

MELCHER-DALLAS JR/SR HIGH HANDBOOK



2024-2025 School Year

This handbook is a guide only. For school policies, please refer to Board Policy Manual. Board policy supersedes all information in this handbook.

Mission Statement

We ensure a safe, challenging learning environment in which all students achieve skills for personal success.

melcher-dallascsd.org | 641-947-3731

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ANNUAL NOTICES

The school district will annually provide the following notice to students and parents:

EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

The board requires all persons, agencies, vendors, contractors and other persons 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 will not exclude any otherwise qualified person from employment on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. 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.

EVERY STUDENT SUCCEEDS ACT (ESSA)

PARENTS/GUARDIANS in the Melcher-Dallas Community School District have the right to learn about the following qualifications of their child's teacher/paraprofessional: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher/paraprofessional, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school-wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent, Scott Bridges, by calling (641) 947-3151 or by sending a letter of request to the Office of the Superintendent, 210 South Main Street, PO Box 489, Melcher, Iowa 50163. E-mail: bridgess@melcher-dallas.k12.ia.us.

The Melcher-Dallas Community School District ensures that parents will be notified in writing if their child has been assigned or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

NOTICE FOR FREE & REDUCED LUNCH

A free or reduced lunch consists of bread, protein, vegetable, fruit, and one carton of milk. The State of Iowa allows only one meal per day. If a student wants two cartons of milk, they must pay for the second carton. If the child brings lunch from home, they must bring a drink, buy a carton of milk for \$.40, or get a drink from the water cooler. If parents have a question, please feel free to call the district office (641) 947-3151 (Mrs. Knutson). If at any time during the school year there is a change of income, you may fill out a free/reduced application to help you and your children with lunch and breakfast needs. Applications are available at each school. All information is kept confidential.

FAMILY RIGHTS AND PRIVACY ACT

Directory Information: In compliance with the "Family Rights and Privacy Act of 1974" parents and students should be aware that the following information may be released in regard to any individual student of the Melcher-Dallas Community School District as necessary or desirability arises: Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, and the most recent previous school or institution attended by the student. Any student, parent, or guardian not wanting this information released to the public, must make objection in writing to the principal, Mr. Suntken- Elementary Building or Mrs. Heaberlin- Jr/Sr High Building, in charge of the school which the student is attending at the time of registration. Phone: Elementary- 641-947-3151 Jr/Sr High 641-947-3731

HOMELESS NOTICE

The Board of Education is responsible for locating, identifying and educating homeless children and youth found within the Melcher-Dallas Community School District.

"Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following: 1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement; 2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; 3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or 4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

The Melcher-Dallas Community School District will make available to homeless children and youth all services and assistance including, but not limited to, compensatory education, special education, ELL, vocational courses or programs, programs for the gifted and talented, health services, transportation, and food and nutrition programs on the same basis as those services provided to resident students. Please contact Jon Suntken, Homeless Liaison at 641 947-3151 regarding specific questions and/or issues.

NOTICE OF ACCESSIBILITY

The Melcher-Dallas Community School District will take steps as are necessary to ensure that no qualified handicapped person is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of inaccessibility of educational programs and activities operated by the Melcher-Dallas Community School District. To obtain information as to the existence and location of services, activities, and facilities that are accessible to handicapped persons, interested persons should contact Scott Bridges, Superintendent; Melcher-Dallas Community School District, 214 South Main Street, P.O. Box 489, Melcher, IA 50163, phone: 641-947-3151. E-mail: bridgess@melcher-dallas.k12.ia.us

NON-DISCRIMINATION STATEMENT

It is the policy of the Melcher-Dallas Community School District not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability

in any program or activity. Such discriminatory practices shall include but not be limited to the following practices: employment; participation in academic, extracurricular, research, intramural, and other programs offered by the educational institution. Nothing in this section shall be construed as prohibiting any bona fide religious institution from imposing qualifications based on religion, sexual orientation, or gender identity when such qualifications are related to a bona fide religious purpose or any institution from admitting students of only one sex.

If you, have questions or grievances related to this policy please contact Jon Suntken, Equity Coordinator, 214 South Main Street, P.O. Box 489, Melcher, IA 50163, phone: 641-947-3151. E-mail: suntkenj@melcher-dallas.k12.ia.us

BULLYING & HARASSMENT RESOURCES FOR PARENTS (BP 104 Series)

The Melcher-Dallas Community School District takes bullying and harassment seriously, the administration has been trained in bullying investigation and is appointed as the level 1 investigators for the school district. All bullying & harassment complaints should be submitted in writing to the building principal, Mr. Suntken- Elementary & Mrs. Heaberlin- Jr/Sr High, of each building. Forms are available in every building office for students to complete.

M-D SAINT PRIDE Expectations

Melcher-Dallas Students are expected to follow the Saint PRIDE guidelines

P- Positive Relationships

R-Resilient

I-Inspired

D-Determined

E-Engaged

The following matrix explains each of these expectations and what behaviors are expected: [Saint "Pride" Common Core Areas Expectations 2024](#)

Melcher-Dallas Community School Board of Education Belief Statements and Philosophy

1. All learning experiences are meaningful.
2. Graduates are prepared to be meaningful contributors to society.
3. School facilitates the life-long learning process of the community.
4. Honest, open, effective communication between administration, board members, staff, students, parents, and community members allow learning to occur.
5. Successful education occurs in a safe, stimulating, challenging and positive environment.
6. All students are motivated to learn.
7. Constantly changing knowledge and educational methods provide avenues for all students to realize their full potential by experiencing a diverse curriculum and methods of instruction.
8. Self-esteem enhances the learning process.
9. School provides the tools and skills necessary to make use of available information and technology for our learning community.
10. The educational environment challenges all students.

Melcher-Dallas Community School District Board of Education Goals

1. Provide for K-12 curriculum articulation and alternative assessments to improve student achievement in a positive learning environment.
2. Develop a long-range financial plan to improve the overall solvency of the district.
3. Improve school and community relations.
4. Improve staff recruitment, retention, development and evaluation.
5. Continue to expand AP offerings at the high school level and post-secondary offerings.
6. Improve all facilities including maintenance and transportation programs.
7. Pursue early childhood development programs and identify Pre-K At-Risk students.
8. Pursue expansion of learning opportunities utilizing all resources: ICN, District Sharing, School to Work grants, Business/Career Awareness, Higher Education and Technology.

Melcher-Dallas Community Schools Philosophy Statement

Our mission is to provide a professional staff and a K-12 curriculum with opportunities in careers, technology, and cultural diversity, building a strong, positive attitude for life-long skills, which allows our students to realize their full potential.

The Melcher-Dallas Community School District is dedicated to promoting an equal opportunity for a quality public education to its students. The school district is willing to provide, within its limitations, financial support for students in cooperation with their parents and school district community. This education is provided to help develop a healthy physical, social, intellectual, and emotional self-concept. It will be administered in an environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The Board of Education endeavors, through the dedication of the district's resources, to educate all students, regardless of background. Students will be encouraged to look forward to the time when they have jobs, homes, families, places within the school district community, and attain recognition as individuals. To this end, the board will seek qualified employees dedicated to professional development for the betterment of the education program.

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

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

DEFINITIONS

In this handbook, the "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 in an event or an activity, or whether they are held on or off school grounds.

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 use obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the fact and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Jr/Sr High Principal, 947-3731, for information about the current enforcement of the policies, rules, or regulation of the school district.

EQUAL EDUCATION OPPORTUNITY

Melcher-Dallas Community School District does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator Jon Suntken who can be reached at 947-3731. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., St. 800, Milwaukee, WI. 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from instruction.

SCHOOL OPERATING HOURS

JH/HS - The normal school day begins at 8:00 a.m. and ends at 3:45 p.m. Enter by the office and proceed to the cafeteria after 8:00 a.m. The office is open from 7:45-3:55.

Elementary - The normal school day begins at 8:00 a.m. and ends at 3:45 p.m. Students may enter the front doors of the school and proceed to the gym. The office is open from 7:45-3:55.

CHANGE OF ADDRESS / PHONE NUMBERS (CELL and EMAILS)

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address and contact records at the school office. Notify the school immediately if you have a change of address during the school year. If work or home phone number changes, please notify us immediately. We also require a cell number for automated text messages.

PASSBOOK

During class periods, any student leaving study hall or a class needs to use a passbook to sign out of class. Each student will be given a passbook at the start of the year and new ones can be purchased in the office for \$1. Students who do not have passbooks will not be allowed to leave a room. Students must leave their cellular device when leaving unless permission is given to keep it with them by a staff member.

ARRIVING LATE/LEAVING EARLY

Students arriving late to school should report directly to the office to check in and then go quickly to class.

