

Davis County High School Student Handbook 2025/2026

Mission Statement

One School...

One Community...

One Goal...

The Best That We Can Be.



Board of Education

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Joni Helton
Justin Hunter
Brent Wuthrich
Josh O'Dell
Doug Dixon
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Administration

Megan Christiansen, Superintendent
Derek Philips, Principal
Dave Mason, Activities Director

Administrative Assistants

Morgan Moyer
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Jurisdictional Statement

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school 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 concerning Code of Conduct are in effect 12 months a year.

A violation of the Code of Conduct 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 orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify or eliminate 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 high school for information about the current enforcement of the policies, rules or regulations of the school district.

Definitions

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

Notices

Accreditation

Davis County High School is operated under the authority of the Davis County School District and is accredited by the Department of Education of the State of Iowa and the North Central Association of Colleges and Schools.

Educational non-discrimination statement

Students, parents, employees and others doing business with or performing services for the Davis County Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, creed, national origin, gender (sex), marital status, socioeconomic status, sexual orientation, or disability in admission or access to, or treatment in, its programs and activities.

Davis County Community School Board Policy 102.1

Employment non-discrimination statement

The school district does not discriminate on the basis of race, color, age (except students), religion, creed, national origin, gender (sex), socioeconomic status, marital status, sexual orientation, or disability in admission or access to, or treatment in, its hiring and employment practices. - Davis County Community School Board Policy 102.1

Homeless Statement

It is the policy of the Board of Education to make certain that no child is deprived of a quality education due to being homeless. Special provisions will be made in record requirements for homeless children in the areas of health and academics. Concerned persons may contact the Davis County Community School District at 641-664-2200.

Davis County Community School Board Policy 501.12

Equal Employment Opportunity/Affirmative Action

It is the policy of the Davis County Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title 6 and 7 of the 1964 Civil Rights Act, Title 9 of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and in the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity in our country and an awareness of such individuals as members of a pluralistic society.

Inquiries or grievances related to this policy may be directed to Megan Christiansen, 608 South Washington Street, Bloomfield, IA 52537, Telephone (641) 664-2200, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Region 2 Office of Civil Rights within the United States Department of Education in Kansas City, Missouri.

Physical and Sexual Abuse

The Davis County School District believes child abuse should be reported to the proper authorities. School district personnel are encouraged and the law requires certified employees to report to the State Department of Human Services within 24 hours when in the course of their employment, they reasonably believe a child has suffered from abuse.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The superintendent shall be the designated investigator for child abuse complaints against school district employees.

However, complaints regarding child abuse by school district employees may also be reported to the high school principal, who shall be the alternate designated investigator for such complaints.

Complaints reported to a designated investigator shall be handled by the designated investigator in a timely manner, and no later than five (5) days. Upon receipt of the report, the designated investigator shall provide a copy of the report to the person filing and to the student's parent or guardian if different from the person filing. In cases where a complaint has been filed against a school employee, the school employee named in the report shall receive a copy of the report at the time the employee is initially interviewed by any investigator. The designated investigator, using an informal process of contacting and conferring with the pertinent parties, shall determine whether the complaint is groundless, inconclusive or founded.

If, in the opinion of the designated investigator, the complaint is unfounded and further investigation is not warranted, the designated investigator shall file a written report with the person making the complaint and the student's parent or guardian if different than the person making the complaint, within fifteen days after receiving the complaint. In cases where a complaint has been filed against a school district employee, the designated investigator shall also give a copy of the report to the employee.

If the designated investigator determines the complaint is founded, the designated investigator shall contact and turn over the complaint to local law enforcement authorities, which shall be considered level-two investigators. In cases where a complaint has been filed against a school district employee, the designated investigator shall give a copy of the investigative report to the employee's supervisor and document all action taken.

In cases of founded abuse involving a school district employee, upon receipt of the level-two investigator's report, the designated investigator shall forward copies of the level-two investigator's report to the student's parent or guardian, the person filing the complaint, if different from the student's parent or guardian, the school employee named in the complaint, and the school employee's supervisor.

In cases involving a school district employee and a student of the school district, a report must be filed with the commission in proven cases of abuse. Counseling services for the student must be arranged upon the request of the parents. Compiled information regarding unproven abuse shall not be placed in the employee's personnel file.

The designated investigator shall use prudent discretion in handling the information received and regarding an investigation of child abuse by a school district employee, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation.

Persons found in violation of this policy will be subject to discipline including, but not limited to, reprimand, probation, demotion, suspension or termination, or other sanction as determined appropriate by the board.

Directory Information

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher rating and observations, and external agency reports.

The following persons, agencies and organizations may have restricted access to student records without prior written consent to the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers and AEA personnel with legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid application.
5. Government officials to whom information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations that process and evaluate standardized tests.
7. Accrediting organizations for accreditation purposes.
8. Parents and legal guardians of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

Information from a student's educational records, designated a directory information by the school district, may be released without consent of parents. Parents will have an opportunity to deny the release of directory information without their consent in a notice stating their rights under federal law. This notice will be distributed annually. Directory information includes, but is not limited to, the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to the middle school level and from middle school to high school level and when a student transfers out of the district.

