school. At the end of the 4th quarter, students will be assigned summer school for any incomplete, missing or late assessments. With the focus on standards and student learning, all students must show mastery with essential skills before progressing to the next grade; therefore, attendance at summer school is essential. A shuttle bus to West Union is available for students who attend study club during 1st, 2nd and 3rd quarter.

### Summer School

With the focus on standards based grading, the NFV policy states that students must complete all essential learning as documented through assessments. Students who failed a standard throughout the school year will be assigned summer school to complete their learning.

# HIGH SCHOOL

## Faculty and Staff Assignments

Name	Department	Sponsor/Coach
Robin Albert	Principal's Secretary	
Kennedy Balk	Special Education	Drill Team, Special Olympics
Connie Benjegerdes	Food Service	
Jaden Bohr	School Counselor	
Megan Boyer	Science/Instructional Coach	
Denny Bower	Custodial	
Sierra Bullerman	Science	
Leah Butikofer	English	
Zach Bruns	Technology	Head Boys' Wrestling
Anne Britt	School Social Worker	
Jodi Cardo	ELL	
Garrett Crandall	Special Education	
Bill Durnan	Custodial	
Lauren Falck	Math	Student Council, Wrestling Cheerleading, Asst. XC
Mina Fantz	Art	Art Club, Yearbook
Julie Frieden	Math/Instructional Coach	Head G/B Cross Country
Joyce Guyer	Special Ed Associate	
Alexis Hawes	Math	
Justin Heins	AD/At-Risk	Head Football
Molly Holthaus	Business/WBL	Business Club, Prom
Ryan Holthaus	Agriculture	FFA
Amy Ihde	FCS	FCS Club
Deb Kapnisis	Library	
Donna Kasel	Special Ed Associate	
Kelli Kovarik	Language Arts	ESports
Matt Krambeer	Social Studies	Asst. Football, Head Boys' Basketball
Kory Kuhens	Director of Building Maintenance	
Trey Kuhens	Downtown Academy	Asst. Football, Asst. Baseball
Brent Kuker	Special Education	Asst. Boys' Basketball
Sarah Lerch	Special Ed Associate	
Aimee Martin	Food Service	
Lisa McLellan	Special Ed Associate	
Lisa Meyer	Spanish	Spanish Club
Chris Miller	Principal	
Jessica Miller	Food Service	
Shanda Miller	Special Ed Associate	
Gage Mohs	PE/Health	Asst. Football, Asst. Track
Koby Moore	Special Ed Associate	
Jennifer Myers	Food Service	
Betsy Nefzger	Curriculum Director	
Shelia Noska	Food Service	
Tracy Nuss	Science	Individual Speech, Talent Show
Kayla Pollock	Media Specialist	
Jordan Pollock	Social Studies	
Pam O'Hare	Food Service	
Katelyn Randall	Special Ed Associate	
David Riemer	Bridges/ELP	
Debbie Ruroden	DTA Behavior Interventionist	
Ted Schacherer	Instrumental Music	Band, Jazz Band, Drumline
Barb Schroeder	AD/Guidance Secretary	
Steve Schroeder	PE	
Melissa Schupbach	Special Ed Associate	
Alex Snyder	Technology Director	

Brock Sorensen	Industrial Tech	
Carol Stanbrough	Food Service Director	
Molli Steffens	Language Arts	NHS
Rick Taylor	Special Education	
Jared Tilleraas	Bridges	Head Girls' Basketball
Sara Vagts	Maintenance	
Elise Vandersee	Special Ed Associate	Head Girl's and Boy's Bowling, Special Olympics
Gloria Wagner	Food Service	
Bryan Wendt	Vocal Music	Musical
Hannah Winter	Special Ed Associate	Football Cheerleading
Jade Kleve		Asst Volleyball, Asst. Track, Asst Softball
Doug DeMuth		Asst. Wrestling
Makinize Dugger		Play, Large Group Speech
Ignacio Fuentes		Head Boys' Soccer
Derek Heins		Head Boys' Golf
Dan Hovden		Head Baseball, Assist. Basketball
Brody Hubbell		Head Girls' Wrestling
Robin Madole		Girls' Golf
Aaron Nelson		Head Volleyball
Jacob Pedersen		Asst. Boys' Soccer
Micah Ruroden		Head Girl's and Boy's Track and Field
Clint Rodgers		Asst Football
Bailey Shirley		Head Softball
Alex Stepan		Asst. Baseball
Travis Wymer		Asst. Football

### **Instructional Coaches, Model and Mentor Teachers**

The following individuals will serve the high school through the district's TLC program.

#### **Instructional Coaches**

Jeannie Krambeer  
Jessica White  
Julie Frieden  
Megan Boyer

#### **Model/Mentor Teachers**

Tracy Nuss  
Molli Steffens  
Kelli Kovarik  
Jordan Pollock  
Amy Ihde

### **Class Advisors/Sponsors**

Faculty members will serve as sponsors for each class. Sponsors must approve and be present at class activities. Class sponsors for 2023-24. **Bold** names indicate Head Class Sponsor.

#### **Grade 12**

Steffens  
Pollock  
**Ihde**  
Kovarik  
Nuss

#### **Grade 11**

Falck  
Schroeder  
**M. Holthaus**  
Krambeer  
Riemer  
R. Holthaus  
Fantz

#### **Grade 10**

**Balk**  
Crandall  
Schacherer  
Bullerman  
Wendt  
Taylor

#### **Grade 9**

L.Meyer  
**Butikofer**  
Kuker  
Hawes  
Sorensen

### **Adding/Dropping Courses**

Students who wish to make changes in their course schedule have until the end of the third day of classes at the start of each semester to meet with the counselor and make change requests. Only under extraordinary circumstances will a student be allowed to drop a course later in the semester. Dropped courses after the third day will be recorded with a failing grade for the semester. Even if students meet drop deadlines for college level classes, they will receive a failing grade for that class on their high school report card and transcript.

### **Advisory Program**

All students are assigned to an advisory group (high school) or homeroom that meets daily, except for Wednesday. A variety of activities will take place over the course of the school year with a focus on improving academic performance, building relationships and creating a more positive school environment. Students will be assigned to an advisory group/homeroom based on their grade level. The student's advisor will schedule and conduct parent-teacher conferences. On Tuesday and Thursday Advisory Intervention will be in place at the high school. Teachers will make requests for specific students to come to their classroom for additional work or support. Students can request to go to another teacher's classroom as well. Priority is given to content areas on a rotating basis. When students are requested, they are expected to go to that teacher's classroom.

### **Bridges Academy**

North Fayette Valley high school students may be provided an option to attend Bridges Academy to take courses to earn a diploma. Students in the Bridges program will have in person classes and online classes.

### **Course Load**

All students must be enrolled for at least 6.5 credits per semester. The only exception to 6.5 is for students enrolled in the Work Program. If they have work release for three full periods, they will be allowed to have a schedule with 6 credits. Students must be on track to graduate. Freshmen that want to take eight (8) classes and enroll in Early Bird PE must have permission from the Principal.

### **Distance Learning Courses**

Students wishing to take an online course, or one delivered in another capacity outside of the school day, must first have that course approved by the high school principal if they want to have it count toward meeting graduation requirements. Only courses from accredited institutions will be approved. This includes courses taken during the summer.

***Students and/or parents should contact their school district business office to verify eligibility for financial assistance prior to registering for the course.***

### **Early Bird PE**

Students who take eight daily classes in the regular school day have the option of taking Early Bird PE. This class meets two times a week, Tuesday and Thursday from 6:45 a.m. to 7:40 a.m. Scheduling priority will be given in the following order: senior students with 8 other daily classes followed by juniors, sophomores, and freshmen with 8 other classes. The cap for the class is 30 students. No students with less than 8 daily classes will be admitted to Early Bird PE.

### **Early Graduation**

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the guidance counselor for early graduation. In order to graduate early, students must have the approval of their parents in writing, the superintendent and principal, and the board of education. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for prom, senior trip, Backbone trip and the graduation ceremonies. In addition, they will not be eligible for some academic honors.

### **Extended Learning Program (TAG)**

#### Identification

Students who enter North Fayette Valley Middle School and High School identified as Gifted and Talented are eligible to participate in our program. Should a request for evaluation be received, the North Fayette Valley identification process and matrix are used to identify eligible students.

#### Program Administration

The district Gifted and Talented teacher is responsible for the program.

#### Program Components

- Post-secondary Opportunities (high school) – Gifted and talented students are provided the opportunity to take post-secondary level courses for high school and college credit throughout their high school career. Many North Fayette Valley students choose this option, some taking college courses in the summer in addition to both semesters of the school year.
- Extended Learning Opportunities – Students are encouraged to attend conferences, competitions, seminars, workshops, and other learning activities in their interest areas.
- Accelerated Course Options – Based on student performance assessments, students may be accelerated through the course of study at North Fayette Valley High School. While the fundamental graduation requirements must be met, students may take courses at the college level or through other sources to complete their personal course of study.

- Independent Study (high school) – A structured Independent Study option is provided to students following the Capstone model that includes research, working with a mentor, a formal presentation, and a final paper and product. Students are able to select their area of study based on their own individual interests.

### Program of Study

Meetings will be held prior to the start of the school year with each Gifted and Talented student to review their four-year plan and confirm their course of study for the upcoming school year. Included in this planning will be goal setting for the student as well as scheduling future meetings to discuss progress.

### **Grade Point Average**

A student's grade point average (GPA) is computed by assigning point values to letter grades and factoring in the credits given to satisfactory completion of the course. Grades are assigned the following point values:

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

### **Grading Guidelines**

#### **Grading Purpose**

Use a standard referenced assessment and reporting system that reflects what students know and are able to do accurately and consistently for all classes to better communicate student performance.

#### **Definitions**

##### Assessment

Graded work that is recorded and is used to determine a student's progress toward mastering a standard. Assessments may be tests, quizzes, papers, presentations, or other methods used by the teacher to determine student learning and understanding.

##### Practice

Assignments that are designed for students to learn content, concepts, and skills as well as to reinforce and extend learning. Students are expected to complete practice work, but it is not graded. Teachers are expected to provide feedback on practice. Completion of Practice may be indicated in Infinite Campus, but will not be given a numerical value.

##### Standard Score

At the high school, the score for each standard will be determined by the average of all scores for a given standard.

##### Learning Target

This is the goal for learning each day or for each unit. Along with the standard, it is to be visible to the students each day and on each assignment or assessment.

#### **Course Standards**

Each course will have a minimum of five standards.

#### **Standard Scores**

All assessments will be graded on a 4-point scale using the following:

- 4 – Exemplary – Mastery with excellence, ease, and consistency of grade level or course standard. All students have the opportunity to earn a 4 on all assessments.
- 3 – Proficient – Meeting the grade level or course standard and producing quality work.
- 2 – Developing – Partially proficient and inconsistently performing at grade level or course standard without assistance.
- 1 – Beginning – Not yet performing at grade level or course standard even with assistance
- 0- Zero - Zero will be used in the case of a student not completing the assessment by the end of the five (5) school day (late/re-take) window.
- I – Incomplete - Used only at the end of a semester. Due to medical or other extenuating circumstance approved by the principal, the student was unable to complete a course by the deadline. The teacher and principal will determine the due date/deadline, which will typically be a maximum of two weeks.
- M – Missing – There is no, or insufficient, evidence to evaluate based on a student's excused absence from class and inability to complete or hand in work. Missing work will figure into the final grade as a zero until the work is completed or up to five (5) days, after which time the M (Missing) will be changed to, and remain a zero if the assessment has not been satisfactorily completed.
- T – Turned In – Can be given for late work turned in but not yet evaluated. There is no grade penalty for a T.

### Grading Scale (high school)

A student's standard scores will be converted to a letter grade for each course at the high school. The score for each standard will be averaged with the other standard scores in a course. That number will then be converted to a letter grade using the following scale:

A	3.51 – 4.00	C	2.17 – 2.33
A-	3.00 – 3.50	C-	2.00 – 2.16
B+	2.84 – 2.99	D+	1.84 – 1.99
B	2.67 – 2.83	D	1.67 – 1.83
B-	2.50 – 2.66	D-	1.50 – 1.66
C+	2.34 – 2.49	F	0.00 – 1.49
C	2.17 – 2.33		

### Grade Determination

Each standard that is included in a course will be assessed using the 4-point scale. For the majority of standards there will be multiple assessments. At the high school, all standard scores for a course will be averaged and converted to a letter grade based on the Grading Scale.

### Homework

Homework is an opportunity for a student to practice new learning and for a teacher to provide feedback. No credit will be given for homework, but T (turned in) will be entered into the gradebook to show work completion, or an M (missing) will be entered in the gradebook to show that work was not turned in or not completed to an acceptable level.

### Completion of Assessments

At the high school, a M (missing), will initially be given for any late/missing Assessment. After five (5) school days, the M (missing) will change to a zero.

### Late Work

If an Assessment is not completed by the due date, a M (Missing) will be given. At the high school, students have five (5) school days from the due date to complete a late Assessment.

- o If a student does not complete the summative assessment by the end of the five (5) day window, the student will receive a score of zero (0). The grade will then figure into the final grade as a zero (0) and the student will not be allowed to complete the assessment.

Students who are absent on the day summative work is due are expected to turn it in the day they return. New instruction/assignments missed are subject to the make-up rules below (T).