SCHOOL CLOSING

In the event of bad weather or for some other reason the school should be closed, the following radio and television stations will carry the message:

Radio stations: KNIA – Knoxville 1320

T.V. stations: KCCI, WHO, WOI

STUDENT APPEARANCE (DRESS CODE)

There is a strong connection between academic performance, students' appearance, and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. No revealing clothing should be worn.

Students may not wear hats in the school except as announced on special occasions. From the time they enter the building in the morning until the bell at the end of the school day, hats should be off. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement.

The administration makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Choosing to leave school may result in a disciplinary action.

MEALS

Breakfast

Breakfast is available from 7:45-8:00 in the cafeteria. All breakfasts must be eaten in the cafeteria.

Lunch Procedures and Regulations

The lunch line is first come, first served. Students should not run, push, or crowd when getting into line. Noise should be kept at an acceptable level. When finished eating, students should return the tray and utensils to the designated place. Dispose of all waste scraps and paper in provided containers.

Lunches are to be consumed in the cafeteria only.

Lunch deposits are entered during the 1st period of the day or can be paid online. Students are encouraged to bring money for deposits before school begins; if this is not possible, money will be accepted, but it will not show as deposited until the following day. Breakfast, lunch, and ala carte meals come out of the same account.

OPEN CAMPUS LUNCH PROCEDURES & REGULATIONS

1. Open campus lunch is available during the school year only for juniors and seniors. Seniors only will be allowed to have open campus during 1st and 9th hour; this will be built into their schedule.
2. Seniors must be on schedule to graduate on time to be eligible.
3. Juniors and seniors must not have failed any class the previous quarter to be eligible.
4. The four-point eligibility rule will also be used for open campus eligibility.
5. Students who wish to apply for open campus lunch must submit an application. Applications for open campus must have the approval and signature of the student and parents or guardians.
6. Parents or guardians may remove their son or daughter from the program at any time.
7. Tardies: Three total tardies in a class results in loss of open campus for the quarter. Ten absences will result in loss of open campus for the remainder of the school year.
8. Insubordination/Misconduct may also result in removal from the program.
9. Any staff member who feels a participating student has not fulfilled his/her responsibilities to the program will advise the principal, and the student may be removed from the program.
10. Because of the liability release signed by the parents, the school is not legally responsible for accidents while the student is off school grounds. However, students may be suspended and/or expelled for their actions while off campus. This would include things such as consumption, possession, acquisition, delivery, or transportation of tobacco, alcohol, or drugs, or any other violation of the good conduct rule.
11. Students who have been suspended are not eligible for the semester.
12. Open campus lunch can be reviewed and changed by the Administration or School Board at any time.
13. Students may not drive or ride in a vehicle during open campus lunch.

FOOD, BEVERAGE, & CANDY

Students are allowed to have individual sized drinks with lids only. No energy drinks or large drink containers (ex. gallons of milk, two-liters of pop) will be allowed. Food will be allowed in the classroom at the teacher's discretion, but must be individually portioned.

LOST AND FOUND

All clothing and personal items found on the campus, regardless of its value, is placed in the lost and found box in the office. Money, jewelry, electronics, or any other articles of value are turned into the office. Students may claim them after proper identification. The school is not responsible for lost or damaged items. The office will attempt to return all items to students by the end of the year; however, all items left at the end of the school year will be donated.

DISTRACTIVE ITEMS AND CELL PHONES

Any Distractive or electronic items, such as but not limited to; cellular phones, tablets, e-readers, hand-held games, music devices, etc. are allowed to be possessed by students. Students assume all risk of loss or damage. Individual staff members will determine if the items are being distractive and have the authority to have students leave them with the teacher if necessary. Devices will be given back to the student before they return home.

Cell phones must be turned-off and placed where the teacher has designated as a storage area upon entering the classroom. Students will only be allowed to use earbuds with teacher permission. The student will be given one warning by a staff member. Noncompliance with the staff member's request will result in the following action:

Each offense – Student will receive a detention; the phone and/or earbuds will be sent to the office where students can pick it up at the end of the day. After the fourth detention, students will be required to leave their cell phone and/or ear buds in the office at the beginning of the day, and then retrieve it at the end of the day for a period of time determined by administration. Continued abuse of this rule will result in suspension from school.

LOCKERS (BP 502.7)

Students are assigned a book locker and physical education locker, both of which may be locked. **Students are to keep assigned lockers and are not to change without prior permission.** Locker areas are to be kept neat and organized; all materials should be secured in the locker. The school lockers are the property of the school and are under the supervision of the administration at all times. Valuables should not be kept in unlocked lockers; these may be brought to the office or kept with the student. The school assumes no responsibility for lost articles. Physical education lockers will be locked during classes.

Students are responsible for reasonable supplies such as: pencils, pens, paper, physical education clothes, etc. Students are advised that the school does not provide basic supplies for students.

WEAPONS (BP 502.8)

Weapons are not to be brought to school. Weapons and dangerous objects will be confiscated from students or others who bring them to school or onto district property.

The dangerous weapons will be reported to the local law enforcement officials. Any student bringing a dangerous weapon to school or any school-sponsored activity shall be expelled for not less than twelve months. Students who are in possession of "look-alike" weapons may be disciplined under this policy.

STUDENT COMPLAINTS AND GRIEVANCES (BP 502.6)

Student complaints and grievances regarding board policy or administrative regulation violations and

other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve students' complaints at the lowest organizational level. If a licensed employee cannot resolve the complaint, the student may discuss the matter with the principal within five school days. If the principal cannot resolve the matter, the students may discuss it with the superintendent within ten days after speaking with the principal. If the issue is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting.

REQUEST FOR BATHROOM ACCOMMODATION

Melcher-Dallas CSD is required by law to designate multiple occupancy restrooms and changing areas, and other school facilities/settings where a person may be in various stages of undress in the presence of others, for use by persons of the same biological sex as listed on their birth certificate.

A student who, for any reason, desires greater privacy and whose parent or legal guardian provides their consent may submit a request to school officials for access to alternative facilities, which may include:

- access to a single occupancy restroom or changing area
- access to a unisex single occupancy restroom or changing area by one student at a time
- controlled use of faculty multiple occupancy restroom or changing area or a single occupancy restroom or changing area.

CHILD CUSTODY

According to Iowa statute: "School employees should assume both parents have the right to access information. The burden is on the parent who argues to the contrary to provide proof (the decree) showing the court has removed the other parent's access right. Access includes participation in conferences, obtaining or making copies of grade cards, records, test results and the like."

We will assume the parental rights of the absent parent have not been severed unless contrary evidence

is presented. A court document is needed for evidence. It is the responsibility of the absent parent to contact the school to express a desire for information about the child. If the absent parent has not contacted us this school year, we have no responsibilities to them.

If the absent parent has contacted someone at school; asked to be informed of school events and his/her child's progress; and provided an accurate address, we will provide the following information:

1. Daily Announcements/ JMC Notifications
2. A copy of the report card/progress report
3. Notice of a staffing or other significant event in which the child's progress is discussed
4. Access to the student's school records

DUAL ENROLLMENT STUDENTS

Home school students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the JH/HS school office.

FREEDOM OF EXPRESSION (BP 502.5)

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

POSTERS

Students and organizations desiring to put up posters advertising school or community activities are to have these approved by the principal. All posters must be on bulletin boards or taped with blue tape on the walls. Please take posters down when an event is finished.

TEXTBOOKS

Students may be issued a textbook at the beginning of a course. A book rental fee will be charged at the beginning of the year for normal wear and tear. At the close of school, a fine schedule will be applied to pay for any damage to books beyond normal wear. Should a book be lost, the fine will be the cost of replacement. Teachers will keep records of assigned books to students. Students are responsible for taking care of their books and providing a book cover upon request.

OPEN ENROLLMENT

Iowa's Open Enrollment Law allows students residing in our school district to request transfer to another school district upon parents' request. State law requires students wishing to open enroll to another school district to apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll.

Students interested in open enrolling out of the district must contact Superintendent Scott Bridges, 947-3151, for information and forms.

VISITORS

All persons who are not students or staff of our school are considered visitors when they enter the property of Melcher-Dallas Junior/Senior High School. All visitors are to report directly to the principal's office, will sign in, and must wear a Visitor's Badge. Visitors are welcome at Melcher-Dallas High School if they have business to conduct. Students wishing to bring a guest must have approval from their teachers and the principal one week in advance.