Those records not of permanent importance are destroyed within three (3) years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational 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, inaccuracy, or an invasion of privacy, and to have the records explained.

"No School" Announcements

In the event of severe weather or mechanical failure, school may be closed, delayed or released early. Such announcements will be made using the automated calling system, through email, or over the following TV and radio stations: WHO, KLEE, KCCI, KTVO, KBIZ, KDMU or cable news. If no report is given, assume school is in session. If in question, you may call 664-5000 for confirmation. The decision for school closings will be made formally between 6:30am and 7:00am. Announcements will also be posted to the dcmustangs.com website and Facebook page.

Fire Drill and/or Evacuation Instructions

Emergency Drills

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

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Please be aware of the posted instructions found in each classroom. Students are to exit the building or go to the required areas in an orderly and efficient manner.

Never stop at your locker for any reason!!!

Fire Alarm Signal--Intermittent sound of fire alarm system and flashing strobe lights

- 1) Leave your books at the desk where you are. After recall, you will go directly back there.
- 2) MOVE QUIETLY while leaving and re-entering the building.
- 3) Leave the classroom under the direction of your teacher. Orderly movement and thoughtful action must begin here and continue throughout the drill.
- 4) Marching lines must never attempt to cross. The leader of a line must wait and keep his line waiting if necessary.
- 5) The first two persons who go out of the doors should step aside to hold the doors open. Move to a safe area.
- 6) When recall sounds, return the way you went out.
- 7) Teachers should follow their class outside, bring a gradebook, take roll and report any missing students.

Tornado

The warning to all personnel of impending tornado danger will be one continuous blast on the bell system or auxiliary device in case of loss of electric power.

To avoid confusion and panic, all personnel will walk (not run) to these areas. Should our building be struck with the full force of the storm, students should make every attempt to protect their faces from flying glass by burying their heads in their arms and should not attempt to watch what might be happening. Teachers are reminded to take attendance to assist in accounting for all students.

In the case of a tornado – Please exit the room and turn to your right, sit down and face the wall.

2025-2026 School Calendar

Date	Event
August 14	Professional Development
August 18-21	Professional Development
August 25	First Day of School
September 1	No School – Labor Day
September 11	No School - Professional Development
October 10	No School - Professional Development
October 24	HS End of Q1 (42 days)
November 7	No School - Professional Development
November 10	P/T Conferences 4:30-8:00pm
November 13	12:30 Dismissal P/T Conferences (1-4, 5-8)
November 14	No School
November 17	EL/MS- End of T1 (56 days)
November 26-28	No School – Thanksgiving Break
December 23 – January 2	Winter Break - No School
January 5	Classes Resume
January 8	HS- End of Q2/S1(40 days)
January 9	No School - Professional Development
February 13	No School – Professional Development
February 16	No School – Presidents Day
February 24	EL/MS End of T2 (56 days)
March 6	No School - Professional Development
March 9	P/T Conferences 4:30-8:00pm
March 12	12:30 Dismissal P/T Conferences (1-4, 5-8)
March 13	No School
March 16	No School - Make Up Day If Needed
March 17	HS- End of Q3 (42 days)
April 3-6	No School - Easter/Spring Break
April 10	No School - Professional Development
May 8	No School - Professional Development
May 21	12:30 Dismissal - HS- End of Q4/S2 (43 days)
May 21	12:30 Dismissal - EL/MS- End of T3 (56 days)
May 22	No School - Make Up Day If Needed
May 25	No School - Memorial Day
May 26	No School - Professional Development

Extra-Curricular Sponsors

Art Club	Alex Nydle
Cheerleading	Britt Randolph
Color Guard	Alex Nydle
Dance Team	Amy Gingerich
Family, Career and Community Leaders of America (FCCLA)	Katy Houston
Fellowship of Christian Students (FCS)	Ranae Lujan
FFA	Amy Mosbey
Future Business Leaders of America (FBLA)	Kelsi Sankot
Instrumental Music	Jeff Cook
History Club	Joe Rasmussen
Junior Optimist Club	Michelle Grove
National Honor Society	Lindsay Cole
Quiz Bowl	Andrea Cottey
Spanish Club	Ranae Lujan
Spectrum Alliance Club	Alex Nydle
Speech/Drama Club	Joy Orwig
Student Council	Christopher Merck
Student Travel Club	Brooke Mason/Alex Nydle
Vocal Music	Christopher Gingerich
Yearbook/Publications	Alex Nydle/Collyn Ware

Support Staff

Stacy Blake	Para-Professional
Regina Bremer	Para-Professional
Aaron Bridgeman	Behavioral Interventionist
Angela Davis	Nurse
Brenda Fitzsimmons	Para-Professional
Julie Glosser	Kitchen Manager
Tish Johnson	Activities/Athletics Secretary
Dawn Kegarise	Para-Professional
Brittany McClure	Nurse
Michelle McCoy	Para-Professional
Morgan Moyer	Building Secretary
Mackayla Overturf	Para-Professional
Natasha Schaffer	Para-Professional
Meghan Shively	IT Director
Ashley Wright	Attendance/Driver's Ed Secretary
Brian Yearling	Para-Professional