- o It is to the student's advantage to complete work in advance if they know they are going to miss school. When a student knows he/she is going to be gone, it is their responsibility to contact each teacher and seek assignments for the period that they are going to be absent. Their work is still due at the stated deadline.
- o Those missing school and wanting homework are to go online and check the teacher's website, blog or other site. Those without Internet access at home, should they miss two (2) consecutive days of school, can call the high school office and their assignments will be gathered for them.
- o Students who miss one day due to illness or unforeseen circumstances have one (1) day to complete the make-up work. Students missing two (2) to five (5) consecutive days due to illness or unavoidable circumstances will be allowed two (2) days for each day they were absent to make-up their work.
- o All students completing an assessment on time will have the opportunity to complete a Second Chance assessment provided that all practice and formative work was done prior to the assessment. Assessments that are late are not eligible for a Second Chance. (T)

### Second Chance (Retakes/Re-dos)

- All teachers will establish a Second Chance opportunity for students on all graded Assessments. (T)
  - o One second chance (re-take) option per summative assessment
  - o All practice and formative work must be done, before the original assessment date/time, to have the option of a retake.
  - o Summative retakes must be completed within FIVE (5) school days after grades are entered into the gradebook. Teachers will post the five (5) school day retake deadline.



- All students completing an assessment on time will have the opportunity to complete a Second Chance assessment provided that all practice and formative work was done prior to the assessment. Assessments that are late are not eligible for a Second Chance. (T)
- Teachers have the discretion to reject low quality work handed in on time that appears to be hurriedly completed in order to meet a deadline. (L)
- Students that are absent on the day work is due are expected to turn it in the day they return or in line with makeup rules. (T)
- There is an Opportunity Cost for a Second Chance. All Practice work leading up to the Assessment must be completed in order to get the Second Chance **AND** there must be additional learning in some form for the student to earn the Second Chance. (T) Each teacher will determine what the additional learning will be.
- The student's best score will be recorded and only that score will count toward the final grade. (T)
- Teachers have the authority to establish when and where Second Chance options take place. (L)
- The teacher has the discretion to require a student to complete a retake/re-do. (L)
- Should a teacher believe a student is abusing the Second Chance opportunity, he/she may refuse to give the student the opportunity (L), but must inform the principal of the decision at the time it is made. (T)

### **Extra Credit and Bonus Points**

No extra credit will be offered or accepted. No bonus points will be offered. (T)

### **Group Scores**

No group scores will be assigned to individuals. (T) Individuals working on group projects or assignments will have individual grades assigned based on individual achievement evidence.

### **Employability Scores**

Students will be assessed on Employability Skills, sometimes referred to as "soft skills" or "career skills." These will be done for each course quarterly and will be included on the student's report card. Areas that will be assessed are effort, behavior, and work completion.

### **Semester Tests/Assessment**

Semester Tests are not mandatory at the high school. At the conclusion of the semester teachers may give final or cumulative assessments. There is no Second Chance opportunity for a Semester Test/Assessment.

### **Midterm, Semester, and Final Grades**

At the high school, at each midterm, which will be the conclusion of first and third quarters, grades will be posted and reported based on the student's current performance. The grade book will not close at the end of the quarter. The student's grade will continue through the end of the semester. At the high school, the student's final grade will be posted and finalized at the conclusion of each semester. Grading will start over at the start of the second semester.

### **Course Retakes**

The first attempt - The F grade will stay on the transcript and it will be figured into the GPA.

The second attempt - The new grade will be put on the transcript and it will also be figured into the GPA. Summer School re-takes does not replace F grade or ineligibility.

### **Communication**

High school teachers are required to include the grading system in their syllabus. Grades are to be posted as soon as possible in Infinite Campus, with the expectation it is done within two days of completion of the assignment, and under no circumstances should it take longer than one week. An Assessment that is not completed on time is to be marked with an "M" in Infinite Campus. Teachers may mark an Assessment with a "T" that indicates the Assessment has been turned in but has not been evaluated.

### **Graduation**

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving consequences for discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate.

Students may complete the requirements for a North Fayette Valley diploma by following Board procedures and meeting the requirements of graduation through the alternative program.

### **Standard Diploma**

- Complete at least 50 credits
- Meet all graduation requirements for courses
- Successfully complete Capstone Project

### **Honors Diploma**

- **Distinction**
  - o 3.000 grade point average
  - o Complete at least 50 credits
  - o Meet all graduation requirements for courses
  - o Successfully complete Capstone Project.
- **Magna Cum Laude – with great praise**
  - o 3.500 grade point average
  - o Complete at least 54 credits
  - o Meet all graduation requirements for courses
- **Summa Cum Laude – with highest praise**
  - o 3.800 grade point average
  - o Complete at least 56 credits
  - o Meet all graduation requirements for courses
  - o Successfully complete Capstone Project

Students are not required to participate in the graduation ceremony. If students choose not to participate, they will receive their diploma in the principal's office anytime after completion of the graduation ceremony.

### **Graduation Requirements**

Each student must acquire **50 credits** in grades 9-12 to be eligible for graduation from North Fayette Valley High School.

Each student must earn credits in the following areas in accordance with the Iowa Department of Education and the North Fayette Board of Education:

<b>English</b>	8.0 credits	
	Required:	<b>English 1</b> (2 credits) <b>English 2/Speech</b> (2 credits) <b>English 3</b> (2 credits) <b>Jr/Sr English Electives*</b> (2 credits)
<b>Mathematics</b>	6.0 credits	<b>Financial Literacy</b> (1 credit)
<b>Social Studies</b>	6.0 credits	
	Required:	<b>United States History</b> (2 credits) <b>Ancient World History</b> (1 credit) <b>Contemporary World History</b> (1 credit) <b>Government</b> (1 credit) <b>Elective</b> (1 credit)
<b>Science</b>	6.0 credits	
	Required:	<b>Unified Science</b> (2 credits) <b>Biology</b> (2 credits) <b>Chemistry or Applied Chemistry</b> (2 credits)
<b>Health</b>	1.0 credits	
<b>Physical Education</b>	4.0 credits	
<b>Capstone</b>	1.0 credit	<b>All Seniors Must Satisfactorily Complete the Capstone Project</b>
	<b>Total Required Credits:</b>	32
	<b>Total Elective Credits:</b>	18

**Extra Requirements:** CPR and Job Shadow. For additional information, refer to the Course Guide.

### **Honor Roll (High School)**

All full-time students who have a grade point of 3.0 or better, with no D's or F's, will be eligible for the Honor Roll. Students with a 3.8 or better, in all classes with no D's or F's, will be eligible for the Gold Honor Roll. The honor roll will be determined and published after each semester. GPA will not be rounded up to determine rank or honors.

### **Incomplete Semester Grades**

At the end of each semester, students who have had extended medical absences in the last two weeks, or other unforeseen circumstances approved by the principal, will have up to two weeks to complete their required work after the end of the semester. Each student will be considered on a case-by-case basis. The teacher, with the permission of the principal, may grant time extensions for make-up work. Failure to finish an Incomplete may result in a failing grade and loss of credit. Students who have an Incomplete grade are ineligible to participate in activities until a grade is posted, and that grade is a passing grade.

### **International and Foreign Exchange Students**

International and foreign exchange students will be considered a member of the junior class. They will not be eligible for an official diploma from North Fayette Valley High School, nor are they eligible for academic honors or awards, and are not included in class rank. They are given the option of participating in commencement exercises. Their course work will be included on an official transcript. In order for exchange students to attend North Fayette Valley High School, administration must receive a request no later than June 1 for the following school year.

### **Makeup Work**

It is to the student's advantage to complete work in advance if they know they are going to miss school. When a student knows he/she is going to be gone, it is their responsibility to contact each teacher and seek assignments for the period that they are going to be absent. Their work is still due at the stated deadline.

Those missing school and wanting homework are to go online and check the teacher's website, blog, or other site. For those without Internet access at home, should they miss two consecutive days of school, they can call the school office and their assignments will be gathered for them.

Students who miss one day due to illness or unforeseen circumstances have one day to complete the makeup work. Students missing two to five consecutive days due to illness or unavoidable circumstances will be allowed five school days to make up their work. Students who have missed more than five days are to schedule a meeting with the counselor to work out a makeup schedule. These absences only extend deadlines with approval from the principal. It is the responsibility of the student to make up the missed work. It is the expectation that students make up work in all classes, including PE, music lessons, and other graded activities. Students whose absences are approved shall make up the work missed and receive full credit for the missed schoolwork.

### **Retaking a Course**

A student that fails a course, or wishes to improve their grade in a course may do so if space permits. Upon satisfactory completion of the course, the new grade will be included on the transcript. However, in the case of previously failing the course, the original grade remains. If the previous grade was passing, it will be removed from factoring into the grade point average and the new one will be included. It will also be noted that the course was retaken on the transcript. NFV will follow the college's handling of course retakes on student's transcripts.

### **Semester Tests**

Teachers may require students to take a cumulative exam at the end of a semester, or perhaps complete a final project or give a final presentation. These will be done within the structure of the regular course schedule.

### **Senior Recognition and Honors**

At North Fayette Valley High School, seniors are recognized for their academic accomplishments at the annual Senior Awards Night and during Commencement activities. Members of the senior class are eligible for a variety of scholarships, many of them through the local Dollars for Scholars organization. Scholarship information is available through our guidance office and is provided through a monthly newsletter provided to seniors and posted on the district web site.

Students are also recognized for their academic achievement. Students receive an Academic Medal for being on the honor roll all four quarters of all four years of high school. Students are also recognized at graduation for their academic achievement based on cumulative grade point average.

## **COLLEGE CREDIT CLASSES**

### **Senior Year Plus**

Through Senior Year Plus (SYP), school districts are able to provide a variety of options to enhance students' high school experience. Courses delivered through SYP provide the opportunity to take a rigorous college curriculum and receive both high school and college credit. Students at NFV are able to access these courses through Contracted/PICC courses &/or through PSEO courses. These programs are described below.

### **NICC CONTRACTED and PICC CLASSES**

NICC Contracted and PICC classes are offered at NFVHS. These programs are the most common way students take college courses while attending NFV. These are courses in which students receive both high school and college credit. Students in 9<sup>th</sup>-12<sup>th</sup> grade are eligible to enroll. Contracted classes are taught at the high school, online by a certified staff member using NICC's curriculum, or on-site at NICC's campus. PICC courses are typically online courses. Contracted & PICC classes are offered at no additional cost to the student. Course tuition and books are paid by the school. In order to enroll in courses, high school students need to be proficient in reading, mathematics, and science. In order to demonstrate proficiency, the student must score at the proficient level in the most recently administered state testing in reading, math, and science. The credits earned from these classes may be transferable credits to other colleges and universities. **Students may be required to take the Accuplacer, ALEKS or ACT in order to qualify for some courses. If a student drops a course more than 3 days after it has officially started, they will receive an "F" on their high school transcript. Students will also be held to any eligibility consequences due to this "F".**

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

Students in 11-12<sup>th</sup> grade and identified ELP/TAG students in grades 9-10 are eligible to enroll in PSEO courses. Courses include online, and on-site classes. Students must meet the entrance requirements at the eligible post-secondary institution. In order for students to enroll in courses, high school students need to be proficient in reading, mathematics, and science. In order to demonstrate proficiency, the student must score at the proficient level in the most recently administered state testing in reading, math, and science. Students may not enroll in courses in which comparable courses are available in the local school district. There will be no charge to the student for tuition. However, a student will be required to purchase materials or books that become the property of the student. **For PSEO courses specifically, the student or parents will be liable for reimbursement of tuition if the student fails a class, or drops the class more than 3 days after the official start of the class.** For all college classes, if a student drops a course more than 3 days after it has officially started, they will receive an "F" on their high school transcript. Students will also be held to any eligibility consequences due to this "F".

In order to enroll in a PSEO course, a student must inform the school district of the intent to participate under this act and submit an application form. The local school district will request a copy of grades received by students. Upper Iowa University is our closest partner for PSEO courses. More information can be found in the Course Guide.

### **TigerHawk Focus**

TigerHawk Focus is a supported study hall that students may be assigned to with missing assignments, failing grades, attendance concerns, and/or behavior concerns.

### **Transcript Requests**

Transcripts will be mailed from the high school at the request of the student or student's parent. A form that can be obtained at the high school office or from the guidance counselor must be completed or the student can request their transcript online from the NFV High School webpage. All transcript requests are free. A final transcript is sent to the post-secondary institution at the end of the senior year. Once a student turns 18, they must make the request as the transcript is a legal document. The same is the case for alums making a request. We cannot release a transcript without a legal signature from the individual whose transcript is being requested.

## Transfer Students and Credits

Students who transfer into North Fayette Valley High School will have their credits assessed by the high school administration and guidance department with a determination made as to those credits that will be accepted toward meeting the graduation requirements established by the North Fayette Valley Board of Education. In order for the student to be eligible for a North Fayette Valley diploma, the student must acquire the necessary number of required credits, enroll in the required number of courses, and complete at least two semesters of study at North Fayette Valley High School. Exceptions to these requirements must be approved by the superintendent. Whether the student attends North Fayette Valley High School, North Fayette Valley Alternative School, or Downtown Academy will be determined by the principal.