MOTOR VEHICLE POLICY (BP 502.4)

The following rules apply to ALL motor vehicles driven by students to school:

1. Cars are not to be driven during school hours without permission
2. Driving will be done in a safe manner, abiding by all traffic regulations
3. Park only in legal spaces
4. Do not park out front or in the north alley except in designated parking spaces
5. Upon arrival, park your vehicle and lock it

6. When leaving school, avoid driving past the front of the building; buses are loading and unloading younger students
7. Driving to school is a privilege that can be eliminated

BICYCLES (BP 502.3)

Students who ride bicycles to school are expected to follow these guidelines:

1. Do not ride on the grass
2. Do not ride through pedestrians
3. Park bikes in designated areas and lock
4. Observe all traffic and safety rules to avoid accidents
5. Do not lend a bicycle to another person
6. Biking to school is a privilege that can be eliminated

SEARCH AND SEIZURE (BP 502.10)

School authorities may without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion. This will be done in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. 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 (i.e., marijuana, cocaine, amphetamines, barbiturates), paraphernalia used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and will be reported to local law enforcement authorities.

SEXUAL ABUSE AND HARASSMENTS OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another school employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Scott Bridges. Contact him at (641)-947-3151.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student there are times the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous objects, for purposes of self- defense or to protect the safety of others, to remove a disruptive student to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct, is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student, or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive education environment.

CHILD ABUSE BY SCHOOL EMPLOYEES

The Iowa Department of Education rules (Chi. 281-102, I.A.C.) require all Iowa school districts to publish the name of Level One Investigators who will determine jurisdiction and investigate all complaints of physical and sexual abuse of students by school employees. Any person may sign a complaint, but such signing must be witnessed by another person over age 18 to avoid false, frivolous and vexatious reports. Listed below are both the Level One Investigator and the Alternate Investigator. Complaint forms are available in each principal's office.

To Report Abuse, Contact: Jon Suntken, Level One Investigator: 641-947-3151

Alternate: Abby Heaberlin High School: 641-947-3731

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES (BP 502.11)

As a general rule, individuals from outside the school district may not interrogate students. 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 the request is made by a child abuse investigator, or when such an 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, inform them of the request and ask if they wish to be present.

STUDENT PUBLICATIONS

Students may author a publication as part of their instructional curriculum under the supervision of a licensed employee and the principal. Student publications must be responsible. They shall not encourage the breaking of laws, cause defamation of persons, or contain obscenity. Articles that do not meet these standards will be rewritten or removed. Non-school sponsored publications, whether written by students or not, are also subject to these standards. Failure to allow the administration to review the publication, prior to its final printing and distribution, is a ground for denying distribution of the publication. The principal shall have the authority to designate the time, place, and manner of distribution of all student publications, including non-school sponsored publications.

EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directly information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parents' permission. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences and will not be counted toward the absence policy. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

PUBLIC DISPLAYS OF AFFECTION

Student displays of affection will be limited to handholding in the hallways. No handholding will be allowed in the classroom.

WORK RELEASE (BP 504.7)

Juniors and seniors may petition for work release time. Please see the guidance counselor for details.

EMERGENCY DRILLS (BP 507.5)

Students will be informed of the appropriate action to take in an emergency. Emergency drills for evacuation, secures, holds, lockdowns, and shelter situations are conducted each school year. Fire and tornado drills are each conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1.

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as 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, having qualities that make it an ideal material for insulation, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. The Environmental Protection Agency (EPA) began action to limit its use in 1973. Most asbestos products were banned by 1978. A certified asbestos inspector as required by law 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 for inspection in the office.

SCHOOL BUS POLICY

Students are to conduct themselves in accordance with acceptable standards set forth in the district rules while riding the school bus.

Your bus driver is an important person in your school life. Do what she/he tells you; your life may depend on it. Help make bus rides pleasant for everyone by abiding by the rules and NOT annoying others.

Student Conduct on the School Bus (BP 712.1)

1. Students are under the authority of the bus driver
2. Students shall be on time for the bus, both morning and evening
3. Students shall remain seated while the bus in motion
4. Students shall not extend their hands, arms, or heads through the bus windows
5. Students shall talk in a normal tone of voice; loud or vulgar language is prohibited
6. Students shall open or close the bus windows with the permission of the driver
7. Students shall keep the bus clean and refrain from damaging it
8. Students shall be courteous to the driver, fellow students, and to passers-by
9. Students shall enter and leave the bus at school loading stations and at highway bus stops in an

- orderly fashion and in accordance with driver instructions
10. Students shall refrain from crowding or pushing
 11. Roughhousing on the bus is prohibited
 12. Students shall keep their feet off the seats
 13. Students shall keep sharp objects off the upholstery
 14. Students shall not throw objects about in the bus or out the windows
 15. Books and other property shall be properly stored out of the way, and the aisle shall be clear at all times
 16. Students shall avoid playing or loitering ON THE ROAD when waiting for the bus
 17. Students shall cross the road in accordance with instructions from the driver
 18. Students must have the driver's prior permission to eat or drink on the bus

IOWA IMMUNIZATION LAW (BP 507.1)

According to Iowa state law, parents must submit up-to-date immunization certificates to school officials at the time of enrollment for each of their children. The immunization requirements apply to all students, Preschool through 12th grade enrolled in public, non-public and home schools. Parents are required to vaccinate their children against these dangerous diseases: diphtheria, tetanus, pertussis (whooping cough), measles, rubella (German measles), polio, and Hepatitis B (for children born on or after July 1, 1994 only), Hib and varicella (Chicken Pox). Immunization against these diseases protects your family as well as others. It is very important to report these and any other immunizations to the elementary secretary in order to keep your permanent record up to date.

The Iowa school immunization law requires parents to vaccinate their children against dangerous diseases like diphtheria, tetanus, pertussis (whooping cough), measles, rubella, polio, hepatitis B, and varicella (chicken pox), as a condition of enrollment in any elementary or secondary school in Iowa. The following will explain your responsibility under the law and provide you with important details of the law.

The immunization requirements apply to ALL students, kindergarten through twelfth grade, enrolled in public, non-public and home schools.

Proof of Immunization

Students or their parents or guardians must submit an Iowa Department of Public Health Certificate of Immunization to the school principal. It is the parents' responsibility to see that this certificate of immunization is completed and signed. If your child has received all the required immunizations, the doctor or health department will enter the dates that vaccines were given on the back of the certificate and validate the certificate of immunization by adding their signature. If your child received immunizations from different sources, you may take your child's own immunization record to a doctor, health department, school nurse, or county public health nurse. They will review your records, and if your child has received all the required immunizations, they will enter the dates the vaccines were received on the back of the certificate of immunization and validate it by adding their signature. Once you have the certificate of immunization completed and validated, return it to the school.

Immunization Requirements for School Entry

- Five (5) doses of diphtheria, tetanus and pertussis vaccine
- Four (4) doses of trivalent oral polio vaccine

- Three (3) doses of Hepatitis B vaccine
- Two (2) doses of measles/rubella
- Two (2) doses of Varicella
- Lead test completed

Exemptions to the Immunization Law

Medical Exemption: An exemption for immunizations due to a medical reason is valid only when signed by a doctor (M.D. or D.O.), physician assistant (P.A.), or nurse practitioner (N.P.). Physicians may provide an expiration date on any medical exemption. If none is noted, the exemption is valid until canceled by a M.D., D.O., P.A., or N.P. Medical exemptions may be documented on the Iowa Certificate of Immunization Card or on a medical exemption card.

Children with medical exemptions may be excluded from school in the event of a vaccine preventable disease outbreak.

Religious Exemption: A child may receive a religious exemption if immunization conflicts with a genuine and sincere religious belief. The certificate of exemption for religious reasons is valid only when notarized. The card remains in effect until canceled by the parent.

Religious exemptions become null and void during outbreaks of vaccine preventable diseases. In this case, the child would be excluded from school for the duration of the outbreak.

There are no specific recognized religions that qualify for religious exemption. Any person who meets the criteria of the rules, completes a religious exemption card, and has it signed by a notary can claim a religious belief to withholding immunizations.

Enforcement

According to this law, students not presenting an appropriate certificate to the school are not entitled to enroll. School officials cannot allow your child to attend school unless they have one of these certificates within 30 days of the child's first official day of school. To be appropriate the certificate must be completed on both sides; vaccinations date given, and source listed on the back, with proper signature on the front.

School Records

Schools are required to keep your child's certificate on file for three years after graduation or offer to present the parent/guardian with the original certificate explaining to you that it is an important document and must be kept permanently. If your child transfers to a different school, the admitting official from the previous school will assist you in the transfer of the certificate.

Provisional Enrollment

Your child is required to be fully immunized before entering any preschool elementary or secondary school. Provisional Certificates are available for children who have begun but not completed the required immunizations. To qualify for provisional enrollment your child must have received at least one dose of diphtheria, tetanus, pertussis (DTP/DTaP); polio; measles, rubella; Hib and hepatitis B. The Provisional Enrollment certificate will expire in 120 days or the end of the current school semester. You must have your child completely immunized during this time or your child **will** be excluded until immunizations are completed. If your child has not completed the required immunizations, an extension

may be given by submitting a new Provisional Certificate along with a statement from a doctor explaining why the necessary immunizations have not been completed.