Teaching Staff

Shane Blake	Health/Physical Education
Michele Bremer	Language Arts
Mike Bunnell	Mathematics
Lindsay Cole	Science
Jeff Cook	Instrumental Music
Andrea Cottey	Science
Mark Danley	Industrial Technology
Christopher Gingerich	Vocal Music
Michelle Johnson	Business
Coley Hanes	Social Studies
Trisha Horn	Online Instruction
Katy Houston	Family & Consumer Science
Ranae Lujan	Spanish
Sharlyn Marshall	Special Education
Brooke Mason	Language Arts
Dave Mason	Special Education
Christopher Merck	Mathematics/Science
Gage Mikels	Computer Science
Stephanie Milder	Mathematics/Instructional Coach
Amy Mosbey	Agriculture
Jim Nelson	Industrial Technology
Alex Nydle	Art
Joe Rasmussen	Social Studies
Kyle Roemerman	Mental Health Counselor
Madison Rushing	Guidance Counselor
Kelsi Sankot	Media/Communications/Business
Jeannine Simmons	Special Education
Brian Skaggs	Weights/Strength and Conditioning
Nathan Taylor	Mathematics
Collyn Ware	Language Arts

Daily Time Schedules

Normal	2-Hour Delay	Homeroom/Advisory
First 8:10 8:58	First 10:10 10:41	First 8:10 8:53
Second 9:02 9:50	Second 10:45 11:16	Second 8:57 9:40
Third 9:54 10:42	Third 11:20 11:51	Third 9:44 10:27
Fourth 10:46 11:34	Fifth 11:55 1:03	Fourth 10:31 11:14
Fifth 11:38 12:46	1st Lunch 11:55 12:17	Advisory 11:18 11:48
1st Lunch 11:38 12:00	2nd Lunch 12:17 12:39	Fifth 11:52 1:01
2nd Lunch 12:00 12:22	3rd Lunch 12:39 1:03	1st Lunch 11:52 12:15
3rd Lunch 12:22 12:46	Fourth 1:07 1:38	2nd Lunch 12:15 12:38
Sixth 12:50 1:38	Sixth 1:42 2:13	3rd Lunch 12:38 1:01
Seventh 1:42 2:30	Seventh 2:17 2:48	Sixth 1:05 1:48
Eighth 2:34 3:22	Eighth 2:52 3:22	Seventh 1:52 2:35
		Eighth 2:39 3:22
Short Assembly	Long Assembly	12:30 Dismissal
Period From To	Period From To	Period From To
First 8:10 8:54	First 8:10 8:49	First 8:10 8:34
Second 8:58 9:42	Second 8:53 9:32	Second 8:38 9:01
Third 9:46 10:30	Third 9:36 10:15	Third 9:05 9:28
Fourth 10:34 11:18	Fourth 10:19 10:58	Fourth 9:32 9:55
Fifth 11:22 12:31	Fifth 11:02 12:11	Sixth 9:59 10:22
1st Lunch 11:22 11:45	1st Lunch 11:02 11:25	Seventh 10:26 10:49
2nd Lunch 11:45 12:08	2nd Lunch 11:25 11:48	Eighth 10:53 11:16
3rd Lunch 12:08 12:31	3rd Lunch 11:48 12:11	Fifth 11:20 12:30
Sixth 12:35 1:19	Sixth 12:15 12:54	1st Lunch 11:20 11:50
Seventh 1:23 2:07	Seventh 12:58 1:37	2nd Lunch 11:50 12:10
Eighth 2:11 2:55	Eighth 1:41 2:20	3rd Lunch 12:10 12:30
Assembly 2:59 3:22	Assembly 2:24 3:22	

Rights and Responsibilities

Accident

Any injury, regardless of the extent, should be reported immediately to the person in charge.

Change of Address

Please inform the office of any change in address or phone number.

Cleanliness

Davis County High School is **YOUR SCHOOL**. Please take pride in the building and school grounds. Everyone must do their part to keep the building and grounds clean.

Complaints and Grievances

It is the goal of the district to resolve students' complaints and grievances at the lowest level. Students and parents are encouraged to address problems and concerns to the student's teacher or other employee, other than the administration, for resolution of the complaint. If the teacher cannot resolve the complaint, the student or parent may discuss this matter with the principal within ten days. If the principal cannot resolve the matter, the student or parent may discuss this matter with the superintendent within ten days after speaking with the principal.

Departure

With the exceptions of those remaining for extra help, detention, or activities, students must leave the school building and grounds at the close of the school day.

Fees

Appropriate school fees are to be paid at the beginning of each school year.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI) transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify should contact the principal of their school(s) for a waiver form and submit the form to the principal prior to the date fees are due. The waiver will not be considered retroactively after fees are paid. The waiver must be completed annually as it does not carry over from year to year.