Students who transfer into North Fayette Valley High School from non-accredited educational programs must meet the requirements for students who initially enroll in the school district. The school retains the right to determine grade level placement. Credits will not be accepted from non-accredited educational programs or count toward meeting graduation requirements. To determine credits that will be accepted toward graduation, school personnel will do an audit of the student's coursework. Students transferring in from non-accredited settings will only be eligible for honors and awards for the actual period of time they have been enrolled as regular students in the school district. Such students must meet all of the graduation requirements of the North Fayette Valley High School in order to be eligible for a diploma. Grade Point Average for these students will start at 0.00 and will be established upon completion of their first class taken at North Fayette Valley High School.

Students who are considered to be ineligible for any reason at the school from which they are transferring will also be considered to be ineligible for a like period of time at North Fayette Valley High School.

## General Student Information

### Bell Schedules

#### High School

##### Regular Schedule

1 <sup>st</sup> Period	8:15-8:58
2 <sup>nd</sup> Period	9:02-9:45
Advisory	9:49-10:09
3 <sup>rd</sup> Period	10:13-10:56
4 <sup>th</sup> Period	11:00-11:43
5 <sup>th</sup> Period	11:47-12:59 – 3 lunch waves
6 <sup>th</sup> Period	1:03-1:46
7 <sup>th</sup> Period	1:50-2:33
8 <sup>th</sup> Period	2:37-3:20

##### Wednesday and 2:00 Dismissal

1 <sup>st</sup> Period	8:15-8:51
2 <sup>nd</sup> Period	8:55-9:31
3 <sup>rd</sup> Period	9:35-10:11
4 <sup>th</sup> Period	10:15-10:51
5 <sup>th</sup> Period	10:55-12:01 – 3 lunch waves
6 <sup>th</sup> Period	12:05-12:41
7 <sup>th</sup> Period	12:45-1:21
8 <sup>th</sup> Period	1:25-2:00

##### 2-Hour Late Start

1 <sup>st</sup> Period	10:15-10:45
2 <sup>nd</sup> Period	10:49-11:19
5 <sup>th</sup> Period	11:23-12:29 – 3 lunch waves
3 <sup>rd</sup> Period	12:33-1:03
4 <sup>th</sup> Period	1:07-1:37
6 <sup>th</sup> Period	1:41-2:11
7 <sup>th</sup> Period	2:15-2:45
8 <sup>th</sup> Period	2:49-3:20

### **Noon and Other Dismissals**

Noon and other dismissals are generally only used for weather related releases. As soon as word is given that we are dismissing we will draft the bell schedule for the remainder of the day, post it as soon as possible, notify the staff, and release it to the media.

### **College Visits**

Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused up to two (2) days to visit college campuses. Juniors may be granted one (1) college visitation day. Requests need to be made in writing by a student's parent(s) at least five (5) days before the desired campus visit. Campus visits after May 1 are discouraged and may not be counted as excused absences.

### **Student Council**

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideal of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs, and helps solve problems that may arise. Student council is open to any student that wants to participate in student leadership. In the spring, students must complete a self-nomination form, and commit to attending meetings and carrying out responsibilities.

### **Summer Computer Use**

High school students may keep their computer over the summer.

### **Summer School/Summer Academy**

A credit recovery program is offered at the high school in the summer for students who fail a course.

### **Leaving School During the School Day**

Occasionally, students may need to leave school early. However, no student is to leave the school building without signed parental permission or a phone call to the office prior to leaving. Students are to "sign out" in the office before leaving the building. For students who leave for a medical appointment, students should return with a note that states the arrival and leaving times of the appointment, and it will be signed by authorized personnel at the doctor's office.

1. During the school day:
  - The person signing-out the student must be listed in Infinite Campus as a contact; no exceptions. We will not accept verbal requests to add an approved pick-up guardian on the phone. Please understand that the student will not be released to anyone not in Infinite Campus.
  - Custodial parents/ guardians may amend this list at any time using the parent portal on Infinite Campus or in person. We cannot accept changes over the phone, via text message, or email.
  - No student may be released to the custody of an individual who is not the parent or guardian of the student, unless the individual's name appears on this list.
  - In the event of an emergency, the building principal may release a student to an individual not appearing on the approved list ONLY if the parent or guardian has contacted the building principal and approves the release.
2. For after school events
  - School-sponsored transportation will be provided for all away events.
  - School-sponsored transportation will NOT be provided for home events.
  - For students who do not want to use the school-sponsored transportation:
    - May leave with their custodial parent(s) from events as long as they have checked in with the coach.
    - May leave with another individual provided the following criteria have been met:
      - There is a signed and dated note or email from the custodial parent to the AD or High School Principal. The note will specify the date and person(s) the student may leave with from the event. There should also be a note/email from the parent that will be transporting the student.
      - The individual driving the car is over the age of twenty-one (21).

## Permanent Passes

Juniors and seniors are eligible for early release and a permanent pass. The privilege of signing out will be determined at the start of each semester. Seniors are eligible for 1.5 periods of release and juniors are eligible for 1.0 period. Students with a pass are expected to leave the building.

The following criteria will be in place:

- No more than four (4) unexcused absences or tardies in the previous quarter.
- No grades below a C- in the previous semester (quarters 1 and 3 only).
- Cumulative GPA must be 2.0 or higher.
- No discipline referrals in the previous quarter.
- On track to graduate with their respected class.

During the quarter:

- Students who appear on the Failing List will have their early release privilege revoked during the time of they are on the Failing List.
- Students who have a discipline referral for an action that results in a suspension of any type will have their privilege revoked for the remainder of the quarter.
- Students who have an extended illness will have their privilege reviewed on a case by case basis and may have their early release privilege revoked until they have work caught up.

When a student has their early release privilege revoked, they are to report to study hall and are expected to follow all established study hall rules and expectations.

## Removal from Class at the High School

The principal will make a determination on removal from a class after conversation with the teacher, student and parent(s) or guardian(s). A student that is removed will receive a failing grade for the semester he/she is removed.

## Student Behavior Violations and Consequences

***Note: Administration has the authority to use judgment and/or precedence for offenses that are not specifically defined or listed to determine appropriate consequences. In addition, administrative judgment can also be used to adjust stated consequences depending on the nature of the behavior or offense.***

**Level I Violations** – *Violations do not carry over from one year to the next.*

- Tardies/Unexcused Absences
- Food and beverage violations
- Littering
- Profanity or inappropriate language/behavior
- Cell phone violation

**Level I Consequences** – *Consequences do not carry over from one year to the next.*

- Conference with principal or assistant principal, up to 30-minute detention. Parents notified.
- Up to 60-minute detention. Parents notified.
- Loss of cell phone privileges.
- One day ISS. Conference with parents.
- Additional violations may result in suspension in or out of school.

**Level II Violations** – *Violations do not carry over from one year to the next.*

- Forging passes or deceitful behavior
- Violations of pass privileges

**Level II Consequences** – *Consequences do not carry over from one year to the next.*

- Pass privileges revoked for two weeks. Parents notified.
- 60-minute detention and pass privileges revoked for four weeks. Parents notified.
- Loss of cell phone privileges.
- Two days of ISS. Pass privileges revoked for nine weeks. Parents notified.

**Level III Violation** – *Violations do not carry over from one year to the next.*

- Cheating

**Level III Consequences** – *Consequences do not carry over from one year to the next.*

- A grade of zero given for the assignment or assessment. Conference with the principal/assistant principal and teacher. Parents Notified. The student must complete the assignment or assessment again and it must be original work. The teacher will then score it and a grade will be given based on the merits of the assignment/assessment.

- A grade of zero given for assignment or assessment. Three days of out of school suspension. Conference with principal/assistant principal, teacher, and parents. The student must complete the assignment or assessment again and it must be original work. The teacher will then score it and a grade will be given based on the merits of the assignment/assessment.
- Dropped from the class receiving a failing grade. Five days of out of school suspension.
- *Note: An individual teacher may require additional work, or adjust the assignment for the student that cheats. Additional requirements may be placed on the student.*

**Level IV Violations** – *Violations do not carry over from one year to the next.*

- Classroom disruption
- Insubordination
- Disrespectful and/or Inappropriate Behavior/Language
- Leaving the building without permission or signing out
- Unexcused absence or skipping school (Four accumulated tardies)

**Level IV Consequences** – *Consequences do not carry over from one year to the next.*

- 60-minute detention and conference with the student. Parents notified.
- Loss of cell phone privileges.
- Up to one day of ISS and conference with the student. Parents notified.
- Up to Three days of ISS and conference with the student, parents, and principal. Student may also be removed permanently from a specific class.
- Additional violations may result in up to five days of suspension and possible recommendation to the Board of Education for expulsion.

**Level V Violations** – *Violations do carry over from one year to the next.*

- Harassment
- Bullying, threats, and/or intimidation

**Level V Consequences** -- *Consequences do carry over from one year to the next.*

- Should a formal or informal complaint be filed, administration will initiate and do an investigation into the allegations. The findings of the investigation will be documented and all parties notified.
- Should a complaint be founded, consequences will be assessed to the individual initiating the action. At a minimum, a conference will be held with the student and parents. Other consequences may include restitution, detention, suspension, and possible recommendation for expulsion.
- Each case will be considered on its own merits.
- Loss of cell phone privileges and computer privileges.

**Level VI Violations** – *Violations do carry over from one year to the next.*

- Transmission, solicitation, or possession of inappropriate subject matter at school or while using school owned equipment or network. That includes anything that is racist, sexist, hateful, offensive, abusive, derogatory or of a threatening nature that is directed toward a student or staff member. This includes instances that take place outside of school that have a negative impact on the learning climate at school.
- School disruption
- Disorderly conduct
- Gross insubordination, disrespect, and threats
- Theft
- Vandalism
- Destruction/damage of school or personal property
- Fighting
- Physical attack or threats

**Level VI Consequences** – *Consequences do carry over from one year to the next.*

- Up to five days of suspension, either ISS, out of school, or a combination of both. Conference with parents and official notification. *If a social media, Internet, cell phone or computer violation, the student will surrender their cell phone at school as well as their computer for a minimum of two weeks. The student may be given a computer with no Internet capabilities so he/she can complete work for class.*
- A minimum of a five-day out of school suspension. Conference with parents and official notification. Possible referral to the Board of Education for expulsion. Student may also be removed permanently from a specific class. *If a social*



*media, Internet, cell phone or computer violation, the student will surrender their cell phone at school as well as their computer for the remainder of the school year, and possibly for the remainder of their time at the high school. The student may be given a computer with no Internet capabilities so he/she can complete work for class.*

- Additional violations will result in notification of parents and a possible recommendation to the Board of Education for expulsion.
- Legal authorities will be contacted for these violations.
- Loss of cell phone privileges.

**Level VII Violations** – Violations do carry over from one year to the next.

- Tobacco violations, possession and/or consumption, including e-cigarettes and similar products or devices, look-alikes, or simulated use

**Level VII Consequences** – Consequences do carry over from one year to the next.

- Minimum of a 5-day out of school suspension. A conference will be held with the parent and legal authorities will be contacted. A determination will be made according to availability as to whether or not the student will be required to participate in a tobacco cessation program.
- Minimum of a 10-day out of school suspension. A conference will be held with the parent and legal authorities will be contacted. A determination will be made according to availability as to whether or not the student will be required to participate in a tobacco cessation program.
- A third offense will result in notification of parents, suspension, and a recommendation to the Board of Education for expulsion. Prior to being re-enrolled at North Fayette Valley High School, proof of participation in a tobacco cessation program must be provided.

**Level VIII Violations** – Violations do carry over from one year to the next.

- Drug and alcohol violations, possession, consumption, under the influence, intent to deliver, including look-a-likes, or simulated use
- Transmission, solicitation, or possession of inappropriate subject matter at school or while using school owned equipment or network. This includes but is not limited to sexting, photos taken in locker rooms or restrooms, and pornography. Knowingly maintaining an inappropriate or pornographic photo is also considered a violation.

**Level VIII Consequences** – Consequences do carry over from one year to the next.

- Minimum of a 10-day out of school suspension. A conference will be held with the parent and legal authorities will be contacted. *If a drug or alcohol violation, a determination will be made according to availability as to whether or not the student will be required to participate in an alcohol or drug cessation program. If a social media, Internet, cell phone or computer violation, the student will surrender their cell phone at school as well as their computer for the remainder of the school year, and possibly for the remainder of their time at the high school. The student may be given a computer with no Internet capabilities so he/she can complete work for class.*

A second offense will result in notification of parents, suspension, and may result in a recommendation to the Board of Education for expulsion. *For a drug or alcohol violation, proof of participation in a drug/alcohol treatment program must be provided prior to being re-enrolled at North Fayette Valley High School.*

**Level IX Violations** – Violations do carry over from one year to the next.

- Weapons violations
- Bomb threats
- Threats to destroy, kill, or maim a student, the study body, or a staff member of the school

**Level IX Consequences** – Consequences do carry over from one year to the next.

- Student will be suspended immediately for a minimum of five days for possession of a weapon. Further consequences may be imposed upon completion of the investigation, up to and including a recommendation of expulsion.
- Student will be suspended immediately for a minimum of ten days for display of a weapon or threats that place others in imminent danger. Further consequences may be imposed upon completion of the investigation, up to and including a recommendation of expulsion.
- Law enforcement will be contacted in all instances.
- *Note: Look-a-like weapons are included under this policy.*

*In each category, consequences may be adjusted at the discretion of the principal based on specific circumstances. Restitution, reflection, and problem solving will be part of the consequences for many of the violations.*

## Student Vehicles at School

Students are given the opportunity to drive a vehicle to school, as there is plenty of parking area for those who attend and work at North Fayette Valley High School. In order to have a safe and orderly environment outside of the building, certain expectations are established.