When your child has received all the required immunizations, you must submit a completed Certificate of Immunization to the school. Students transferring from another school are granted 120 days to allow for their immunization records to be transferred from their previous school. Provisional Certificates are available at schools, health departments, and county public health nurses' offices.

Remember

A personal immunization record must be kept on each child showing dates and types on immunizations received and the physician or clinic that gave the immunizations. All immunizations must be validated by your doctor, health clinic, or school nurse. Keep a personal record of your child's immunizations. Do not depend on others to keep the record for you.

Colleges & Universities – Many colleges and universities now require immunizations as a condition of entry. The Iowa Certificate of Immunization may be used as proof of immunization.

ADMINISTRATION OF MEDICATION (BP 507.2)

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement (on paper or via JMC registration) requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. Administration of medication may also occur consistent with board policy 804.05 – Stock Prescription Medication Supply.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by licensed health personnel working under the auspice of the school with collaboration from the parent or guardian, individual's health care provider or education team pursuant to 281.14.2(256). Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course conducted by a registered nurse or pharmacist that is provided by the department of education). The medication administration course is completed every five years with an annual procedural skills check completed with a registered nurse or a pharmacist. A record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. The development of emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information as provided by law

Disposal of unused, discontinued/recalled, or expired abandoned medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Dental Screening and Exams:

Iowa Law mandates that each student entering high school, usually 9th grade, have a dental exam. Students will need to provide a valid Certificate of Dental Screening form. The school nurse has copies of the new form if your dentist doesn't have them. Please make every effort to get your child to your family dentist. For high school students, an exam within the past 1-year, from the start of school, is acceptable. There are resources available for those with financial hardship. Please speak to the nurse for more information.

ATTENDANCE POLICY (BP 501)/COMPULSORY ATTENDANCE (BP 501.3)

Parents within the school district who have children over the age of five and under the age of sixteen by September 15 shall have the children in attendance at the building designated by the school board. Students will attend school the number of days or hours school is in session in accordance with the school calendar and for a minimum of 135 days or 900 hours. Students not attending the minimum days or hours must be exempted by this policy as listed below or referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma
- are excused for sufficient reason by any court of record or judge
- are attending religious services or receiving religious instruction
- are unable to attend school due to legitimate medical reasons
- has an individualized education program that affects the child's attendance
- has a plan under Section 504 that affects the child's attendance
- are attending an approved or probationary approved private college preparatory school
- are attending an accredited nonpublic school
- are receiving independent private instruction

-are receiving competent private instruction

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

The Melcher-Dallas Community School believes strongly that daily student attendance and punctuality are important components of a student's education. Daily attendance and punctuality contribute significantly for success in the classroom and are important in training for life after graduation. A student cannot achieve academic success while missing a significant number of full or partial days of school, repeatedly missing specific classes, or repeatedly being late to school or specific classes during the school day. It is the priority of the district to foster regular student attendance and reduce barriers to regular attendance to students in the district.

Parents/Guardians are asked to call the school or email the school secretary by 8:00 am on the morning of an absence with a specific reason for the absence. If a phone call or email is not possible, a note from a parent/guardian is required before the student returns to class, explaining the reason for the absence. Without a phone call, email, or a written note from the parent within one school day of the student's absence(s), the student will be given an unexcused absence(s). Work missed during an unexcused absence will be expected to be completed and turned in. Students will be allowed to make up all work missed due to any absence(except in the case of truancy, discussed below) and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

Students participating in school activities must be in school at least the second half of the day (periods 6-9) on the day of the event in order to participate or practice in any school activity. Only in extraordinary circumstances may this policy be waived by an Administrator.

Any planned absence must have prior approval by the parents/guardians and a district's administrator. Work is to be made up or arranged to be made up before the actual absence occurs. This applies to any absence planned by the family or absence from classes due to school related activities. Schoolwork assigned during an absence must be completed to the satisfaction of each learning facilitator whose class or classes were missed.

Chronic absenteeism/absences means any absence from school for more than ten percent of the hours in the semester established by the district.

When a student reaches an excessive amount of excused absences, excluding doctor-excused absences and school related absences (i.e. field trips), the student may lose credit in that class if the absences are hindering the student's progress towards a passing grade. The student and parent will be notified after five days or 35 hours of excused absence (excluding doctor excused and school related absences) warning that the child is close to being chronically absent. When the students has been absent for 15% of the semester, a School Engagement meeting will be scheduled with the building principal and At-Risk Coordinator. The following must participate in this meeting: the student, the student's parent, guardian, or legal or actual custodian if the student is an unemancipated minor, and a school official. The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to

the student's ongoing absences, and to create and sign an absenteeism prevention plan. Overall, the goal is to help the student find success in the classroom and to improve the student's attendance.

ABSENTEE PREVENTION PLAN

The absentee prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and the student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan, or violate the terms of the plan, the school official will notify the county attorney.

EXCUSED ABSENCES

1. Personal illness (the school may require documentation from a medical provider)
2. Medical appointments that cannot be scheduled after school hours
3. Extraordinary emergency in the home/family, family illness, or death
4. Prearranged absences should be approved by a district Administrator at least 24 hours prior to the absence such as family trips, etc.

Students attending athletic events during the school day will only be excused if:

1. The absence is prearranged and approved by parents/guardians
2. The student is a participant or team member and will be accompanied by the coach
3. The student will be accompanied by a parent or adult family member
4. The student will be attending the event by riding a school-provided Pep Bus for the event.

Final determination of excused/unexcused absences will be at the discretion of District administration. A student who fails to complete a pre-approved absence sheet may be subject to disciplinary action. Repeated violations of this policy may result in the same consequences as would be seen for an unexcused absence -- please see unexcused absences for complete details.

Families are encouraged to schedule medical appointments outside of school hours and family vacations during the scheduled school vacations if possible.

MAKE-UP WORK

Excused absences will allow the student two (2) days for the first day absent plus one (1) day for each additional day absent to make up schoolwork for full credit. If at all possible, the student should complete the work before the absence. Work not completed within the allotted time frame will be given no credit. Excused absences are those that have administrative and parent approval. Students returning to school following an absence will be required to take tests given on the returning day provided the test was announced prior to the absence. In cases where work is not completed on time, detention may be assigned. Teachers can give more time to finish work if deemed appropriate.

TRUANCY AND UNEXCUSED ABSENCES

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of hours in the semester. Truancy does not apply to the following students:

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

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine whether a student can make up work missed. Students receiving special education services will not be assigned to supervised study hall or in school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

An absent student not meeting the provisions required to have an excused absence will have an unexcused absence. Credit may be reduced or not given for work that a student missed during the unexcused absences. Students who miss class or lunch period without an approved excuse will receive the following consequences:

1st Offense -- A period of make-up time for each period, detention, or part of a period missed and parental notification may be made. This period of makeup time may be served after school, during In-School Suspension, or as determined by administration.

2nd Offense – An In-School suspension may be given, and parents will be notified. If a suspension is given, it will be recorded on the student's permanent record and the student may become ineligible for extracurricular activities according to the Code of Conduct.

3rd Offense -- Students may be given an In-School suspension or an Out-of-School Suspension and the suspension will be recorded in the student's permanent record.

When a student has three (3) unexcused absences in a class, the At-Risk Coordinator, Counselor, Assistant Principal, or Principal will meet with the student, the student's parents/guardians and the class learning facilitator to discuss the student's unexcused absences. An attendance agreement will be written for the student specifying the guidelines for attendance and consequences for not conforming to these guidelines or additional unexcused absences.

The student may not be allowed to return to school until a parental conference is held and an attendance contract is determined. The Student may again become ineligible under the Student Code of Conduct and will be placed on probation with the school. Students with unexcused absences may not receive credit for any missed schoolwork/tests. This decision will be at the discretion of the Administration.

Final determination of excused/unexcused absences will be at the discretion of District administration.

TARDINESS

The administration/faculty believes it is very important to be on time and establish a good record of

being responsible. Tardiness to class will be handled by the teachers on an individual basis. Excessive tardiness reported to the office may result in the loss of open campus or open lunch privileges. Students will be counted absent if they are more than ten minutes late.

- Students are considered tardy to a class if they enter the classroom after the bell without a pass from the office or another staff member
- Students will be assigned a major detention after the 3rd tardy per class, and every three tardies thereafter. This count will start over at semester.

ILLNESS/INJURY (BP 507.4)

A student who becomes ill or injured should report to the office. If it is determined advisable for the student to go home or receive more than routine first aid, a parent or responsible adult will be contacted. Every attempt will be made to reach a responsible adult before the student is allowed to go home.