Freedom of Expression

Under the United States Constitution, all individuals have the right of freedom of expression. Since, however, student expressions 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 viewpoint 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 to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

Publications

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

1. Students shall not publish or distribute materials that are obscene, libelous or slanderous.
2. Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate school regulations, or cause material and/or substantial disruption of the orderly operation of school. Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school sponsored publications.

Posting of Information

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

Fundraising

Since the Davis County Community School District provides facilities and personnel to aid classes on the raising and handling of funds, the school does have a vested interest in these funds. Because of this interest, the following policies are established regarding the use of the funds raised by any class or school organization at the Davis County Community Schools.

1. Funds will be used only for school sponsored activities or contributes to a school sponsored scholarship or cause.
2. The final decision as to whether the project or activity will be sponsored by the school will rest with the principal at the level concerned. The principal will consider the request of the class or school organization and the recommendations of the sponsor in making the decision.

Instructional Media Center (Library)

The Instructional Media Center is a learning center, a very important and necessary part of a student's education at Davis County High School. The Instructional Media Center is a place for quiet, individual study. Those students using the Media Center otherwise will be asked to leave. Books, magazines and all other material may be checked out for three weeks. All overdue material must be returned or renewed before a student will be allowed to check out additional material. The student must pay for all lost material.

Lunch

Davis County High School has a closed campus. All students must remain at school during lunch. Students choosing to eat must do so in the cafeteria or patio. Students may not leave school grounds or go to the parking lot without prior permission from the office. Any students in the corridors during lunchtime without prior permission will be subject to discipline up to out of school suspension. Students may go outside via the north doors only. Food and/or drinks may not be taken out of the lunchroom. Students must have their lunch card/ID badge with them when going through the lunch line for scanning/charging purposes.

Visitors

Students who wish to bring a visitor to school must first obtain permission from the office prior to the day of visitation. It is at the discretion of the principal if a visiting student will be allowed to visit. Students may only visit for one-half of a school day. The Davis County High School student assumes all of the responsibility for the behavior of his/her guest. Students may not have visitors during the first or last two weeks of either semester.

Withdrawal from School

Students who withdraw from school must obtain and complete the proper forms from the Guidance Office. All fees, fines and bills must be paid before a student is officially taken off class rosters. Students who dropout of school will not be permitted to re-register for classes until the following semester. Records and transcripts will not be forwarded until all obligations have been met.

Support Services

Mustang Accelerated Career Center (MACC)

The Davis County Flex Ed Program, located in the MACC building, emphasizes academic achievement, career development, personal/social growth, and lifelong learning. All instruction will lead towards a high school diploma. The Flex Ed Program is considered to be a part of the Davis County High School educational process. Students must apply and be accepted into Flex Ed. Administration will make the final decision on acceptance into the program.

Online School

Davis County offers an online school. See this [Google Slide Deck for more information](#).

Guidance

One counselor is available when information or assistance is needed. Appointments can be made with the counselor preferably during your lunch period or during your personalized learning or academic support period. The counselor will also be available before and after school.

Health Services

If a student becomes ill in school, he/she should report it to the nurse who will decide what should be done. **If the nurse is not in, students are to report to the office. Students must not leave the building because of illness without authorization.** Students who are in the nurse's office instead of class shall be considered absent from class.

Lost and Found

Students who find lost articles are to take them to the office where the owners can claim them. Students who lose an item should check in the office or with the custodians.

Medicine

While in school students are not allowed to take any kind of medicine unless under supervision of the school nurse or certified office personnel. All medicine brought to school must be checked in at the office upon the student's arrival at school. Students will not be called to the office to take medication. It is the student's responsibility to come to the office to take any medication when the medication is required.

Academics

Graduation Requirements

A total of 52 credits in high school are required for graduation, starting with the class of 2028. The class of 2027 will be 50, and the class of 2026 will be 48. All students are required to carry a minimum of six (6) academic subjects. Band and Chorus may be counted as the sixth subject. All students must carry a minimum of six (6) academic classes to be considered for the Honor Roll. All students must take at least one class from five (5) of the eight (8) strands offered at DCHS. The strands include: Construction, Agriculture, Culinary/Hospitality, Business, Human Services/Education, STEM, Fine Arts, Foreign Language. School board policy states that for a senior to participate in Commencement, all graduation requirements must be completed.

Career Readiness: 2 Credits

Required Courses: Future Ready Mustangs* (*Students are required to complete one quarter of this course per academic year for all four years.*)

Personal Finance*

English: 8 Credits

Courses: English I*, English II*, Conflict in Literature, American Literature, Literature in Film, English in the Workplace, Young Adult Literature, Graphic Novels, IHCC Comp 1, IHCC Comp 2, IHCC Intro to Lit, IHCC Public Speaking, other elective courses may be offered

Science: 6 Credits

Courses: Biology*, Conceptual Science*, Energy and the Environment, Light, Sound & Waves, Anatomy & Physiology, Chemistry, Natural Resources & Ecology, Physics, other elective courses may be offered

Mathematics: 6 Credits

Courses: Technical/Consumer Math, Algebra 1, Algebra 1A, Algebra 1B, Geometry, Algebra 2, IHCC Math Series, IHCC Math for Liberal Arts other elective courses may be offered

Social Studies: 6 Credits

Required:	Freshmen:	World History*
	Sophomores:	American History*
	Seniors:	American Government*

Many elective courses are also offered.