There are designated areas for parking in the lots at the high school. Everyone who drives is expected to park in his or her designated area.

- **Area 1 – north of the building**
  - This area is designated for staff vehicle parking only.
  - Motorcycles, mopeds, and scooters, are to be parked in the designated area in the lower student lot Northeast corner.
- **Area 2 – west of the building on the circle drive**
  - This area is designated as reserved parking for handicapped vehicles, visitors, the school nurse, administrative assistant, administration, and technology coordinator.
- **Area 3 – lower lot west of the building**
  - School personnel are assigned the first two rows of parking from the building. Beyond that is open parking for students and overflow for adult personnel.
  - The driveway is not to be used for parking at any time during the school day, and only the outside of the drive at evening events. The fire lanes in the lower lot are never to be blocked on the north or south side, by fire department order and school policies.

Students who drive motor vehicles must park only in the designated areas. Students are not permitted to loiter or “hangout” in the parking lot area during the school day. Students are permitted to park on school premises as a matter of privilege, not of right.

Permission to drive to and from school can be removed due to parking violations and/or poor driving habits in and around the schools, as reported by school staff, students, and patrons. Students are not permitted to drive during the school day, unless they have parental and administrative permission, or in the case of an emergency.

Students who fail to adhere to the driving and parking expectations can have their privilege to park on school property revoked.

Non automobile vehicles, like tractors, ATVs, snowmobiles, etc, should not be driven to school unless administrative approval. Trailers and wagons attached to vehicles should not be brought to school without prior administrative approval.

## Bridges Academy - NFV HS

The purpose of the Bridges Academy is to provide a space for students to take classes, recover credits and get back on track to graduate. Students in the Bridges Academy can be full-time Bridges Academy online students or a hybrid of in-person and Bridges Academy online classes.

### Academic Progress

The classes they take will be in-person and online. It is imperative that they maintain adequate progress in order to complete classes in a timely manner and move forward. The expectation is that a student will increase the completion of their online course(s) by 25% each week or 5% each day in a hybrid schedule and 10% each day or 50% each week in a full-time online schedule.

Weekly progress will be checked. In the event a student is absent a day, the 5% or 10% per day progress is still required. It is the student's responsibility to find time to make up the missed time and progress. Students that don't make weekly progress will be ineligible for extra curricular activities in accordance with our grade check expectations and the State Scholarship Rule. Full time Bridges Academy online students must complete and pass 4 classes per semester to eligible for extra-curricular activities.

### High School Courses

Nearly all courses taken by students at North Fayette Valley Bridges Academy are delivered online through Edgenuity. Once the student is admitted to the school, the guidance counselor, in cooperation with the Bridges Academy teacher, will determine the courses the student needs to take in order to meet graduation requirements. An audit of their transcript will be done and then a course of study will be developed. Most students will take one online class at a time, though they may take two. Regardless of how many online classes they take, they still must make academic progress on each class.

# DOWNTOWN ACADEMY

## General Information

### Purpose

The Downtown Academy is a specialized, alternative program that offers both academic and behavioral support for students who have demonstrated a need for this type of setting. In order to promote individual success for each student attending the Downtown Academy, it is a highly structured classroom environment with a low student to staff ratio. Students will have the opportunity to take classes at NRVHS as academic and behavioral success at the Downtown Academy is attained.

The Downtown Academy provides:

- a highly structured classroom environment
- a low student-to-staff ratio, with small group and individual support provided, as needed
- specially designed instruction in Behavior/Coping Skills, including Employability Skills
- implementation of individual Behavior Intervention Plans (BIP), including strategies to prevent challenging behavior from occurring as well as immediate feedback/response strategies to challenging behavior
- implementation of a positive, classroom-wide behavior management system
- regular, ongoing communication with parents/guardians regarding a student's progress at the Downtown Academy
- the opportunity to earn course credit toward an NRVHS Diploma or Alternative Diploma
- vocational opportunities with local business partners

### Admission to Downtown Academy

In order to be admitted to the North Fayette Valley Downtown Academy, the following criteria will be followed:

- All students being considered for admission into the NRV Downtown Academy **MUST** have an Individualized Education Plan (IEP) that explicitly states behavior is a concern.
  - Has contact been made with the AEA Core Team member for your building?
  - Does the student have a current FBA/BIP?
  - Has the FBA/BIP rubric been completed and implemented with fidelity?
- All students admitted into the NRV Downtown Academy **MUST** have a Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) as a part of their IEP.
  - Does the data indicate that the current placement is not successful?
- Prior to admission, an Intake Meeting will be held to determine if the Downtown Academy is an appropriate placement for the individual student. If the student has an IEP, the Intake Meeting will serve as an IEP Amendment or Review meeting to accurately reflect the change of setting in the IEP. The purpose of the Intake Meeting is to introduce the student and parents/guardians to the NRV Downtown Academy, explain the philosophy and expectations of the program, and to answer any questions. A starting date at the Downtown Academy will be determined at the Intake Meeting.
- Admission into the Downtown Academy is determined by North Fayette Valley administration based on the recommendation of the IEP team.
- Emergency Situations/Interim Alternative Educational Placement may be considered on a case-by-case basis. When placement is a result of an Emergency Situation, a data review will be conducted 10-20 days after placement. Within 45-days, a meeting **MUST** be held to determine future placement. Possible Emergency Situations include, but are not limited to:
  - Student is returning from alternative placement for reasons other than completing the program/meeting goals;
  - Student demonstrates behavior that warrants implementation of a 45-day Interim Alternative Education Setting.

## **Downtown Academy Bell Schedules**

### **Regular Schedule (Monday, Tuesday, Thursday, Friday)**

A) Breakfast	8:10-8:30
B) Morning Tide Huddle	8:30-8:45
1st Period	8:47-9:17
2nd Period	9:19-9:49
3rd Period	9:51-10:21
4th Period	10:23-10:53
5th Period	10:55-11:25
Lunch	11:27-12:00
PE	12:02-12:47
6th Period	12:49-1:19
7th Period	1:21-1:51
8th Period	1:53-2:23
9th Period	2:25-2:55
Spick-and-Span	2:57-3:15

### **Wednesday and 2:00 Dismissal**

A) Breakfast	8:10-8:30
1st Period	8:32-8:57
2nd Period	8:59-9:24
3rd Period	9:26-9:51
4th Period	9:53-10:18
5th Period	10:20-10:45
6 <sup>th</sup> Period	10:47-11:22
Lunch	11:24-11:54
PE	11:56-12:26
7th Period	12:28-12:53
8th Period	12:55-1:20
9th Period	1:22-1:47
Spick-and-Span	1:49-2:00

### **2-Hour Late Start Schedule**

1st Period	10:10-10:35
2nd Period	10:37-11:02
3 <sup>rd</sup> Period	11:04-11:29
Lunch	11:31-12:01
PE	12:03-12:33
4th Period	12:35-1:00
5th Period	1:02-1:27
6th Period	1:29-1:54
7th Period	1:56-2:21
8th Period	2:23-2:48
9th Period	2:50-3:15

### **Breakfast and Lunch**

Students at NFV Downtown Academy will have access to the North Fayette Valley Breakfast and Lunch programs. Accounts will be held with the NFV Food Service Director. Those eligible for free and/or reduced lunch must complete the appropriate paperwork with the food service director. Students must have completed their breakfast so they can be in class by 8:30.

## **Continuum of Services**

The program at Downtown Academy is designed for students with Individual Education Plans and is considered a special class with integration. Keystone AEA personnel will provide support for the program and partner in the management of the academic and behavioral program and services that are provided.

### **Participation in High School Activities**

Students from the North Fayette Valley district enrolled at the Downtown Academy are eligible to participate in extra- and co-curricular activities at NFVHS. The eligibility of students from other districts is determined by their residential district. Should students not meet behavior goals they will not be allowed to attend practice or participate in the activity. Repeated failure to meet behavior goals will result in the student having the privilege of participating in these activities removed. The opportunity to return will be considered at the next quarterly meeting and will be based in large part on the student's behavior from the time they were removed from the activity up to the meeting date.

In order to participate in the music programs, the student must integrate into the band or chorus classes at the high school.

### **School Hours**

- 8:10-3:15 Monday, Tuesday, Thursday, Friday
- 8:10-2:00 Wednesday
- Breakfast -- 8:10 to 8:30
- Lunch – approximately 30 minutes
- PE – approximately 30-40 minutes
- Downtown Academy will follow the NFV calendar, including all late starts, early dismissal, and weather related changes to the schedule. On days when there is a late start, breakfast will not be available.
- Doors open at 8:10.

### **School Calendar**

The Downtown Academy will follow the North Fayette Valley School Calendar. When NFV does not have school scheduled, Downtown Academy will not be in session. When NFV is scheduled to have school, it is expected that the resident district will provide transportation for their students to attend. When North Fayette Valley cancels school due to weather, there is no school at the Downtown Academy. If the resident district cancels due to weather, there is no expectation for students from that district to attend. If school is delayed due to weather, it is up to the residential district whether to send their students.

### **Parent Meetings**

Communication will be held between the teacher, behavior interventionist, student, and parents to discuss academic and behavior progress. A review of IEP goals will take place as well as a report on course grades, behavior intervention, and attendance.

### **Technology Resources and Laptop Computers**

Students will be issued a school computer and therefore are not to bring in personal computers or tablets

The use of computing resources at the Downtown Academy is a privilege, not a right. Any action by a user specifically delineated in this document, the district's Acceptable Use Policy, or determined by a system administrator to constitute an inappropriate use of a computer system or network system is subject to consequences. Depending on the seriousness of the user's offenses, consequences will be determined by the school administration. In addition, users will be subject to all applicable laws.

### **Vocational and Employment Program**

A goal for every student that attends Downtown Academy is to engage in work experience at some point during their time at the school. Staff will work with students who have progressed through their first year of high school to identify possible work experiences in the community. Once an opportunity is located, it will initially resemble a job shadow or mentoring experience where the student learns about the job, and gradually will turn into a work experience. For upperclassmen, this may evolve into a part time job while they are also attending school. Staff members will accompany students when they begin a job shadow and work experience. Credit toward graduation may be earned for work experience. This will be determined on a case-by-case basis.

## **Academic Program**

### **Academic Progress**

For all Downtown Academy online classes, students are expected to achieve Academic Progress, which is defined as moving forward a minimum of 10% daily or a total of 50% per week. Failure to accomplish this will result in a drop-in status and denial of any earned privileges. For two consecutive weeks of failing to achieve Academic Progress, a meeting will be held with the parents and a plan will be developed to spend additional time getting caught up on the course. Academic Progress must be achieved weekly for all courses the student is working on. *Note: Year-long classes will be split into semester length classes when necessary in order to maintain the 10% daily target. Should that not be possible, then for those classes only, 5% daily progress will be the target.*

### **Eligibility**

Students who are considered to be ineligible for any reason at the school from which they are transferring will also be considered to be ineligible for a like period of time at North Fayette Valley Downtown Academy. Starting in the fifth week of the semester, students who do not make Adequate Weekly Progress on their courses will follow the high school academic eligibility policy.

### **Missing, Incomplete, and Late Work**

Students are expected to complete their school work when it is assigned in direct taught classes. When a student is unexcused and misses school work, the student is expected to complete missed work within two weeks from the day they missed the class. If work is not completed by the end of two weeks, they will receive a zero for a grade or score.

### **Course Offering**

#### **Online Courses**

A list of courses available through Edgenuity.

### **Graduation Requirements**

Each student has the option of completing his/her high school program by meeting the graduation requirements of their home district, or by meeting the graduation requirements of the North Fayette Valley High School Diploma.

#### **Graduation from Home District Requirements**

To earn a diploma from another home school district, the student must meet those established graduation requirements. This will be clarified at the time of admission.

### **Integration to High School Academic Program**

One of the fundamental goals for the students at Downtown Academy is to be integrated back into their high school. While it is not required for a student to do this, they will be encouraged to do so at least on a limited basis. When a student obtains Blue Status, conversations will begin about the student's interest in taking a course at North Fayette Valley High School. The course options available will be discussed and narrowed before the student attends NFVHS. With the help of the behavior interventionist, a scheduled meeting will take place at the high school with the teacher(s) of the course(s) the student is interested in. At that meeting the student will explain why he/she wants to enroll in the class and the teacher will make his/her expectations clear. The student will be allowed to enter the class in the middle of the term if necessary and at that point grading will begin. Students will be accompanied to the high school classes by a paraprofessional until they demonstrate the ability to engage in the class in a responsible manner.

### **Review of Credits**

Students who transfer into North Fayette Valley Downtown Academy will have their credits assessed by the high school administration and guidance department with a determination made as to those credits that will be accepted toward meeting the graduation requirements established by the North Fayette Valley Board of Education.