ACCIDENTS (BP 507.4)

In case of an accident at school, emergency first aid will be administered, and parents or guardians will be notified. If the school is unable to reach the parents, emergency numbers will be used. Only staff members who have agreed to receive appropriate training will treat injuries which might involve blood or other body fluid contact. The emergency unit will be called when deemed necessary.

Illness/Attendance Policy (BP 501.3, 501.9, 501.10, 501.11)

Students will be excluded from school for the following reasons:

- Contagious/Communicable disease (chicken pox, pink eye, strep throat, impetigo, etc.)
- Temperature of 100.2 F or greater in the past **24 hrs.**
- Vomiting or diarrhea in the past **24 hrs.**
- Open wounds with oozing/drainage
- Any parasitic disease (head lice, scabies, ringworm, etc.) will be decided on an individual basis

As a general rule, your child is probably no longer contagious and may return to school when:

- The child's temperature has been normal for **24 hrs.**
- The child has had no vomiting or diarrhea for **24 hrs.**
- The child has been on antibiotics for at least **24 hrs.**
- The child has fulfilled the suggested exclusion periods for diseases and all evidence of the disease is gone. A written physician's note will be accepted also.

Please note: Please do not send your child to school if they have any of the above symptoms. If it is determined that your child is not well enough to be at school, the parents will be notified and expected to pick their child up from school as soon as possible. These policies are for the protection of the sick child as well as all of the other children and the staff.

Also, please keep the school informed of any change in home or work numbers and also emergency contacts. We must have a way to reach you when we need to.

DISCIPLINE (BP 503)/STUDENT CONDUCT (BP 503.1)

Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Students shall conduct themselves in a manner fitting to their age level and maturity, and with respect for the rights of others. The Melcher-Dallas Community School District desires to offer the best educational program possible for the students of the Melcher-Dallas community.

Discipline Policy

It is the philosophy of the Melcher-Dallas Community School to be a safe and secure place for all students and school personnel. Appropriate behavior is integral in optimizing student achievement. Melcher-Dallas School encourages students to learn responsible behavior. Pupils shall be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions.

DETENTIONS

Teachers may assign a minor detention for minor behavioral infractions. Minor detentions are twenty minutes in length and will be served in the teacher's classroom who assigned the detention at a time determined by the teacher. Teachers must notify the parent/guardian if they assign a minor detention. Teachers may assign a major detention for more serious or repeated behavioral infractions. Major detentions will be served on Wednesdays in a designated spot. Students assigned a major detention must report by 3:50 p.m. and are required to work quietly on academics. Students may not use electronics or sleep during the detention. If the student does not comply with the expectations, they will be asked to leave and will be required to serve an additional detention. The detention supervisor is in charge and may make any work assignments necessary. Detentions will end at 4:30 p.m. for students having satisfactorily completed their detentions. Teachers must notify the parent/guardian if they assign a major detention. No exceptions will be made for extra-curricular activities.

DISCIPLINARY CONTINUUM

Students at Melcher-Dallas Jr/Sr High School could be disciplined a maximum of eleven (11) times during a school year before being recommended for expulsion. It shall be within the discretion of the Board of Education to expel a student for a single discipline incident or after the twelfth (12th) incident. The disciplinary continuum is not meant to be implemented in a progressive order. Consequences for inappropriate student behavior will be assigned by administration as deemed appropriate by school administration.

A. Detentions: Each student may earn a maximum of five (5) major detentions in a school year. Each detention slip must be signed by a parent/guardian before the student serves the assigned time. Failure to stay on the assigned date will result in earning another detention. After every served detention, someone from the counseling staff will visit with the student and explain where they stand on the number of discipline incidents for this school year.

B. In-School Suspension: Each student may earn a maximum of three (3) In-School Suspensions in a school year. A letter explaining the reason for this assignment and the total number of discipline incidents for this school year will be sent to the parent/guardian for each assigned In-School Suspension. Failure to serve on the assigned date will require the parent/guardian to meet with the student and principal before returning to school. If the absence from the In-School Suspension is excused, the date will be reassigned with no penalty. If the absence is unexcused, the student will earn another In-School Suspension.

C. Three-Day Suspension: Each student may earn one (1) three-day out-of-school suspension in a school year. A letter explaining the reason for this assignment and the total number of discipline incidents for this school year will be sent to the parent/guardian. During this suspension, the parent/guardian must

develop a successful behavior plan with the student and principal before the student is permitted to return to school.

D. Five-Day Suspension: Each student may earn one (1) five-day out-of-school suspension in a school year. A letter explaining the reason for this assignment and the total number of discipline incidents for this school year will be sent to the parent/guardian. During this suspension, the parent/guardian must develop a successful behavior plan with the student and superintendent before the student is permitted to return to school.

E. Seven-Day Suspension: Each student may earn one (1) seven-day out-of-school suspension in a school year. A letter explaining the reason for this assignment and the total number of discipline incidents for this school year will be sent to the parent/guardian. During this suspension, the parent/guardian must develop a successful behavior plan with the student and representatives from the Board of Education before the student is permitted to return to school.

F. Expulsion: Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

Parent Contact Conference

When it is necessary to discipline students for misbehavior parents will be contacted and advised.

Truancy

Any child over seven and under sixteen years old who is in proper physical and mental condition to attend school is expected to do so regularly or he/she will be considered truant. Truancy is the act of being absent without a reasonable excuse. Unexcused absences include, but are not limited to: oversleeping, car trouble, shopping, vacations without a 5-day prior approval, unapproved college visits, appointments which could be arranged during non-school hours (i.e., tanning, haircuts, tuxedo/dress measurements/ pick-up), concerts, hunting, preparation or participation in parties and other celebrations, leaving school without signing out and without having parental/guardian permission; signing out but not having approval from the office; non-specific parent requests, tardiness, employment. Students may be referred to the county attorney for truancy.

Probation (BP 503.1)

A student is given a conditional suspension of a privilege, in addition to being reprimanded.

Removal from Class (BP 503.1)

A student will be sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

In-School Suspension

The student will attend school but will be temporarily isolated from one or more classes while under supervision. Students will be required to give their phone to the in-school suspension monitor. The student may not attend school activities or may not participate in a contest or extracurricular activities. Sleeping during in-school suspension is prohibited and will prolong the suspension. Students will be

expected to quietly work on assignments for the classes that they are missing. Any disrespect exhibited during in-school suspension will prolong the suspension and may result in an out-of-school suspension.

Out-of-School Suspension (BP 503.1)

The student is removed from the school environment, which includes school classes and activities. A student who has received an out-of-school suspension may be required to have a board hearing prior to readmission. Out-of-school suspension will be used with discretion and in the most serious instances.

Expulsion (BP 503.2)

Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense. The student will be provided an expulsion hearing with the board.

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

Corporal Punishment (BP 503.5)

Corporal punishment **may not** be used to discipline students. However, reasonable physical force not designed or intended to cause pain may be used upon a student with or without notice, when the use of such force is deemed essential by a reasonable person for the purposes of self-defense, to quell a disturbance, to obtain possession of a weapon or other dangerous object, to remove disruptive students, to prevent a student from the self-infliction of harm, to protect school district property, or for the protection of others.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force:

- seriousness of the offense
- attitude and past behavior of the child
- nature and severity of the punishment
- motivation of the teacher, age and strength of the child,
- availability of less severe but equally effective means of dealing with the situation.

State law also places limits 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. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

MAINTENANCE OF ORDERLY CONDUCT

All employees of the district share the responsibility for seeing that behavior of students meets the standards of conduct conducive to a learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline himself or herself.

ANTI-BULLYING/HARASSMENT POLICY

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The Melcher-Dallas CSD is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

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

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

2. "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

(1) Places the student in reasonable fear of harm to the student's person or property.

(2) Has a substantial detrimental effect on the student's physical or mental health.

(3) Has the effect of substantially interfering with a student's academic performance.

(4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

3. "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status

4. "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination, or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

All bullying & harassment complaints should be submitted in writing to the building principal, Mr. Suntken- Elementary & Mrs. Heaberlin- Jr/Sr High, of each building. Forms are available in every building office for students to complete.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report. Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

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

1. Inclusion in the student handbook,
2. Inclusion in the employee handbook
3. Inclusion in the registration materials
4. Inclusion on the school or school district's website,
5. (other)

The board will annually publish this policy. The policy may be publicized by the following means and a copy shall be made to any person at the central administrative office at Jr/SR High School.

- Student Handbook
- Employee Handbook
- Registration Materials, and
- On the Melcher-Dallas School's website.