Health: 1 Credit

Required: Health* 9th grade

Physical Education:

Required: Must have PE each year

Elective: Weights

*Denotes Required Courses

Grading System

The following grading system is used at Davis County High School.

90-100 = A

80- 89 = B

70- 79 = C

60- 69 = D

0- 59 = F

Honor Graduates

Students that have a cumulative G.P.A. of 3.50 or better after seven (7) semesters will qualify as an "Honor Graduate". Honor Graduates are entitled to wear an honor cord at the graduation ceremony.

High Honor Graduates

Students that have a cumulative grade point average of 4.0 after 7 semesters will qualify as a "High Honor Graduate". High Honor Graduates are entitled to wear a medallion at the graduation ceremony.

Valedictorian/Salutatorian

A student must attend eight (8) semesters (full time) of high school to be in contention for Valedictorian/Salutatorian. Valedictorian/Salutatorian will be determined by using RAI calculation.

Dropping or Changing a Class

Students who wish to change their schedule will be allowed to do so the first five (5) days of each semester. Any student dropping from class after this time could result in an "F" recorded on his/her permanent record. Class changes will only be made in case of teacher request and must be approved by the principal.

Incomplete Grades

Students receiving incomplete grades will be given ten (10) days to make up the work. Should students fail to complete the work within the assigned time, they may receive no credit.

Semester Tests

Semester tests may be given.

Post Secondary Enrollment Option

Students may receive academic credits that count toward the graduation requirements for courses taught in post-secondary educational institutions. Students may not take courses from post-secondary institutions in place of required Davis County High School courses. The principal must approve courses. Students in grades eleven and twelve will be reimbursed for tuition and other costs directly related to a course approved by the Board of Education up to a maximum of \$250. Concurrent enrollment courses offered at Davis County High do not qualify for reimbursement.

The following are required to attend any IHCC course

1. Completed DCHS Application Form
2. Interview/meeting with student, parent, DCHS administration may be required.
3. Completion of student agreement form
4. Successful completion of previous academic courses

Enrollment in classes will be reviewed at midterm and end of term for each college class. Failure to uphold the agreed upon terms may result in students forfeiting their eligibility to enroll in additional classes. College class WILL be calculated into DCHS grade point average. Courses completed through designated online courseware will not be calculated in the DCHS grade point average.

Personalized Learning

Students enrolled in personalized learning classes will follow the following guidelines:

1. Students may only have one personalized learning period on their schedule per semester.
2. Students will report to a personalized learning space for attendance and remain in that space for the duration of the period.

3. Classes are self paced. When a student completes the course, another class can be loaded or the hour can be used as a study hall.
4. Students will not be permitted to leave campus without permission from the DCHS principal.

Report to Parents

Grades are available at all times through the powerschool app and parent portal. Report cards are issued upon request at nine-week intervals. Reports will be sent to parents of students doing failing work. Parent-Teacher Conferences will be held twice a year. Parents may reach out to teachers to discuss grades, class work, test scores, etc. relating to student progress at any time.

Career Readiness Indicator (CRI)

Each student will receive a score based on ambition, collaboration, communication, personal integrity, and respect. Attendance will also be considered. Teachers will all assign a score resulting in an average overall score. Administration may use this CRI score when determining whether students should participate in activities such as, but not limited to, homecoming, prom, apprenticeships, IHCC Academy enrollment, and issuance of a school permit. An acceptable CRI Score is 3.0 or higher.

Credit Recovery

Students that have failed a course will have the opportunity to recover credit through offered programs at Davis County High School.

College Visitation

There are times when it is necessary for a student to miss a school day to make a college visit. When a student feels it is necessary to miss, the following guidelines must be met:

1. Two days may be allowed.
2. College visits are appealable days in regards to the seven day absence policy.

Honor Roll

To be eligible for the Honor Roll a student must have a 3.25 DCHS grade point average or above. Additional coursework taken outside the regular program will not apply to the Honor Roll. The Honor Roll is figured at the end of first quarter, first semester, third quarter and second semester.

National Honor Society

The National Honor Society promotes appropriate recognition for sophomores, juniors and seniors who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service. Davis County High School is proud to maintain a local chapter of the NHS.

In the fall of each school year, scholastic records of juniors and seniors are reviewed to determine academic eligibility. Students must have a cumulative grade point average of at least 3.75 on a 4.0 scale.

Students who are academically eligible are notified and asked to complete the Student Activity Information form. This form is necessary for further consideration and must be returned by an established deadline. High School Faculty and Administration will review the student activity information forms and select new members based upon 3 criteria: leadership, character, and service.