A student that enrolls after attending non-accredited educational programs must meet the requirements for students who initially enroll in the school district. The school retains the right to determine grade level placement. Credits will not be accepted from non-accredited educational programs or count toward meeting graduation requirements. To determine credits that will be accepted toward graduation, school personnel will do an audit of the student's coursework.

## **Student Behavior and Consequences –**

### **Attendance**

All students are expected to maintain outstanding attendance. Successful completion of the academic program and IEP goals can only happen if the student is at school. It is expected that the student will be on time as being late will result in consequences.

Students are expected to remain in the Downtown Academy Building or with the group at all times unless there has been communication between parents and the staff at Downtown Academy. Should a student without permission exit the Downtown Academy building into the parking lot, a verbal warning will be issued to the student and if the student does not comply, local law enforcement will be called immediately. After that, a call will be made to a parent.

Students are required to check-in and check-out each day to affirm their attendance.

### **Behavior Expectations**

Students are expected to be civil, polite, courteous, and respectful to everyone at school. They are to respect the property of others and the school, and refrain from crude, sarcastic, or critical remarks directed at others. Good behavior is the expectation at Downtown Academy. The discipline procedures are in effect to protect the health, welfare, and safety of all students and the rights of students who want to learn. Students who persist in making learning impossible for other students or teaching impossible for the teacher may be removed from the classroom. Students are responsible for their conduct; however, parent(s) and/or legal guardian(s) are also legally responsible for their children's conduct. Close cooperation between parents, legal guardians, and the school is an effective way to prevent situations from arising.

It is a fundamental expectation that each student will have respect for himself/herself and others. They are expected to treat other students, instructors, staff and visitors with respect. This means they are not to physically or verbally abuse others, and not sexually harass or abuse anyone at the school. This includes touching others without their explicit permission. Do not disrupt the peace and quiet of your classes or of the other classes. Respect the personal property of the other students, teachers, visitors, and staff, and the buildings and school grounds.

The teacher is responsible for enforcing all discipline and rules in the classroom. Generally, there are two common types of discipline problems. At one end of the spectrum, a student might occasionally act out or misbehave. Teachers normally handle these problems in their classrooms, and the student is not referred to the principal. Classroom teachers may assign a detention, lunch detention, and/or community service at their discretion. There may be students who persistently misbehave, chronically come to class without materials, refuse to do class work, or continuously talk, argue, or disrupt. When their insubordinate actions are to the extent that teaching is nearly impossible for the teacher and learning is difficult for other students, they may be referred to administration for disciplinary action.

#### **Parental Notification**

Downtown Academy personnel will attempt to inform parents or legal guardians when serious situations may be developing so that parents/guardians, the student, and staff can work together to resolve the issue before it becomes a big problem.

#### **Flexible Sanctions**

The school reserves the right to have a flexible sanctions policy, though the consequences used at the high school will serve as a guide. The lead teacher and principal enforce discipline. A minimum and maximum penalty can be imposed, depending on the severity of the infraction. Progressive consequences will be used to help students learn to change their behavior to be more positive. Any suspensions must be imposed by the principal, as well as any recommendations for expulsion.

#### **Removal from Class**

The staff at school recognizes that situations can arise that may necessitate removing a student from a class or from the school in the best interest of the majority of students. The student may be placed in isolation or they may be sent home if their behavior warrants. Should a student be removed by law enforcement, or should a student be taken to the hospital for emotional or behavior issues, they will not return to school that day. A decision on their return will be made by staff in cooperation with administration.

#### **Refusal to Go to Class**

All students are required to attend class and be on time. When a student refuses to go to class or is asked to leave class by the teacher for behavior, the expectation is that the student will spend the duration of the period in the Quiet Room. The student will be excused from the Quiet Room when the class missed is excused by the teacher. If the student is not ready to move on or is found not ready to transition back to class, the student will remain in the Quiet Room until the teacher or interventionist determines they can leave. The student's schedule will be frozen for that time and class work must be made up during 5th and/or 9th period.

#### **Refusal to Go to Quiet Room**

If a student refuses to go to the Quiet Room when directed to do so, the amount of refusal time will be tracked. It is automatic that the student will spend 30 minutes in the Quiet Room for the refusal, plus every minute doubled that they refuse. They will spend the total time in the Quiet Room before they are allowed to return to their regular schedule. The student's schedule will freeze and the student will be required to complete their missed work during 5th and/or 9th period. If the student causes a disruption for the teacher, interventionist, associates, and/or students, a call will first be made to high school administration, and if directed by administration, to law enforcement.

#### **Leaving Without Permission/Walking Out**

When a student leaves the building, they will be given one directive that they are to return. If the student refuses, a phone call will be placed to high school administration and to the West Union Police Department. When law enforcement arrives, the student, with the behavior interventionist, will be transported to the police station. The student will be held at the police station until the end of the day, and appropriate transportation will be arranged to take the student home. The student will be counted unexcused for the time missed and expected to complete any school work missed.

#### **Removal from School**

When a student is sent home for their behavior, a meeting will be held with the student and parents before the student is allowed to return. In addition, a suspension of some sort will be imposed for behavior that rises to the level requiring a student be sent home.

#### **Other Sanctions**

Consequences may include, but are not limited to: warnings, detentions to do homework, detentions with a community service component, removal from a class, in-school suspension, out-of-school suspension, or expulsion. It is the expectation of the staff that the parents, teachers, students and administrators support each other in the goal of teaching students to exhibit positive, appropriate manners in the workplace (school setting) as well as social situations.

#### **Appropriate Language**

Students are expected to use appropriate and respectful language at all times. Lewd or profane language, swearing, derogatory and harassing comments directed toward any other student, instructor, visitor, or staff member of the Downtown Academy is inappropriate and will receive correction and consequences. Threatening comments directed toward any other person at the school or an off-campus activity will result in referral to administration.

#### **Hygiene**

Good personal hygiene is an expectation. Students are expected to be clean and wear clean clothing to school. Excessive amounts of deodorant, cologne, or perfume is not appropriate and students may be asked to work in a different space or leave if it is too distracting.

#### **General Housekeeping**

It is expected that students will police their area and put all waste in appropriate containers and clean up any messes that they make. Spitting is unacceptable in any place other than the restroom and gum must be thrown away in waste containers. Students will be responsible for maintaining the cleanliness of the room. They will have assignments and clean at the end of each day.

#### **Cheating and Plagiarism**

Plagiarism is using someone else's work or original ideas without giving credit to the author and claiming it as one's own. Plagiarism includes, but is not limited to, a student copying a phrase, sentence, paragraph, or entire report from a published source or from the Internet without citing the original author. It also occurs when a student buys a report from a company and submits the report as his or her own work. A student who plagiarizes work can expect to receive no credit for the assignment and will be required to start all over and complete an original work. The student may also be subject to a suspension.

#### **Personal Property**

While there is supervision on campus, Downtown Academy is not responsible for personal property or automobiles. Students are advised to leave valuables at home. They are also advised to respect others property and leave it alone. Theft, suspected theft, or evidence of damage to one's personal property will result in contacting administration and possibly law enforcement.



**Cell Phones**

When students arrive at the Downtown Academy all cell phones and electronic devices will be turned into staff when school officially starts at 8:30 a.m. (10:10 a.m. for two-delay.) Students may have cell phones/electronic devices before 8:30 a.m., however students may not leave the kitchen area with possession of the cell phone/electronic device. If the students are using the cell phone/electronic device inappropriately or disrespectfully before 8:30 a.m. staff and administration reserves the right to confiscate. Any student that refuses to turn in all cell phones/electronic devices by 8:30 a.m. will be counted tardy. Students will have 15 minutes to turn in all cell phones/electronic devices. If the student does not turn in all cell phones/electronic devices within the 15 minutes the parent(s) or legal guardians of the student will be notified. The student will be sent home for the rest of the day and the absence will be counted as unexcused. If the student is sent home for the day, the student will earn the next school day in the isolation room. If a student is found in possession of his/her cell phone/ electronic device in any of the classrooms, a penalty will be imposed by the principal based on the number of offenses and severity of the action. If a student arrives after the start of the school day, they must turn in their cell phone/electronic device as soon as they enter the building. Staff will lock all cell phones/electronic devices in a secure filing cabinet. Students will receive their cell phone/electronic device at the conclusion of the school day or when the student is excused from school. If the student is not excused the cell phone/electronic device will be left in the secure filing cabinet until a parent or legal guardian is able to pick up the device.

**Music and Other Electronic Devices**

Music devices are not to be used during large group class time. Teachers can grant individual permission as long as devices are being used with headphones. Staff and administration reserve the right to confiscate any electronic device that is causing a disruption to the classroom prohibiting a student(s) from being productive, or is being used disrespectfully. Other devices may be retained longer depending on the punishment prescribed.

**Good Neighbor Policy**

School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and while off campus during the normal school day. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare and property of others during lunch hour and released periods. Failure to conduct oneself in a safe manner or to act as a good neighbor within the school community may result in disciplinary action.

**Driving and Parking Regulations**

In order to ensure safe and orderly use of the school parking lot, the following procedures will be observed:

- Only authorized vehicles will be allowed in student parking lots.
- In order to protect student's vehicles, students are to park in the designated student parking area only.
- The student parking lot should not be a gathering place for students.
- Students should go directly into the academy upon arriving at school.
- Vehicles should not be used to keep materials that will be needed during the school day.
- The parking lot is a facility provided by the Downtown Academy, students use it at their own risk. The school is not responsible for theft. Students are encouraged to lock their cars at all times.
- All car stereos and boomboxes, etc. are to be turned off upon entering the academy parking lot.
- Safe driving is expected from all student drivers at all times on or near the academy.
- Driving in a manner that is deemed unsafe or hazardous by Downtown Academy staff is grounds for immediate revocation of all academy-driving privileges.

**Criminal Activity**

The school will call the police immediately if a student is suspected of or engaging in illegal activity. A call to the parent/guardian will follow. Depending on the infraction and the outcome, disciplinary action from the school may follow. Any behavior that is a violation of school policy need not be adjudicated in order for the school to levy consequences.

**Bullying and Harassment** – see [pages 26](#)

## **Headphones and Earbuds**

Using headphones and earbuds are a privilege at the Downtown Academy. It is expected for all students to follow the one-in-one-out method. If the student is not compliant with the staff, the headphones or earbuds can be confiscated. If video instruction is needed for the class, the student is expected to watch the video instruction in the Quiet Room

## **Leaving Without Permission**

Students are not to leave the Downtown Academy building without permission. As soon as a student leaves, a staff member will follow to keep an eye on the student for safety purposes while another staff member will immediately call law enforcement. We will ask law enforcement to apprehend the student who has left, bring them back to the Downtown Academy, and then take the student home if transportation cannot be arranged with the parent/guardian. This same procedure will take place if a student leaves without permission when he/she is at a school activity off the Downtown Academy campus.

## **Off-Campus Activity**

The program at the Downtown Academy includes a variety of activities that take place off-campus. The rules and expectations that exist for students in attendance at the school extend to all off-campus activities. All faculty, staff and administrators are responsible for enforcing these rules and expectations outside the classroom. We expect our students to be positive ambassadors of the Downtown Academy and North Fayette Valley.

When students are transported for any reason, they must comply with requests of the van/car driver, who has complete authority over the van/car and its passengers. Students are to refrain from loud talking or causing any sort of disturbance. They are to keep themselves and all articles inside the van/car at all times. Failure to abide by these rules and expectations may result in suspension from riding the bus to and from school, or from participation in activities.

# **ONLINE SCHOOL**

## **Course Load**

All students must complete at least 4 credits per semester at the high school and 4 classes at the middle school.

## **Basic Expectations**

1. It is the student's responsibility to become familiar with and follow all the school's rules and procedures. If you are unsure about something, please ask.
2. It will be the responsibility of the student/family to have Internet accessibility to access the online coursework each day.
3. Students are responsible for their actions and are self-directed.
4. Students will respect themselves and all others.
5. Each student is responsible for his/her own academic performance and will work at his/her own pace.
6. It is the student's responsibility to *request* assistance from the teacher when necessary.
7. Students will sign a contract indicating that they understand the rules and regulations for attendance at the NFV Online School.

## **Academic Progress**

Students are in attendance at the online school in order to complete classes, earn credits, and graduate. Because the majority of the classes they take will be online, it is imperative that they maintain adequate progress in order to complete classes in a timely manner and move forward. The expectation is that a student will increase the completion of their online course(s) by **50% each week or 10% each day.**

Weekly progress will be checked. It is the student's responsibility to find time to make up the missed time and progress. Students that don't make weekly progress will be ineligible for extra curricular activities in accordance with our grade check expectations and the State Scholarship Rule. Full time online students must complete and pass 4 classes per semester to be eligible for extra-curricular activities.

## Attendance

In order to meet the state's requirements, families are recommended to have their student complete the following minimum hours of schooling each week:

- 6 hours a day
- 30 hours a week
- 1080 hours a year
- All holiday breaks experienced by the Traditional classroom student, will also be in play for NFV Online Students.

## Courses

Nearly all courses taken by students at North Fayette Valley Online School are delivered online through Edgenuity. [www.edgenuity.com/login](http://www.edgenuity.com/login) Once the student is admitted to the school, the guidance counselor, in cooperation with the online teacher supervisor, will determine the courses that the student needs to take in order to meet graduation requirements. An audit of their transcript will be done and then a course of study will be developed. Most students will take one online class at a time. The student will get their Edgenuity login from the school counselor. Regardless of how many online classes they take, they still must make academic progress on each class.