Legal References:

Cross References:

20 U.S.C. §§ 1221-1234i (2004). 29 U.S.C. § 794 (1994). 42 U.S.C. §§ 2000d-2000d-7 (2004). 42 U.S.C. §§ 12001 *et. seq.* (2004). Senate File 61, 1st Regular Session, 82nd General Assembly, (2007). Iowa Code §§ 216.9; 280.3 (2007). 281 I.A.C. 12.3(6). 502 503 506

ACADEMIC POLICY (BP 505)

The purpose for being in school is to get a good education. Every effort has been made to provide this opportunity to students. As students progress through the junior/senior high school, they should keep the following points in mind:

1. Junior high students (7th and 8th graders) will take a curriculum which includes English, Math, Science, Social Studies, Physical Education, Careers, Computers, Health and Future Ready Skills. The students will have the option to take Band, Choir, Art and Agriculture.
 - *** Jr. High Students who fail in two or more core related areas in a semester will take Summer School to improve content skills.**
2. High School students (9th - 12th graders) will take a more comprehensive course of study. The courses will be more specific to help prepare for post-high school training and careers.
3. Basic requirements should be completed as soon as possible.
4. All of the requirements of the Melcher-Dallas Schools must be met in order to graduate. (BP 505.6)
5. Credits and courses in high school must include:

English/Language Arts.....8 total credits

- English 9 (2 semesters)
- English 10 (2 semesters)
- English 11 (2 semesters)
- Electives (2 semesters)

Science..... 6 total credits

- Physical Science (2 semesters)
- Biology (2 semesters)
- Electives (2 semesters)

Mathematics..... 6 total credits

- PreAlgebra, Basic Algebra, Geometry OR
- Algebra, Geometry, and Algebra II, OR
- Geometry, Algebra II, Math Elective

Social Studies..... 6 total credits

- American History (2 semesters)
- World History (2 semesters)
- American Government (1 semester)
- Economics (1 Semester)

Physical Education.....(6 semesters)

Fine Arts.....(1 semester)

- Electives.....(14 semesters)
- Personal Finance.....(1 semester)
- Computer Literacy.....(1 semester)
- Computer Science Principles.....(1 semester)
- Health and Fitness (Meets PE Requirement).....(2 semesters)
- Freshman Health(1 semester)
- Career/College Explorations.....(1 credit awarded at end of last semester of school)

- A candidate for graduation must successfully complete a minimum of 48 credits
- If a student fails a required class, it should be repeated as soon as possible to maintain the proper sequence
- A class may be added within the first week of each semester
- No class may be dropped without an “F” after ten class meetings
- All students must be enrolled in six academic classes and P.E. each semester
- All seniors must have five academic classes plus Health and Fitness

All classes from outside agencies used to fill graduation requirements must be approved by a committee made up by the principal, curriculum director and one classroom teacher. (All classes must be grade appropriate.)

Grading

The Melcher-Dallas CSD feels strongly about its need to grade and communicate those grades fairly and accurately.

- To increase accuracy, a more detailed GPA calculation will be used than has been used in the past
- To allow for the grandfathering in of this GPA calculation the grading scale below will be put in place beginning with the 2024-2025 school year for all high school students
- Letters are used to denote the quality of the student work and performance
- Some courses will be weighted, meaning that those courses will be worth more than other courses to encourage students to take more difficult courses. They will use the 5.0 scale noted below. Those courses will be noted in the student course handbook and will also include college courses.

GRADING SYSTEM (Cumulative GPA is computed each semester using all credits grades 9-12)

4.0 point scale and 5.0 point scale

A 4.00	A 5.00
A- 3.67	A- 4.67
B+ 3.33	B+ 4.33
B 3.00	B 4.00
B- 2.67	B- 3.67
C+ 2.33	C+ 3.33
C 2.00	C 3.00
C- 1.67	C- 2.67
D+ 1.33	D+ 2.33
D 1.00	D 2.00
D- 0.67	D- 1.67
F 0.00	F 0.00

To calculate GPA for one term:

1. Multiply the point value of the letter grade (see scale above) by the number of credit hours. The result is the grade points (quality points) earned.
2. Total the credit hours for the term; total the quality points for the term.
3. Divide the total quality points by the total credit hours. The result is the GPA for the term.

To calculate cumulative GPA:

1. Follow steps 1 and 2 above for each term
2. Total the credit hours from all terms; total the quality points from all terms
3. Divide the total quality points for all terms by the total credit hours for all terms. The result is the cumulative GPA.

Progress Reports (BP 505.2)

Grades may be viewed on JMC online Parent and Student Portal. If you would like access, please contact the JH/HS Office for assistance.

Homework

It shall be the policy at Melcher-Dallas to encourage and require, as homework, those outside-of-class activities and assignments considered necessary to extend and enrich classroom activity. Assigned homework should be of reasonable quantity and contribute to educational growth. Students may be required to stay after school or come early to school for incomplete homework, after parents have been notified at least one day in advance.

Instruction at a Post-Secondary Educational Institution

In accordance with this policy, students in grades nine through twelve may receive academic or career and technical credits that count toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions. Students and parents or guardians shall be made aware of the post-secondary instructional opportunities as part of the development of each student's individual career and academic plan as required by law. The Superintendent or designee is responsible for developing the appropriate forms and procedures for implementing this policy and the following post-secondary education opportunities:

Concurrent Enrollment

The board may, in its discretion, enter into a contractual agreement with a community college to provide courses for eligible students in grades nine through twelve when comparable courses are not offered by the school district. Notice of the availability of the concurrent enrollment program shall be included in the school district's registration handbook, and the handbook shall identify which courses, if successfully completed, generate post-secondary credit. Students shall not be charged tuition for concurrent enrollment courses and shall not be required to reimburse the school district for tuition if they do not successfully complete a course. Students or their parents or guardians may be required to pay a fee consistent with the school district's established textbook policy and other materials for the concurrent enrollment course to the extent permitted by law. Students or their parents or guardians may also be required to provide their own transportation to and from concurrent enrollment courses to the extent permitted by law.

Students who successfully complete a concurrent enrollment course, as determined by the postsecondary institution, shall receive postsecondary credit in accordance with the institution's policies and high school credit that will be reflected on their high school transcript. The Superintendent or designee shall grant to a student who successfully completes a concurrent enrollment course a unit of high school graduation credit for every unit of high school level instruction successfully completed.

Post-Secondary Enrollment Option

Ninth and tenth grade students who have been identified by the school district as gifted and talented, and eligible eleventh and twelfth grade students, may utilize the Post-Secondary Enrollment Option ("PSEO") program. To qualify, a course must be a nonsectarian, credit-bearing course that leads to a degree, and in the areas of: mathematics, science, social sciences, humanities, career and technical education. A course is not eligible for PSEO if a comparable course is offered by the school district. In addition, courses at a community college with which the district has a concurrent enrollment agreement are not eligible for PSEO. Students shall not be charged for tuition, textbooks, materials, or fees related to a PSEO course with the exception of equipment that becomes the property of the student.

The school district shall reimburse the post-secondary institution for tuition and other expenses for each PSEO course up to \$250. Students who successfully complete a PSEO course, as determined by the postsecondary institution, shall receive postsecondary credit and high school credit. The Superintendent or designee shall grant to a student who successfully completes a PSEO course a unit of high school graduation credit for every unit of high school level instruction successfully completed. Transportation to and from the postsecondary institution is the responsibility of the student or parent or legal guardian of the student enrolled in a PSEO course. Eligible students may take up to seven hours of post-secondary credit during the summer months and receive high school credit upon successful completion of a post-secondary course. However, the student or student's parent or legal guardian are responsible for all costs associated with courses taken during the summer.

Students who fail a PSEO course and fail to receive credit are required to reimburse the school district for all costs directly related to the course up to the \$250.00 reimbursement maximum. Prior to registering, students under the age of eighteen are required to have a parent or guardian sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit. Reimbursement waivers may be granted by the board if sufficient verification is provided to show that the student was unable to complete the course for reasons outside the student's control, including but not limited to physical incapacity, a death in the student's immediate family, or a move out of the school district.

Correspondence Courses

In all cases of work for credit done outside the local school, the school administration shall first give it approval.

Auditing Classes

Students will be allowed to audit a course if room is available and with permission of the principal, counselor and teacher. Students auditing courses are expected to do all assignments and participate fully in class. No credit is given for an audited class.

Student Performance Testing for Classroom Credit (BP 505.9)

In meeting the needs of the students, the board may grant credit by performance testing for course work which is ordinarily included in the school district curriculum. Students wishing to receive credit by testing must have the approval of the superintendent prior to taking the test. Testing for credit may only be utilized prior to the offering of a course.