The faculty advisor sees that the evaluation and procedures used are in compliance with the NHS Constitution. A secret ballot takes place. Candidates receiving a majority vote of the faculty council are notified of their selection and inducted. Once selected, members must maintain the standards of the National Honor Society. Any member not maintaining these standards may be put on probation for 45 days. Repeated infractions may result in dismissal from the program.

Academic Honors Banquet

Davis County High School hosts its annual Academic Honors Banquet each spring. This event honors 10th, 11th and 12th grade students who have achieved a 3.75 (or better) GPA for the first

semester of the current school year and the second semester of the previous year and have tested proficient or advanced proficient on the most recent ISASP results. Ninth grade students who achieved all A grades for the first semester as well as having tested proficient or advanced proficient on the most recent ISASP results are also recognized.

Student Attendance and Tardiness Procedure

The Davis County Community School District attendance policy is based on the fact that something important happens in class everyday and that the activity or interaction between teacher and student can never be duplicated. See Board Policies [501.09](#) and [501.09-R\(1\)](#) for more information.

In order for the Davis County High School staff to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly and the staff to be involved at all points in the process. One of the most vital points is that of student attendance. The following policy has been developed to encourage good attendance.

Chronic Absenteeism and Truancy

Chronic absenteeism/absences means any absence from school for more than ten percent of the days in the building grading period established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days in the building grading period established by the district. Truancy does not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are unable to attend school due to legitimate medical reasons;
- have an individualized education program than affects the student's attendance;
- have a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22; and
- are exempt under Iowa Code §299.24.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

School Engagement Meeting

If a student is absent from school for at least fifteen percent of the days in the grading period, the school official may attempt to find the cause of the absences and start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement 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.

Absenteeism Prevention Plan

The absenteeism 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 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.

Parents are requested to call the school when their student will be absent by 8am. If no call is received, the school may try to make a reasonable attempt to call the parents of the absent student.

Excessive Absences

If a student accumulates more than 20% unexcused absences in a class, he or she may lose credit for the class if the student was previously warned at 10% unexcused absences that two more may result in loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

Absences

For an absence to be considered excused, verification must be brought to the office by the end of each quarter or the absence may be considered unexcused.

Tardiness

Students who are late for school are required to report to the office. Students who are late for school may be subject to disciplinary action ranging from detention to In-School Suspension based on how late the student and the number of occurrences. Tardies to school may be excused upon the same reasonable grounds as those considered for absences.

The classroom or study hall teacher will discipline students who do not have a reason for being late to class or study hall. Tardy consequences will go as follows:

2 tardies to one class - teacher contacts parents and students serve lunch detention.

4 tardies to one class - students will serve a 30 minute detention on the following Wednesday after school.

*If a student fails to serve the Wednesday detention without prior permission from administration, he/she will be assigned an in-school suspension the next day.

Tardies will start over at each quarter.

Students who miss 20 minutes of class will be considered absent from class and that absence will be considered as an unexcused absence or a truancy. Truancy consequences may apply.

Excused Tardiness Includes, but Not Limited to:

1. Being late from a previous class. The teacher holding the student will write that student a pass.
2. Returning from a medical or dental appointment.
3. Emergency situation.

Unexcused Tardiness Includes, but Not Limited to:

1. Oversleeping
2. Loitering in the halls.
3. Arriving at school late for reasons other than medical appointments.

Other tardiness may be excused with the Approval of the Principal.

Signing Out of the Building

If a student must leave the building because of illness or for any reason other than a class, the student must make arrangements beforehand and sign out in the office when he/she leaves and also sign in when returning to the building. Leaving school without permission is classified as truancy.

Work Release

All work based learning experiences must be approved through our occupations coordinators or the guidance office and be part of a class awarding credit. Any other work release must be approved by the principal.

Hallway and Media Center Passes

Any student in the hallways at times other than passing time must have a pass. Before a student may leave study hall or other assigned areas, the student first must get a pass from the teacher he/she wishes to see. That student must present a signed pass to the study hall teacher before he/she can sign out. Teachers will not allow students to sign out without a pass. Students that leave without a pass will be considered truant.

Make-Up Work

In the case of an excused absence as described previously, the student will have the opportunity to make up, if possible, the work missed and receive full credit for the missed schoolwork. It is the opinion of the Board of Directors, the Administration, and the Staff of the Davis County Community School District; however, that a student is never able to “make up” the educational benefits gained from actual attendance in the scheduled class. Teachers may include participation points when computing a student’s final grade. A student would not be able to receive those participation points if that student was not in school.

When a student has been absent, it is the student’s responsibility to meet with all teachers upon returning to receive the work missed and establish deadlines for the completion of that work. The general rule of thumb on deadlines is two days for every day missed. It is the student’s responsibility to approach the teacher no later than the next regularly scheduled class period when the student returns to school. If the student fails to meet with the teacher, the student will not receive credit for the make-up work. Students may be required to make up missed work and/or class time upon the teacher’s request.