## Good Academic Standing

A student will remain in good academic standing based on weekly progress and work submissions as defined by course percent complete. Even though the student may be recording a high number of student logins, failure to make adequate weekly progress may put a student on the watch or warning list.

In order to maintain progress, the parent/guardian must ensure that the following activities are taking place:

- Student completes assigned lessons and assessments.
- Student participates in educational activities for an appropriate number of hours.
- Student is able to demonstrate that they are doing their own school work.
- Student attends all mandatory state testing.

## Grading

The Online School will use the following grading percentages at the high school (no rounding of grades):

90 - 100 = A

80 - 89.9 = B

70 - 79.9 = C

60 - 69.9 = D

Anything below a 60% = F and will result in the student having to retake the course.

The Online School will use the following grading percentages at the middle school (no rounding of grades):

90 - 100 = 4

80 - 89.9 = 3

70 - 79.9 = 2

60 - 69.9 = 1

Anything below a 70% = F and will result in the student having to retake the course.

## Grade Point Average (high School)

A student's grade point average (GPA) is computed by assigning point values to letter grades and factoring in the credits given to satisfactory completion of the course. Grades are assigned the following point values:

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 Reports

Student report cards will be available online at the end of each semester at the high school. Semester grades will count toward earning credit and grade point average. Honor roll will be determined at the end of each semester for students that have completed at least seven credits.

Student progress reports will be available online at the end of each quarter at the middle school.

Students and parents who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Final grades can be readily accessed through Infinite Campus available on the district web site.

## Activities Program

### Activities Program

The North Fayette Valley activities program consists of athletics, music, speech, drama, clubs, student organizations, and elected and honorary offices. Those groups include, but are not limited to:

\* Notes the activities available at the middle school

<u>Athletics</u>	<u>Music</u>	<u>Other</u>
Football *	Marching Band	Musical
Cross Country *	Jazz Band	Play *
Volleyball *	Pep Band	Large Group Speech
Basketball *	Concert Band *	Individual/Small Group Speech
Wrestling *	Chorus *	National Honor Society
Swimming#	Jazz Chorus	Student Council
Bowling	Mixed Chorus	FCCLA Club
Track *	Music Contests	FFA
Golf	Drumline	Art Club
Soccer	Drill Team	Business Club
Baseball		GSA
Softball		Spanish Club
Special Olympics		Drama Club
Cheerleading		MHAT
		Industrial Technology
		Other clubs *

# Shared program.

Each student is urged to take part in at least one extracurricular activity or club. These activities are provided for the benefit of the student, school, and community and they can be of great value to the individual student.

### High School Daily Attendance Eligibility

In Person - Students need to be in attendance for the second half of the school day (by the start of 5th period), unless the principal has given direct permission before the absence.

DTA - Must be present all day and no AU (unexcused absences) and have 10% completion on Edgenuity courses by 3:00.

Online - 10% completion on Edgenuity courses by 2:00.

Half Day Bridges - 5% completion on Edgenuity courses by 2:00.

### High School Eligibility

In Person - Passing all classes after Warning Week

DTA - Passing all classes after Warning Week and 10% daily completion by 3:00

Online - 10% completion on Edgenuity courses by 3:00

Half Day Bridges - Passing all classes after Warning Week and 5% daily completion by 3:00

### High School Semester Eligibility

In Person - Passing all classes \*

DTA - Complete and pass four (4) Edgenuity classes and pass all in person classes \*

Online - Complete and pass four (4) Edgenuity classes \*

Half Day Bridges - Complete and pass four (4) Edgenuity classes and pass all in person classes \*

- Any classes listed as I (incomplete) at the end of the semester - student is ineligible until they complete the work to a passing level.

**Middle School Daily Attendance Eligibility:**

Students need to be in attendance for the second half of the school day (by the start of 5th period), unless the principal has given direct permission before the absence.

**Middle School Eligibility:**

At **middle school** a student will be ineligible if they have three (3) or more “1” ratings or “M” (Missing or Lack of Evidence) on practice/summative assessments. The office will pull the eligibility list at 9:00 AM on Friday, or in the case of no school on Friday, the report will be pulled on the last day of the school week. Eligibility runs Sunday through Saturday after the reporting week. Please be advised that eligibility at the middle school is for the entire week. A student who completes the assessments throughout the week will not immediately become eligible; rather will become eligible the following week if their name is removed. Teachers will have up to 72 hours in school days to provide feedback on any late practice or assessment. To be assured that the late work is off of the list by Friday at 9:00 AM, it should be turned in and the teacher notified no later than Wednesday.

**Music Eligibility 5-12:**

Curricular activities are vital learning experiences connected directly to the course of study. Exempting them from eligibility requirements ensures equitable access for all students to fulfill their academic expectations. Extra-curricular activities, while valuable and encouraged, are outside of the daily purview of the school day (extra) and therefore remain subject to eligibility rules to encourage academic responsibility and accountability.

**Curricular Components (Eligibility Does Not Apply):**

These activities are considered part of the academic curriculum and participation is expected regardless of eligibility status:

- Solo Night for Middle School
- Concerts (including Vocal Festivals, as they include the entire choir)
- State Marching Band
- Solo Ensemble Festival- Chamber Groups
- State Large Group

**Extra-Curricular Activities (Eligibility Applies):**

These activities are optional, competitive, and/ or not tied to the core curriculum. As such, students must meet academic and behavioral eligibility standards to participate:

- Jazz Band
- Jazz Choir
- Pep Band
- Honor Choir / Honor Band / All-State
- Solo Ensemble Festival- Solos (High School level)

**High School Academic Eligibility**

Students at North Fayette Valley School District are expected to perform in the classroom and maintain satisfactory academic performance in order to participate in the district's activity program. “Participate” is defined as competing or performing in games, contests, programs, performances, events, and all other public events except for practice or rehearsal.

At the high school, students and parents will be notified if a student is failing a class during Warning Week. They will have one week (Warning Week) to complete the work necessary to get their names off the list. Teachers will have 16 business hours to grade work that is turned in. If after one week, the student has not done the work required to get their name off the list, they will be ineligible until they complete the work at a satisfactory level. When students complete the necessary work at a satisfactory level, the teacher will inform the Principal/AD that the student's name can come off the ineligibility list, and the student will then be eligible. Ineligibility means that a student cannot perform in a public performance, but they can still practice.

**Warning Week**

Monday, September 29  
 Monday, October 27  
 Monday November 24  
 End of semester – December 19 – Scholarship Rule  
 Monday, February 2  
 Monday, March 2  
 Monday, March 30  
 End of semester – May 22 – Scholarship Rule

**Start of Ineligibility**

Monday, October 6  
 Monday, November 3  
 Monday, December 1  
  
 Monday, February 9  
 Monday, March 9  
 Monday, April 6

**Scholarship Rule** – This was adopted by the Iowa Department of Education. Based on how the state-mandated “Scholarship Rule” is interpreted, athletic ineligibility, music ineligibility, and all other activities serve their ineligibility period.

1. Eligibility will be checked at the end of each grading period (when grades are recorded to a student’s transcript). At NFV, this is the end of each semester.
2. Students must be passing all classes and make adequate progress toward graduation to remain eligible.
  - a. If not passing all classes at the end of a grading period (semester), a student is ineligible for the first 20 calendar days in the interscholastic athletic event in which the student is a contestant.
  - b. The period of ineligibility begins:
    - i. If a student is currently in a sport (i.e. basketball or wrestling at the end of the first semester) the period of ineligibility begins no sooner than the first day of the next grading period.
    - ii. If a student is not currently participating in a sport, the period of ineligibility will begin with the first legal playing date of the sport.
  - c. If a student receives an ‘incomplete’ grade for the semester, the student will remain ineligible until the incomplete is changed to a grade.
  - d. If the student wants to appeal ineligibility he/she will have to go through the appeal process.
  - e. Students are able to drop or add classes to their schedules within three school days of the start of each semester without penalty. Students who wish to drop a class after the first three days may be allowed to do so, but may receive an F or W-I (Withdrawal – Ineligible) grade for the semester in the class that was dropped. A grade of “W-I” for the semester is the equivalent of a failing grade when determining academic eligibility. The principal, for extenuating circumstances, may make exceptions to this policy and issue “W-E” (Withdrawal – Eligible).
3. An athlete must be out for a sport the entire season for which the academic ineligibility was served in order for the ineligibility to be considered served. If an athlete joins the team after the first day of practice or fails to complete the season (quits or is kicked off), the ineligibility period will carry over in its entirety to the next sport/activity the athlete participates in.
4. The Iowa High School Speech and Music Associations have adopted a similar policy for academic eligibility. However, the period of ineligibility varies slightly. The following policy will be applied to all students involved in Speech, Vocal and Instrumental Music:
  - a. Eligibility will be checked at the end of each grading period (when grades are recorded to a student’s transcript). At NFV, this is at the end of each semester.
  - b. Students must be passing all classes and make adequate progress toward graduation to remain eligible.
    - i. If not passing all classes at the end of a grading period (semester), a student is ineligible for 30 calendar days in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (doesn’t affect course GPA).
  - c. The period of ineligibility begins with the day grades are issued by the school district.

**Dual Sport Participation**

Students should talk to the Activities Director, get the permission form signed by all parties and return the form to the Activities Director prior to the start of the dual sport participation.

**Activity Tickets**

An activity ticket will admit a student or adult to all athletic and music events with the exception of the all school play or musical and any state sanctioned events. The activity tickets are designed to help cover the cost of maintaining the student

activities programs at North Fayette Valley. Students will be expected to have their activity ticket with them to gain admission at no charge. All students not having activity tickets will be charged admission to activities.

### **Attendance and Activity Participation**

Students who intend to participate in school-sponsored activities must attend school and be in class for the second half of the school day (by the start of 5th period), unless the principal has given direct permission before the absence. Students who are suspended for any part of a day are not eligible to participate on that day.

### **Concussion Policy and Protocol**

The North Fayette Valley Community School District (NFVCS D) is committed to the safety of all our students in both learning and play . NFVCS D will comply with Iowa Code 280.13C regarding concussions and brain injury policies as well as adopt the return to learn and return to play protocols for concussions and brain injuries in accordance with Iowa House Bill 2442. NFVCS D will follow REAP (Remove/Reduce, Educate, Adjust/Accommodate, Pace) guidelines which are endorsed by the Iowa Dept. of Public Health, Iowa Dept. of Education, Iowa High School Athletic Association, and the Iowa High School Girls Athletic Union.

North Fayette Valley Community School District is requiring all 7-12 students who participate in athletics, including cheerleading and dance, to have concussion baseline testing done. After initial testing, which is good for 2 years, a new baseline test must be done (every other year). If a student athlete sustains a concussion during the year at any time, baseline testing will be repeated before the next school year. Baseline testing for fall sports must be completed as outlined below:

- Football: before first full contact practice
- All other sports: before first scrimmage or competition match

Coaches are responsible for getting their team roster to the Athletic Trainer to verify the athlete's current concussion baseline. Athletes will be ineligible to participate until such testing is done. For all future athletics, the baseline test must be done prior to any participation in any athletics, including practices.

### **Concussion**

A concussion or traumatic brain injury (TBI) is a traumatic injury to soft tissue, usually the brain, as a result of a violent blow, shaking, or spinning of the head or body that causes the brain to move quickly back and forth against the skull or to rotate inside the skull. A brain **concussion** can cause immediate but temporary impairment of brain functions, such as thinking, vision, equilibrium, and consciousness. The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. The symptoms can range from mild to severe and may include, but not limited to: confusion, disorientation, memory loss, slowed reaction times, emotional reactions, headaches and dizziness. How a concussion affects a student will vary on a case-by-case basis.

### **Removal from participation (required by IA Code 280.13C(2))**

If a student's coach, contest official, licensed health care provider or an emergency medical care provider observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity, the student shall be immediately removed from participation. A student who has been removed from participation shall not recommence such participation or participate in any dance or cheerleading activity or activity, contest, or practice governed by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries and the student has received written clearance to return to or commence participation from a licensed health care provider.

### **Parental Concussion Notification Protocol during school hours for non-athletes:**

1. A student who receives a bump, blow, jolt or shaking of the head will immediately be removed from such physical activity, including recess and physical education, and sent to the school nurse (or medication certified staff) for assessment.
2. School nurse (or medication certified staff) will evaluate and observe student for signs and symptoms of a concussion.
3. If the student is asymptomatic, he or she will return to class and remain in school, but should not participate in any sports or recreational activities the remainder of the day . Classroom teacher will be notified of the event and will

monitor for signs and symptoms and will consult with the school nurse (or medication certified staff) if any concerns are identified during class. Student's parent(s) or legal guardian will be notified of the injury and observations by the nurse (medication certified staff). Concussion information will be sent home with above student at parent's request.

4. Student will immediately return to school nurse if they experience any signs or symptoms anytime following the injury. Parent(s) or legal guardian will be contacted and encouraged to have a healthcare provider evaluate their student for a concussion.