Student Records/Release of Information

The Melcher-Dallas Community School district maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to the following types of records: identification date, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor and teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school that he/she is attending. Any exception will be noted in the student's other records or by the person in charge of records maintenance for each school building.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years:

- School officials, teachers, and Heartland Education Agency personnel with a legitimate educational interest
- Officials of other schools in which the student wishes to enroll
- Representatives of state and local government when auditing and evaluating federal education program
- Officials connected with the student's financial aid applications
- Government officials to which information is to be reported under state law adopted prior to November 19, 1974
- Organizations which process and evaluate standardized tests
- Accrediting organizations for accrediting purposes
- Parents of dependent children, regardless of child's age
- Appropriate parties in a health or safety emergency

ANY OTHER ACCESS TO STUDENT RECORDS SHALL BE ONLY UPON WRITTEN CONSENT OR UPON COURT ORDER TO A LEGALLY ISSUED SUBPOENA.

Student records are reviewed, and inappropriate material is destroyed periodically, and, at a minimum, whenever a student moves from the elementary level to the junior high school and from the junior high school level to the high school level. It may also happen when a student transfers out of the district. Those records not important are destroyed within three years after graduation or discontinued attendance.

The parents of handicapped students over age 18 will be informed when personally identifiable information in the records is no longer needed to provide educational services and before the information is destroyed.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review education records of the student; to obtain copies of the records; to write a response to material in the record; to challenge the content of the record on grounds of inappropriateness, accuracy, or invasion of privacy; and the have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the aforementioned persons responsible for maintaining students' records.

The principal or person in charge of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family, as well as totality of the circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, and other similar information.

TO PREVENT THE PUBLIC RELEASE OF SUCH INFORMATION, WITHIN FIFTEEN DAYS OF ENROLLMENT OR WITHIN FIFTEEN DAYS OF THE DATE OF THIS PUBLICATION, A PARENT MUST FILE A WRITTEN OBJECTION WITH THE AFOREMENTIONED PERSON RESPONSIBLE FOR MAINTAINING STUDENT RECORDS.

Students and parents may file with the Department of Education complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records.

Correspondence should be addressed to: The Family Educational Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C. Street S.W., Washington, D.C. 20201.

Parents or legal guardians of a student have the rights to:

- Inspect and review the child's educational records;
- Ask for an explanation of any item in the records;
- Have copies made at a reasonable cost;
- Be informed of types of locations of records being collected or used by the agency;
- Ask for the amendment of any record if it is thought to be inaccurate, misleading or in violation of privacy rights;
- A records hearing if the agency does not make the requested amendment;
- Give or withhold consent to disclose a child's records;
- Be told to whom information has been disclosed.

EARLY GRADUATION (BP 505.7)

Students may complete high school early, but all requirements set forth by the school board must be met, and students must petition for this privilege. The counselor or principal should be consulted for details.

Library: Study Periods

Students are expected to use study period time to enrich their education progress. Attendance is mandatory and will be recorded, as would a class in accordance with the district attendance policy. All cell phones are placed in the caddy as directed.

Library: Study Periods/Student Behavior

Study periods are an integral and valuable part of a student's academic program at Melcher-Dallas. Study period time is provided for students to complete assigned homework, read, review homework, finish projects, make-up tests, read, and research. Study periods are considered as a place and time where students may expect to find and be a part of an environment conducive to studying. Students are expected to cooperate with the supervising staff member to maintain an academic environment conducive to studying for all students. Failure of students to cooperate with the staff member supervising the study period will have the student referred to the principal.

Specific Library Study Period Rules

1. Students should report to study period on time with something appropriate in his/her possession to study or read.
2. Upon entering the study period, students should immediately sit in assigned seats.
3. Students not in assigned seats will be counted absent.
4. Students wanting to go to other areas of the building will have a pass signed by the teacher who will be supervising the student. To leave the study period for this purpose, a student must have a pass from a teacher in his/her possession upon entering the study period. Students will not be allowed to leave the study period to get a pass from a teacher. The librarian or associate will not sign a pass to other locations.
5. Emergency situations for leaving the study period are to be determined by the study period supervisor.
6. Noise level within the study period must be one that is conducive to studying.

Library:

General Rules:

The library is an important part of our school. There are many students and teachers who use it every day, both for study and for enjoyment. The library's purpose is to study, do research and read for enjoyment. All patrons are asked to keep the library neat and orderly. In order to do this, the following rules have been established.

1. All materials **MUST** be checked out at the check-out desk. Each student and teacher will have an individual ID number.
2. Quiet is expected at all times. For the privilege of speaking, ask permission.
3. Two people may be seated at a table unless accommodation space becomes a problem.
4. Marking on books or LMC furniture is prohibited.
5. No more than five materials may be checked out at one time. Checking out more than five materials requires the permission of the librarians or associate. Materials are checked out for two weeks. Students are informed about overdue materials with the expectation that the material will be returned, renewed or replaced. If materials are lost, the individual will pay replacement costs. Fines will be assessed for damaged materials as determined by the librarian.
6. Students are encouraged to use all the print and electronic databases that are available. The librarian will help students in their research.

Activities/Athletics Eligibility

Football, Volleyball, Basketball, Wrestling, Softball, Baseball, Track, Golf, Cheerleading and Cross Country, Melcher-Dallas National Honor Society, FFA, Student Council, Yearbook, FBLA, FCCLA,

Band, Choir, Speech, School Plays, Thespians, Dance Team, Science Club, International Club, Battle of the Books

Extracurricular Activities

Philosophy

The Extracurricular Activity program is provided to supplement the student's education. It is an important part of the total school program and contributes to the scope of the learning experience. A variety of activities are offered to appeal to as many students as possible.

The opportunity to participate may benefit the student in many ways. Emphasis is placed on opportunity; only the student can change this to reality. The school can make the program available, but only the student can provide the desire, enthusiasm, and effort which make it valuable.

We encourage every student to participate in some extracurricular activity. Students should understand that extracurricular activities are a privilege, not a right; therefore, the school expects a higher standard of conduct and behavior. Students must realize they represent their community, their peers, and their school. A student has broad obligations to meet as an individual in the attempt to become a successful young adult.

Activities/Athletics

The following activities are provided for students at Melcher-Dallas Junior/Senior High School:

- To participate in any extracurricular activity, the individual will meet a set of criteria established to attempt to ensure the activity programs maintain their educational value
- These guidelines are generally threefold
- Sponsors may expand these to meet the needs of particular programs

Addendum to Melcher-Dallas activity eligibility rules:

- Move to a 4-point system: F = 2 pts. D = 1 pt
This 4-point system will be adopted for all students in grades 7-12. It will be based on three-week increments to coincide with the three-week grade reporting period at the Jr./Sr. High School.
- If at the end of the reporting period a student has 4 points or more, they will be deemed ineligible for the following three weeks
- If at the end of each 3-week reporting period the student is below the 4-point minimum, they will be deemed eligible

The period of ineligibility will take effect the following Monday after grades are calculated. This means that if a student is in an event the Friday that grades are calculated, they may participate until Monday. Students will be allowed to practice with the team during the ineligibility period. Change the period of ineligibility from 3 weeks to 1 week if the students sufficiently raised their grades so as to not total 4 points. (Said student may become eligible **each week** during their ineligibility period if grades total less than 4 points.)

For the purposes of activities after the school calendar year ends, the student will be ineligible for the one week following the final day of school. If the student has 4 or more points at the end of the 2nd grade reporting period, they will be deemed ineligible the Monday following the Friday that grades are due.

According to state policy, if a student is not passing all classes at the semester, they will be ineligible the following semester. This is following the state mandated eligibility policy and must be followed.

State Eligibility Rules

1. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period
 - a. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy
 - b. For purposes of this sub-rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
2. If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 20 consecutive calendar days

***Students must complete a Twenty-day Ineligibility period in the next sport (and complete the season) in order to be Eligible for any other extra-curricular activity.**

Good Conduct Rule (BP 503.4)

The following rules of good conduct shall be in effect with regard to all students in the Melcher-Dallas Community School District. The students at Melcher-Dallas are judged by their character and conduct during the school day, as well as before and after school hours and during the summer months. Any students whose conduct and habits are not consistent with the standards set forth by Melcher-Dallas School District are subject to punishment under these rulings.

Good Conduct Procedures

Any student who is observed by a certified staff member or law enforcement official, or admits to, or at a judicial or administrative proceeding is found by substantial evidence to have any of the following, is in violation of the Good Conduct Rule:

1. Possession of alcohol beverages with knowledge, intent and control thereof. This includes lockers, automobiles and other personal belongings.
2. Consumption of alcoholic beverages.
3. Possession of controlled substances as they are defined by the Code of Iowa, without legal prescription, and with knowledge, intent and control thereof. This includes lockers, automobiles, and other personal belongings.
4. Use of controlled substances as they are defined by the Code of Iowa, and without a legal prescription.
5. Use of tobacco in any form.
6. Committing theft, vandalism, or other serious offenses, including those which would violate the Iowa Criminal Code, as to make the student unworthy to represent the ideals and standards of his/ her school.