All work (assignments, projects, tests, etc.) announced in advance will be due on the announced day regardless if the student is absent the previous day. Exceptions may be made at the discretion of the teacher. Any assignment due the day the student was absent is due on the first day back if they were aware of the assignment. A student will be expected to make up any test missed during an absence if they were aware of the test before they were absent. Work for students who receive an out of school suspension will be available 24 hours after the suspension is issued unless other arrangements with the administration are made. The suspended student and/or the parents will be responsible for making arrangements to pick up materials and assignments. All work due during the suspension is due on the day the student returns to school. The student is to be prepared to take any test missed during the suspension when the student returns from the suspension. Other arrangements can be made at the discretion of the teacher.

Behavior Expectations

Discipline

Board Policy [503.09](#) Discipline of Students who make threats of violence or cause threats of violence will be followed.

The discipline policy establishes the rules governing the conduct of pupils in order to maintain a disciplined scholarly atmosphere, to achieve maximum educational benefits for all students, and to permit the orderly and efficient operation of the building

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes lying, behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but are not limited to, removal from the classroom, detention, suspension and/or expulsion.

The discipline policy shall apply to students during the following situations:

1. While students are on school property.
2. While students are being transported in school transportation vehicles.
3. While students are attending or participating in school activities, either home or away.
4. While away from school grounds, if such conduct would directly affect the good order, efficiency, management and welfare of the school.

Before a student is subject to disciplinary action, the following minimum steps of due process must be offered to that student.

1. The student must have been informed of the conduct that is expected or prohibited.
2. Prior to disciplinary action, an informal hearing will be held with the student at which time notice is given as to what he or she is accused of doing.
3. An opportunity should be given during the hearing for the student to present his or her side of the story.
4. The administrator must make the decision relating to disciplinary action based upon the incident which has been appraised from the knowledge gained.

Assault and/or Battery of School Personnel

Any student that commits an act that is physical in nature to a school employee or verbally threatens that same behavior will receive a consequence up to a recommendation to the Board for expulsion and a possible report to the appropriate police officials.

Criminal Acts

The commission of, or participation in criminal acts, can result in a report to, or involvement of law enforcement or other outside authorities.

Disrespect

Disrespect is defined as not showing the correct amount of courtesy to employees or other students. For any act of disrespect, a student may be disciplined ranging from detentions to a recommendation to the Board for expulsion.

Drugs and Alcohol

Students who have used, show evidence of use (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in close proximity to" the contraband), and/or are under the influence of alcohol or illegal drugs while at school or school related events will be subject to disciplinary actions as follows:

Students may be subject to a range of consequences of an out-of-school suspension for up to ten (10) days to a recommendation to the Board of Education for expulsion. At the option of the administration, the number of suspended days may be reduced contingent on a substance abuse program conducted by a substance abuse treatment center and any cost will be paid by the student.

Delivery, transfer, transactions for, or possession of alcohol, illegal drugs, or look-alike drugs while at school or school related events may result in a maximum penalty of a recommendation for expulsion to the Board of Education and a report to the proper policy officials.

Any student who assists or knowingly accompanies another student in violating the above regulation may also receive sanctions.

When reasonable suspicion exists students, lockers, backpacks or other personal belongings, and the student's vehicle may be subject to search and seizure by school administration.

Search and Seizure

In the interest of maintaining the health, safety and good order of the school environment, students shall not have prohibited items in their possession or control on school grounds, in school vehicles, or while participating in or attending school activities or events.

Prohibited items include:

- tobacco/vaping products,
- beer, wine, alcoholic beverages
- controlled substances
- look-alike substances
- paraphernalia used for the administration of controlled substances
- weapons, explosives, toy weapons
- poisons
- stolen property
- other devices or materials which are intended to interfere with school order

Building and Parking Lot Searches

Building and parking lot searches may be conducted with the use and support of the local police detection dog at any time. During these general searches students will place backpacks, tote bags, etc. in their locker or in the hallway and report to their normally scheduled class.

Licensed school employees and other employees of the district employed for security or supervision purposes ("authorized personnel") may, without a warrant, search a student's belongings, student lockers, desks, or work areas, under the circumstances outlined below in order to maintain the safety, health, discipline and order of the school environment.

Reasonable Suspicion: Except for periodic inspections, searches of students, their clothing, backpacks, duffle bags or other personal containers in the immediate proximity of the student and searches of lockers which a student may lock shall be conducted if there is a reasonable, justified suspicion that a criminal offense has been committed or a school rule has been violated by the student being searched and that the search will produce evidence of such violation. Reasonable suspicion may be formed by considering such factors as:

- Eye witness observations by school personnel
- Information received from a reliable source
- Suspicious behavior by the student(s)
- The student's past history
- Justified circumstantial evidence.