#### **Parental Concussion Notification Protocol during school hours for athletes:**

1. A student who receives a bump, blow, jolt or shaking of the head will immediately be removed from such physical activity, including recess and physical education, and sent to the school nurse (or medication certified staff) for assessment.
2. School nurse (or medication certified staff) will evaluate and observe student for signs and symptoms of a concussion.
3. School nurse will notify certified athletic trainer of occurrence and report assessment findings.
4. Based on school nurse findings, certified athletic trainer will give instructions for student athlete to follow until certified athletic trainer is on site to perform an assessment.
5. Certified athletic trainer will assess the student athlete before further physical activity and report findings to coaches, teachers, and parents.

#### **Initial Concussion Notification Protocol outside of school hours for student athletes:**

1. If a student athlete is removed from any activity for a suspected concussion, a coach, licensed healthcare provider, or emergency medical care provider should assess and monitor student for any signs or symptoms. Regardless of whether or not a concussion has been diagnosed or even if the student athlete is asymptomatic, the student athlete should not return to any activity that same day. If any symptoms are noted, the student athlete may not return to play until evaluated and released by a licensed healthcare provider.
2. Coach or delegate will notify parent(s)/legal guardian as soon as possible after evaluating the student athlete. If symptoms are noted, parent/legal guardian will be informed of the need for evaluation and release by a licensed healthcare provider.
3. Coach or delegate will notify school nurse and athletic director within 24 hours of any suspected concussion.

#### **Documentation**

For students who receive an injury to the head during school day activities, the school nurse or medication certified staff will enter a record of the events in Infinite Campus.

For students who receive an injury to the head outside of school hours during any activity, written documentation of the event by the coach or delegate will be provided to the school nurse or medication certified staff and they will enter a record of the events in Infinite Campus.

#### **Education**

In compliance with IA Code 280.13C, NFVCSd will:

- 1) Provide parents and students in grades 7-12 an information sheet on brain injury. Yearly, NFVCSd will provide parents and students with the CDC Concussion Information Sheet. A student and their parent(s) must sign and return a copy of this form back to the district before they can participate in a sport.
- 2) Require coaches to complete concussion training at <https://heads-up.cdc.gov/> every year. Certificate of completion should be turned into the athletic director.

NFVCSd will use the REAP guidelines as an educational tool. These REAP guidelines will be available to all staff. Every three years or with any new changes, general information about concussions will be shared with staff: ex. How to identify a concussion (signs and symptoms), the importance of immediately removing the student from the activity, and the process for reporting injuries.

#### **Concussion Management Team**

NFVCSd will use a multidisciplinary team approach when managing a concussion and the recovery process. Each team has an important role in the various stages of concussion recovery, as outlined in the REAP manual. (see Table 2)



1. **Family team**
2. **School team/Physical-** administrator, principal, school nurse (School Physical Team Leader), athletic director, and coaches
3. **Medical team**
4. **Academic team-**teachers, counselor (School Academic Team Leader), AEA

Using REAP guidelines as a protocol for support in the areas of post concussive “return to learn (RTL) and return to play (RTP), the members of the Concussion Management Team will work closely with the student as an interdisciplinary team providing multiple perspectives of the student/athlete and multiple sources of data to gauge recovery status. Available members of the Concussion Management Team will meet weekly (in person, phone, email) to discuss symptom monitoring, academic functioning/progress and medical recommendations. Team will agree on processes for documentation and information sharing. When all four teams decide that the student has recovered to a pre-concussion level of functioning , the Medical Team can approve a graduated “return-to-play” protocol to be implemented by the School Physical Team.

Team	Roles and Responsibilities	Team Members
Family Team	<ul style="list-style-type: none"> <li>Remove student from physical activity immediately, including play at home/community, recreational, and/or club sports.</li> <li>Communicate with school and medical teams.</li> <li>Reduce home/social stimulation including “screen time” such as texting, social media, video games, and TV. This also includes reducing or eliminating time spent in loud environments such as sporting events, parties, concerts, and dances.</li> <li>Reduce or restrict driving or operating machinery.</li> <li>Encourage rest.</li> <li>Monitor and document emotional and sleep/energy changes attributed to the concussion by using a symptom checklist.</li> <li>Provide information regarding student’s pre-concussion cognitive functioning to the Medical and School Teams.</li> <li>As symptoms lessen, gradually remove home and activity restrictions, as tolerated.</li> </ul>	<ul style="list-style-type: none"> <li>Other family members</li> </ul>
Medical Team	<ul style="list-style-type: none"> <li>Remove student from physical activity immediately.</li> <li>Rule out more severe medical issues, including a severe traumatic brain injury. Consider risk factors and evaluate for concussion complications.</li> <li>Encourage rest.</li> <li>Approve graduated return-to-play after determining student’s concussion symptoms have resolved and when documentation indicates the student is performing at pre-concussion cognitive demand levels at home and school.</li> </ul>	<p>Student-specific, licensed healthcare provider. May include:</p> <ul style="list-style-type: none"> <li>Physician</li> <li>Physician assistant</li> <li>Chiropractor</li> <li>Advanced nurse practitioner</li> <li>Registered Nurse</li> <li>Physical therapist</li> <li>Certified Athletic trainer</li> <li>Neuropsychologist</li> </ul>

School Academic Team	<ul style="list-style-type: none"> <li>Remove student from all physical activity at school, including PE and recess.</li> <li>Adjust academic demands (see section 3: Implications for Learning - Acute Recovery).</li> <li>Encourage “brain rest” breaks at school.</li> <li>Monitor and document academic and emotional effects of the concussion.</li> <li>Provide information regarding student’s pre-concussion academic functioning.</li> <li>Assign an <b>academic</b> “point person.”</li> <li>Teachers can gradually increase cognitive demands or reduce academic adjustments, as tolerated, using the decision-making flowchart in Figure 1.</li> </ul>	May include: <ul style="list-style-type: none"> <li>Administrator</li> <li>504 coordinator</li> <li>School social worker</li> <li>Counselor</li> <li>School psychologist</li> <li>Teacher/Advisor</li> <li>Classroom paraprofessional</li> <li>AEA Brain Injury Resource Team consult</li> </ul>
School Physical Team	<ul style="list-style-type: none"> <li>Remove student from all physical activity immediately.</li> <li>Support reduction of school demands and home/school stimulation.</li> <li>Provide encouragement to rest and take the needed time to heal.</li> <li>Watch, monitor and track physical symptoms of the concussion.</li> <li>Appoint a physical team “point person”.</li> <li>Monitor the graduated return-to-play steps after receiving medical approval.</li> </ul>	May include: <ul style="list-style-type: none"> <li>Registered nurse</li> <li>Certified athletic trainer</li> <li>Coach</li> <li>Physical education teacher</li> <li>Athletic director</li> </ul>

### **Return to School/Learn**

After a student has received the diagnosis of a concussion by a licensed healthcare professional, their symptoms will determine when they should return to school. Students may require individualized support as they recover from the injury and return to the learning environment. It is common for the student, their parents/guardians, or their coaches to wonder when the student is ready to be cleared to return to sports and other physical activities. However, it is important to remember that each youth is a student first and an athlete second. This means that return-to-school (RTS) and return-to-learn (RTL) steps should be completed and the student 100% back to baseline before starting the return-to-play (RTP) steps. Return-to-learn plan is defined as a plan developed by personnel of a school district or accredited nonpublic school based on guidance developed as required under Iowa Code section 280.13C(6)“b” to provide adjustments or accommodations as the student returns to the classroom. NFVCS D will adopt the return-to-learn plan based on the Brain Injury Association of America (BIAA).

#### **Step 1:**

- **STAY HOME – EARLY SLEEP**
  - If student’s symptoms are so severe that he/ she cannot concentrate for even 10 minutes, he/she should be kept home on total mental rest – no texting, no driving, no reading, no video games, no homework, limited TV. It is unusual for this state to last beyond a few days. Consult a physician if this state lasts more than 2 days.
- **STAY HOME – LIGHT ACTIVITY**
  - If student’s symptoms are improving but he/she can still only concentrate for up to 20 minutes, he/ she should be kept home – but may not need total mental rest. Can start light mental activity (e.g. sitting up, watching TV, light reading), as long as symptoms do not worsen. If they do, cut back the activity and build in more REST.

**Step 2:** When student is beginning to tolerate 30 to 45 minutes of light mental activity, returning them to school is an option. As they return to school:

- Parents should communicate with the school (school nurse, teacher, school mental health and/ or counselor) when bringing the student into school for the first time after the concussion.
- Start with ½ days or attending school part time.
- Identify accommodations that will make the student most successful.
  - No PE/sports.
  - Limit computer and cell phone use to 10 minutes per class period.
  - Limit to ONE test per day.
  - Remove from loud noise classes.
  - No ibuprofen or aspirin; acetaminophen only.
  - Dim lights in class when able.
  - Allow extra time for assignments and/or tests.
  - Allow to rest at nurse's office.
  - Can be excused from class early to limit time in hallways.
- Daily check-ins will be done by Certified Athletic Trainer or nurse. Will repeat cognitive testing when necessary.
- Everyone involved with the student should work together. It is key for everyone to keep the lines of communication open while monitoring the recovery plan.

### **Return-to-play**

In compliance with Iowa's Return to Play Protocol (Administrative Rules, Chapter 54) the following return-to-play step-wise process shall begin when the student who has been removed from participation in any extracurricular interscholastic activity governed by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union is no longer showing signs, symptoms, or behaviors consistent with a concussion or other brain injury for a minimum of 24 hours and has received written medical clearance from a licensed health care provider to return to or commence such participation. Letters or other communication from licensed medical professionals must be approved by the school athletic trainer in order for the student-athlete to return to play; the athletic trainer will be the final authority on decisions. Each step shall take a minimum of 24 hours. If the student shows signs, symptoms, or behaviors consistent with a concussion or other brain injury at any step of the return-to-play protocol, the student must stop the activity and the student's licensed health care provider and parent or guardian shall be contacted. If the student shows signs, symptoms, or behaviors consistent with a concussion or other brain injury during this process, an additional 24-hour period of rest shall take place. After the 24-hour period of rest, the student shall drop back to the previous level when the student showed no signs, symptoms, or behaviors consistent with a concussion or other brain injury and begin the progression again.

**Step 1:** Athlete has received written medical clearance from a licensed health care provider to begin the return-to-play process, AND the athlete is back to regular activities, including school, without experiencing any concussion signs, symptoms, or behaviors.

**Step 2:** Low impact, light aerobic exercise. Walking or stationary cycling at slow to medium pace. No resistance/weight training.

**Step 3:** Basic exercise, such as running in the gym or on the field. No helmet or other equipment.

**Step 4:** Noncontact, sport-specific training drills (dribbling, ball handling, batting, Fielding, running drills) in full equipment. Resistance/weight training may Begin.

**Step 5:** Full contact practice and participation in normal training activities.

**Step 6:** Contest participation.

### **Good Conduct Policy**

To retain eligibility for participation at North Fayette Valley Schools for extra-curricular and co-curricular activities, students must conduct themselves as a good citizen both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

This policy applies to all activities included under the authority of the activities department including, but not limited to, athletics, music, speech, clubs, cheerleading, dance line, Prom, and all honorary and elected offices, or any other activity in

which the student represents North Fayette Valley Schools outside of the classroom. This also includes trips sponsored by various school clubs, groups, and organizations, excluding classroom field trips.

As part of fact-finding, the principal and/or his designee will interview the accused, which will have an opportunity to address the allegations. After fact-finding is complete, the principal will make a determination and notify the student and his/her parents. Any student who is found to have violated the school's Good Conduct Policy will be deemed ineligible to participate in any co- or extracurricular activity for the determined length of time.

#### Violations --

- A student will lose eligibility under the Good Conduct Policy for any of the following behaviors:
  - Possession, use or purchase of tobacco products, vapes, e-cigarettes, and other electronic nicotine delivery systems (ENDS) regardless of student's age;
  - Possession, use or purchase of, or under the influence of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
  - Possession, use or purchase of, or under the influence of illegal drugs or the unauthorized possession, use or purchase of otherwise lawful drugs;
  - Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court systems, excluding minor traffic, hunting, and fishing offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
  - Founded incidence of bullying, hazing, or harassment; or an act that could be adjudicated as a hate crime;
  - It is the intent of the Student Eligibility for Extracurricular Activities Policy to include not only violations of alcohol and drugs, but deliberate vandalism of school property, the personal property of school employees, or guests at school activities. Students found to have vandalized school property or property of school employees will be held responsible for payment for all damages, will be held out of activities in line with this policy, and will be referred to law enforcement.

#### Transfer Students --

If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Policy in the previous school or school district, the students shall be ineligible in the North Fayette Valley School District as per the consequences in our district. For example, a student that transfers in that is ineligible for a second offense will fall under the North Fayette Valley consequence for a second offense.

#### Consequences --

When the administration determines that the student has violated the Good Conduct Policy, during the school year or summer, the student is subject to a loss of eligibility as follows:

- First Offense - A student would be ineligible for a percentage of the next activity they participate in. For a student that self reports within the next 8 hours of school, the percentage will be reduced. See eligibility matrix.
- Second Offense - A student who receives a second violation will be ineligible for half of the activities participation. See eligibility matrix.
- Third and Any Additional Offenses -- Twelve (12) calendar months of ineligibility starting on the date that the violation was determined. The student must complete a school approved diversion program for alcohol, tobacco, ENDS, or drug violations at the family's expense.

Offenses are cumulative throughout a student's high school career.