The following due process shall be afforded a student who is charged with violating the Good Conduct Rule:

1. The student shall be provided a hearing with the high school administration. At this hearing, the

student will be given notice of which provision of the rule he/she has violated and the basis of that charge. After such notice, the student shall be given the opportunity to present his/her side of the story. The high school administrator shall determine whether the student has violated the Good Conduct Rule and shall notify the parents or guardian of the decision.

2. The student, parent, or guardian may appeal within five days to the superintendent. The superintendent shall conduct the appeal hearing within five days after receipt of the appeal notice. The decision of the superintendent shall be made in writing.

3. The superintendent's decision may be appealed, within five days, to the Board of Education appointed administrator. The Board appointee shall schedule the appeal for a regular or special meeting of the Board of Education. The decision of the Board of Education shall be set forth in the written minutes of the Board.

4. Sanctions: "Standout students, whether in athletics, forensics, dramatics, or other interscholastic activities, play a somewhat different role from the rank and file. Leadership brings additional responsibility. Those student leaders are looked up to and emulated. They represent the school and depict its character. We cannot fault a school board for expecting somewhat more of them as to eligibility for their particular extracurricular activities." *Bunger vs. Iowa High School Athletic Association.*

A student involved in extracurricular activities who has been found to have violated the Good Contact Rule during enrollment at Melcher-Dallas shall be penalized as follows:

First Offense: Revocation of open campus lunch if applicable, plus three to ten game suspension from participation of all extracurricular activities involving interscholastic games; three, four or five game suspension for those situations where information is volunteered, and cooperation is freely maintained. Serious attempts to control the recurrence of violations will help keep the sanction at three to five events, such as attending alcohol and drug rehabilitation programs. A sanction of up to ten events is for situations where information is generally known in the student body but withheld to avoid accountability. Students who perform in groups associated with the school shall not perform for three, four or five weeks as determined by the administration. These include band, chorus, speech, drama, etc. Elected officers of student groups shall not represent the school for a period of three, four or five weeks as determined by the administration. These include FCCLA, FBLA, FFA, Student Council, class officers, etc.

Suspensions will be enforced at the time they are reported to the administration:

- 1st offense: 25% of the season
- 2nd offense: 18-week suspension
- 3rd offense: 1 full calendar year suspension

Sanctions which cover two seasons, or two or more activities simultaneously will be prorated, and the performances of weeks will be determined at the origin of the sanction by the administration.

Second Offense: Eighteen weeks suspension from participating in all extracurricular activities. Sanctions with less than 18 weeks remaining in the school year will carry over to the next activity. The end of the baseball/softball season to the beginning of the next football/volleyball season shall not decrease the time of the sanction. Students that self-report will be reduced to 12 weeks.

Third Offense: One full calendar year suspension from participating in all extracurricular activities.

In addition, the student may be required to ride to school on a school bus or provide transportation other than his/her own vehicle.

The above sanctions are intended as a supplement, not a substitute, for other disciplinary sanctions found in the school board's policies.

Activity Bus

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

Students who ride an activity bus must ride to and from the event on the bus. Students must also ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

IOWA HIGH SCHOOL ATHLETIC ASSOCIATION HAZING POLICY

The Iowa High School Athletic Association believes all individuals should be treated with respect and dignity. Students should be able to participate in IHSAA-sponsored programs in an environment free from any behavior that is intimidating, hostile, offensive, or dangerous. Each member school is responsible for taking such action and enacting such policies as may be necessary to address incidents of hazing and to ensure such conduct is prohibited. Policies enacted by schools should be in accordance with sections of the Iowa Code that address hazing.

Hazing (Iowa Code Section 708.10)

1. a. A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.
- b. For purposes of this section, "forced activity" means any activity which a condition of initiation or admission into is, or affiliation with, an organization, regardless of a student's willingness to participate in the activity.
2. A person who commits an act of hazing is guilty of a simple misdemeanor.
3. A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.

NATIONAL HONOR SOCIETY (BP 505.4)

Candidates for National Honor Society must be juniors or seniors in high school and have a minimum of **3.50** cumulative grade point average. Candidates will be judged on leadership, service and character.

LEADERSHIP is demonstrated by holding office in clubs or classes. Leaders take initiative in class and school activities and strive to aid others by setting a good example.

SERVICE is demonstrated by working to help others without compensation or recognition. People who serve, volunteer time and abilities to improve their school and community are giving service.

CHARACTER is demonstrated by such qualities as reliability, honesty and sincerity. Character is

achieved by adhering to principles and having a positive attitude.

Student Council (BP 504.1)

Student Council is open to all interested students in grades 7 through 12. All Students Council members represent the student body as their leaders. If a student wants to participate, he/she comes to the meetings, gives suggestions, and volunteers to do the work necessary to complete the activities that benefit the student body. When students make suggestions to improve the school, Student Council tries to make them happen. Students Council plans activities such as dances, career day, health day, Red Ribbon Week, the blood drive, and homecoming.

Junior High and Senior High Student Council meet at least once a month, but the work to plan and execute activities takes additional time and commitment from the members. Student Council projects and activities match the willingness of students to commit their time, effort and enthusiasm to complete the projects.

Student Council's major responsibilities include:

- Planning social events
- Representing students to the school board and administration
- Stating the student's point of view on possible rules and regulations
- Organizing student participation in school-wide projects
- Attending leadership conferences
- Serving on the school board advisory council

The president of the student council is elected by the student body as a whole. Each class elects two representatives. These members should be students with strong principles, good character, and a willingness to serve. Careful when consideration of these qualities will be important when it comes to selecting representatives. The best individuals for the job should be selected. The junior high and high school student councils meet separately and plan their own activities.

ATHLETIC/MUSIC AWARDS

It is the duty of each head coach/sponsor to determine the requirements for earning a letter in his/her particular sport or musical area. These requirements should be made available to all athletes/students prior to the season/year.

It is hoped that each coach/sponsor will make the requirements fair and attainable but also challenging so that it will be rewarding and meaningful to the athlete/student who earns the letter.

Procedures for Issuing Athletic/Music Letters and Awards

At the high school level, award certificates will be issued to those who have earned them by the coach/sponsor. Participation certificates will be issued to all those who finish the season. Letters (along with the sport emblem pin and chevron bar) will be awarded to first year letter winners. After the first year, the athlete will receive a chevron bar for each additional year he/she letters. High school letters and awards will be given to the athletes by the coach at the sports banquet and/or the music students at the Fine Arts banquet held in the Spring.

ACTIVITY FUNDS (BP 504.6)

Opportunities for raising money for classes and other extracurricular activities are limited and divided among various groups. Collection of such funds must be approved by the principal. All funds will be deposited and receipted through the building secretary into the proper activity accounts.

OPEN NIGHT (BP 508.2)

Wednesday night is reserved for family activities. All practices are to stop so all students are to be out of the building by 6:00 p.m. Nothing is to take place at the school after this time.

DANCES/SOCIAL EVENTS (BP 504.4)

All such activities must be approved and placed on the school calendar well in advance. Guests are welcome, but one member of each couple must be from Melcher-Dallas School. Guests must be under the age of 21.

To bring a guest from outside the school, a student must:

1. Sign the guest in at the office prior to the activity
2. Acquaint the guest with school policies
3. Be responsible for the guest's conduct
4. Remember that high school dances are for 9th – 12th grade students only, and junior high dances are for 7th – 8th grade students only

Students are allowed to leave an activity any time after they arrive, but they may not re-enter the event once they have left. Junior High parents will be called before their child leaves the activity early. Students must be in attendance at school the day of the activity or have their absences excused in advance. All conduct, dress, and procedure rules apply during social functions. Some social activities will be closed to the non-students or guests.

Sponsoring organizations are to help see that guidelines are followed, and cleanup of the areas used is completed before leaving the school:

- Names of guests must be submitted to the Principal's office no later than two weeks prior to the dance
- The H.S. Principal shall have the option to refuse any guest
- Any student who has been expelled or under a long-term suspension from any school will be prohibited from attending

USE OF DIRECTORY INFORMATION (BP 506.2R1)

The student handbook or similar publication given to each student, which contains general information about the school, shall contain the following statement which shall be published at least annually in a prominent place or in a newspaper of general circulation in the school district:

The following information may be released to the public in regard to any individual student of the school district as needed: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height for members of athletic teams, dates of attendance, degrees, and awards received, most recent previous school or institution attended by the student, and all similar information.

Any student over the age of eighteen, or a parent/guardian not wanting this information released to the public must make an objection in writing by September 15 to the principal. The objection needs to be renewed annually.

Acknowledgement of Receipt Melcher-Dallas JH/HS Student Handbook

I acknowledge that I have received a copy of the Melcher-Dallas Community School District’s Student Handbook.

I understand that the Student Handbook is a general source of information and may not include every possible situation that may arise.

Parent’s Signature

Date

Student’s Signature

Date