#### Implementation

Once a violation has been determined:

- The Good Conduct Policy will be enforced immediately from the time the violation is determined or confirmed by the school district.
- An ineligible student may not dress, perform, or participate as a member of the team or group during a game or public performance. They are expected to remain a member of the team or group and continue to practice in order to prepare others to perform at their highest level. Should the student choose to quit and not complete the season, they will have not satisfied the period of ineligibility and the incomplete period will start when the student chooses to participate in another activity under the policy.

### Reporting a Violation

When a violation is alleged to have occurred, the administration will seek to gain as much information as possible through fact-finding. All credible evidence will be considered, such as testimony from school employees, reports from law enforcement, or other credible witness statements. Testimony from one student will not be sufficient to make a determination, but additional testimony or information from other students, or other credible sources may lead to the determination of a violation. Anonymous reports will not be considered as credible evidence, though they may give cause to look into allegations.

### Penalty Reduction

If a student comes forward to an administrator or activity director to admit (self-report) a violation of the Good Conduct Policy prior to finding of guilt by the administration, the student's penalty shall be reduced from  $\frac{1}{3}$  of the season to  $\frac{1}{6}$  of the season. If a student hopes to have their penalty reduced, they must report within 8 hours of school to the Activities Director or the Principal. There is no reduction for a second or any subsequent violations.

### Middle School Transition to High School

- Once a student finishes middle school, their status under the Good Conduct Policy starts over.
- Should a middle school student be under suspension for a violation as they enter high school, they must finish the term of their suspension. At that point, they will start over with their status.

### Appeal Procedure

#### Step 1

Should a student wish to appeal a Good Conduct decision, they have three (3) calendar days from the notification of his/her violation to file the appeal. The principal shall, within three (3) calendar days of the receipt of the notice of the appeal, conduct a hearing on the alleged violation. The student, parents/guardians, may be present at this hearing. The principal shall have one (1) calendar day, from the end of the hearing to prepare a written determination of the appeal and provide it to the student and parents/guardians. The consequence invoked for the violation will remain in effect during this appeal process. The student will remain ineligible to participate during the appeal process.

#### Step 2

If the student is still not satisfied with the written determination of the Principal, the student may within three (3) calendar days of the receipt of the written determination by the Principal. They can request an appeal to the Superintendent. A meeting will take place with all parties involved. A written determination will be provided to the student within 2 days of the meeting.

#### Step 3

If the student is not satisfied with the decision of the Superintendent, the student may within three (3) calendar days of the receipt of the finding appeal the decision to the Board of Education. The notice of appeal shall be served to the Secretary of the Board of Education. The President of the Board of Education shall then call a board meeting no sooner than five (5) calendar days and no later than ten (10) calendar days after the receipt of said notice. Review by the Board of Education shall be in a closed session unless the student's parent or student, if the student is 18, requests an open session.

The grounds for appeal to the Board of Education are limited to the following: 1) the student did not violate the Good Conduct Policy or 2) the penalty is in violation of the Good Conduct Policy. The penalty will remain in effect pending the outcome of the meeting with the Board of Education and the student will remain ineligible to participate.

If the Board of Education reverses the decision of administration, the student shall be immediately eligible and shall have record of the ineligibility period and violation deleted from the student's record.

### Eligibility Matrix

ACTIVITY	Dates / Games	1st Offense w/ Self Report	1st Offense w/ Admin Discovery	2nd Offense	3rd Offense
Football	9	2	3	5	1 Calendar Year
Volleyball	14	2	5	7	1 Calendar Year
Cross Country	10	2	3	5	1 Calendar Year
Swimming	12	2	4	6	1 Calendar Year
Wrestling	15	3	5	8	1 Calendar Year
Basketball	21	4	7	11	1 Calendar Year
Bowling	12	2	4	6	1 Calendar Year
Soccer	15	3	5	8	1 Calendar Year
Track & Field	16	3	5	8	1 Calendar Year
Golf	12	2	4	6	1 Calendar Year
Baseball	40	7	13	20	1 Calendar Year
Softball	40	7	13	20	1 Calendar Year
E-Sports	TBD				1 Calendar Year
Cheerleading	per Season	TBD	TBD	TBD	1 Calendar Year
Band	TBD	2	4	6	1 Calendar Year
Vocal	TBD	2	4	6	1 Calendar Year
Speech & Drama	8	1	2	4	1 Calendar Year
FFA	8	1	2	4	1 Calendar Year
Musical/Play	3	1	1	2	1 Calendar Year
Clubs	TBD	TBD	TBD	TBD	1 Calendar Year

NFVMS uses the same ratio as the high school in determining consequences for Good Conduct Policy Violations. For most activities it is  $\frac{1}{3}$  of the games/events within that calendar year. A final determination will be made by the administration and communicated with the family.

### Lettering Criteria (High School only)

In order to letter in any activity, the student must be out at the start of the season (for those out for that activity previously) and stay out for the entire season. While taking part, the student must display a good attitude toward the activity, school, and other members. All practices are to be attended, unless excused or sick. The student is expected to display a willingness to accept responsibilities placed on him/her by the sponsors, advisors, or coaches.

In addition to the above criteria, additional requirements to letter in each activity are:

- **Football:** Student must participate in at least 8 quarters of football games and be in good standing the entire season.
- **Volleyball:** Student must participate in at least 10 sets or completes four years of participation.
- **Girl's Basketball:** Student must participate in at least 18 quarters of varsity basketball games, and/or participate as a member of the varsity team in good standing the entire season.
- **Boy's Basketball:** Student must participate in at least 18 quarters of varsity basketball games, and/or participate as a member of the varsity team in good standing the entire season.

- **Wrestling:** Student must accumulate at least 7 points in varsity competition or place 1st or 2nd in a wrestling tournament or wrestle in one-half or more of the varsity meets.
- **Baseball:** Student must play at least 20 innings or in 7 games, and/or participate as a member of the varsity team in good standing the entire season.
- **Softball:** Student must play at least 20 innings or in 7 games. Participates as a member of the varsity team in good standing the entire season.
- **Golf:** Golfers may letter by scoring (low four) in at least ¼ of regular meets, playing as a varsity member in at least ½ of regular meets, playing in the IGHSAA or IHSAA tournament series, or being an active member of the team all four years. Coaches may also use discretion in unusual circumstances.
- **Track:** Student must earn 12 meet points during the season to letter. Junior varsity individuals or relay teams will earn points for letters if they defeat opponents' first relay teams.
- **Cross Country:** To earn a varsity letter in cross-country an athlete must compete in seven varsity races during the season. Student-athletes may also earn a varsity letter through participating in good standing for all four years of their high school career. In regard to injured athletes or other extenuating circumstances, coaches will make a decision on whether or not a student letters.
- **Bowling:** To earn a varsity letter in bowling a bowler must compete at the varsity level in three meets. Bowlers may also earn a varsity letter through participating in good standing for all four years of high school.
- **Boys Soccer:** Students must play in 500 varsity minutes of competition.
- **Girls' Soccer:** Participates as a member of the varsity team in good standing the entire season.
- **Managers:** Students may earn a letter by serving as a team manager in three sports during the same year or in the same sport for two consecutive years. Managers are part of the squad and will follow the same prescribed rules and regulations.
- **Drill Team:** Dance in all events, unless excused by the coach, and finish the season in good standing.
- **Cheerleading:** Cheer at all varsity events, unless excused by the coach, and finish the season in good standing.
- **Speech:** Students must accumulate 35 points to letter by participation in speech activities and contests, play productions, crew work, or performances in the community. From there, additional lettering recognition can be earned on the point scale.
- **Vocal Music:** Students must earn 400 points to letter and earn 1000 points for major music.
- **Instrumental Music:** Students must earn 400 points to earn a letter, 825 for a second letter, 1275 for a third letter, and 1750 for a fourth letter. Students that earn 2000 points and are in band four years will receive a major music award.
- **Clubs, Activity and Academic:** Each activity or club desiring to provide and award letters shall submit an application to the activities director, and principal stating the procedures for their approval. The policies for academic letters shall originate with the student council advisor, and principal and be approved by the Board of Education."

### Social Media and Electronic Device Policy

Recognizing that participation in the activities program at North Fayette Valley is a privilege, as members of a team, group, or organization, students are expected to adhere to established expectations for their use of electronic devices and social media, including Twitter, YouTube, Instagram, Flickr, Snapchat, Vine, Facebook, and anything where you can post pictures, videos and comments.

Students are expected to be good digital citizens and refrain from posting, tweeting, re-tweeting, like or favorite anything negative about opponents, team/group members or their families, coaches/directors, or anything disparaging, defamatory, or knowingly false that casts North Fayette Valley or their team/group in a negative light. They will not post pictures, icons, or symbols of alcohol, drugs, cigarettes, use profanity, abbreviated profanity, or symbols of profanity. They will not send, receive and/or download email, text, or images containing provocative, sexually explicit, pornographic, or offensive material, and will not reveal any confidential information about others in a personal online posting, upload or transmission.

Coaches, sponsors, directors, and administration have the authority to limit and regulate use of cell phones or other electronic devices when students are engaged in their activity. This can include during practice or rehearsal, travel to and from an event, and while at an event. Students are expected to surrender their devices if requested by the coach, director, or sponsor, who will take steps to ensure that they are kept safe and secure. Depending on the nature of the event, this could be an extended period of time.

Each activity may have additional rules or expectations beyond those in this policy. Consequences will be determined by the individual coach, director, or sponsor, and shall include a warning, extra work, loss of playing time, suspension, or removal from the team or program.

Coaches/directors are not to engage with students one-on-one using social media. It is recommended that a minimum of three people be involved in each communication, and that coaches/directors refrain from friending or following students on social

media. It is also recommended that group apps, such as Remind and What's App are used as communication devices for teams or groups.

### Strength and Conditioning

As a component of participation in the athletic programs at North Fayette Valley High School, student-athletes and coaches are expected to participate in a year-round, comprehensive strength and conditioning program. Recognizing that good physical, mental, and emotional health is enhanced through exercise, and that to compete at one's maximum level, student-athletes must be engaged in and out of the competitive season. A training program will be provided to each student-athlete. Each coach is expected to participate not only with his/her student athletes during the season, but also with all participants throughout the year.

### Student Participation in the Activity Program

Participation in school-sponsored student organizations is considered a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating individual coach or sponsor's rules as well as for violation of school district policies, rules or regulations. Activity sponsors and coaches are required to set rules and expected procedures at the beginning of the season to inform their students and the student's parents.

At North Fayette Valley, general expectations include, but are not limited to:

1. Students must be under twenty years of age and a bona fide member and undergraduate of North Fayette Valley High School. Students shall be enrolled students of North Fayette Valley High School in good standing
2. Students in extracurricular activities are not permitted to use or possess alcohol, tobacco, or controlled substances. (See Good Conduct Policy)
3. Students are expected to be successfully passing all classes in order to participate. (See Academic Eligibility Policy)
4. Profanity is not to be used by anyone on or off the practice or game field. Repeated violation of this rule will result in temporary or permanent removal from the activity.
5. A member of a team, group, or organization is a representative of the community as well as the school. Students should conduct themselves as young ladies or gentlemen, in practice and in competition, following commonly accepted expectations of good sportsmanship and respect for fellow competitors.
6. Missing practice or rehearsal without previous arrangements may result in temporary removal from the activity. If this is repeated it may result in permanent removal from the activity.
7. A student or parent contesting the declared ineligibility of a student in activities shall have the opportunity to state the basis of their objection either orally or in writing. (See Good Conduct Policy)
8. **Should a conflict emerge between a school sponsored activity/event and a student's participation in a non-school sponsored activity/event, the school's position is that the school sponsored activity/event should take priority. Should the student and his/her family elect to miss the school sponsored activity/event, the coach/director has the authority to impose a reasonable sanction or consequence in line with their rules or expectations that may include, but is not limited to withholding playing time or participation, requiring extra practice, or assigning additional duties or responsibilities.**

Specific to the athletic program at North Fayette Valley:

1. Any freshman taking part in an athletic activity may drop one sport and go out for another sport during the first five practices of that sport for the current year. Students who drop an athletic activity after the above times will not be permitted to take part in another sport held during the same season for the current year.
2. Students may participate in more than one school sponsored athletic program in the same season. Those choosing to do so must complete a *Sport Priority Form* with the activity director and state which of the two sports will be their priority sport. The general resolution to conflicts will be
  - a. Competition takes priority over practice.
  - b. State series events take priority over non-state series events.
  - c. Competition in the student chosen priority sport takes precedence over competition in the other sport. An exception is that unless the event is part of the state series or conference tournament, athletes will participate in the scheduled event, not the re-scheduled one.
  - d. The student will be required to work with coaches to establish a workout schedule.
  - e. The coach has the authority to make decisions that are in the best interest of the team.
3. A student who is participating in a sport sponsored by North Fayette Valley High School and sanctioned by a governing organization may not participate in the same sport as an individual or as a member of a team in an outside school event during the same season. "A season" in a sport is interpreted to mean "the first legal day of practice until the last game of the tournament for which the school sponsored team is still competing."



4. North Fayette Valley athletes shall be well-groomed and dressed in a manner that is recommended and suitable for school, the school event being attended and will reflect a proper and favorable image for themselves, the squad and coaching staff, and this school. The coaches of that sport may establish uniform rules of dress at home and away games.