Reasonable Scope: The search must be reasonable in its intrusiveness when considering factors such as:

- The nature and seriousness of the suspected violation
- The age and sex of the student
- The demand of the search

Personal Search: Authorized personnel may ask a student to empty the following of his/her belongings when there is reasonable suspicion that the student has a prohibited item in his/her possession

- pockets
- handbags
- backpacks
- duffel bags
- other personal items

If the student fails to comply, an administrative staff member or his/her designee may search the student or the student's belongings. Searches which involve a pat down of the student or which involve the removal of any clothing shall be conducted by a person of the same sex as the student and shall be conducted in private and in the presence of a witness of the same sex. Except in cases of emergency (e.g., it is believed the student may harm himself/herself or others), other staff members shall not conduct a personal search. If a prohibited item is found in a personal search,

appropriate disciplinary action may be taken. Items which may be illegal to possess may be turned over to proper authorities.

Extortion

Extortion is defined as obtaining or attempting to obtain money, property or service of any sort by reason or threat. Any student who commits an act of extortion will be subject to disciplinary action as follows:

1st Offense: Minimum three (3) days out of school suspension; notification of parents.

2nd Offense: Five (5) days out of school suspension; referred to Board of Education and recommendation for expulsion.

Fighting and Use of Physical Force

Students involved in fighting and use of physical force, without just cause, will be subject to disciplinary actions as follows:

1st Offense: Up to three (3) days out of school suspension; notification of parents.

2nd Offense: Five (5) days out of school suspension; notification of parents; possible recommendation to the Board of Education for expulsion.

3rd Offense: Ten (10) days out of school suspension; referred to Board of Education and recommended for expulsion.

Students whose verbal or other actions lead to a physical confrontation may be considered under this guideline.

Police officials will be notified for certain situations based on premeditation and/or extent of the physical force.

Violations of this policy or procedure will be cause for disciplinary action up to and including recommendation to the Board for expulsion.

Insubordination

Insubordination is defined as the refusal of a student to obey a school rule, regulation or request of any school employee. For any act of insubordination, a student may be disciplined ranging from detentions to a recommendation to the Board for expulsion.

Misbehavior in an Assembly

May be assigned detentions or a suspension; notification of parents. Future assembly privileges may be suspended.

Misbehavior in the Cafeteria

1st Offense: May be assigned before and after school detention and/or clean up detail will be assigned. Cafeteria privileges may be withdrawn for a period of time. A student may bring a sack lunch and eat it in the office during his/her lunchtime. Serious offenses may call for a more serious penalty, i.e. suspension.

2nd Offense: May be assigned before and after school detention or a three (3) day suspension and long-term withdrawal of cafeteria privileges.

Theft

Students who steal will be subject to disciplinary action as follows:

Action may range from detentions to recommendation for expulsion to the Board of Education. A theft may be reported to the appropriate police official for action. Students must return all stolen property or pay for any stolen property that cannot be returned.

Profanity

Profanity is defined as the use of vulgar, abusive, obscene, insulting or inappropriate language (spoken or unspoken) and gestures. Students will be subject to disciplinary actions ranging from detention to a recommendation to the Board for expulsion.

Profanity (spoken or unspoken) directed at a staff member that is vulgar, abusive, obscene and/or insulting will result in disciplinary action ranging from a five (5) day out of school suspension to a recommendation to the Board for expulsion.

Possession of a Pocket Knife

Pocket knives of any size are not allowed at school. Any student who brings or is in possession of a pocketknife may be disciplined ranging from detentions to a recommendation to the Board for expulsion.

Possession of a Dangerous Weapon

A “dangerous weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, pocket knife or knife having a blade exceeding five (5) inches in length.

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

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

Students that are in possession of “look alike” weapons may be disciplined under this policy. Students will be subject to disciplinary actions ranging from detention to a recommendation to the Board for expulsion.

Tobacco and Vaping Products

Students smoking, vaping, or having possession of tobacco/vaping products, will be subject to the following disciplinary actions:

1st Offense: Up to three-day (3) out of school suspension; notification of parents, referral to law enforcement.

2nd Offense: Up to five-day (5) out of school suspension; notification of parents, referral to law enforcement.

3rd Offense: Up to a ten day (10) out of school suspension; notification of parents, possible notification of Board of Education with the recommendation of expulsion, referral to law enforcement.

Students in possession and/or using a look a like tobacco will be subject to disciplinary action ranging from detention to recommendation to the Board of Education for expulsion. **Students are reminded that possession or use of tobacco/vaping products is illegal. A student may be charged by the local police authorities for use or possession of a tobacco product regardless of the number of offenses.**

Vandalism

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

Any student vandalizing school property may be subject to a three day (3) out of school suspension and barred from school activities for a period of seven (7) calendar days. This includes the throwing of toilet paper (tee-peeing) and any other act that would be considered vandalism or harassment. (This includes anyone joined in the act of throwing toilet paper, conspiracy, acting in concert, or in the presence of). This policy also applies to all school personnel and their properties. This policy is in effect throughout the year.

Student-to-Student Harassment

Harassment of students by other students will not be tolerated in the school district. This policy is 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, 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.

Harassment prohibited by the district includes, but is not limited to, harassment including bullying, on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy after investigation may be disciplined up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment. Sexual harassment as set out above, may include, but is not limited to the following:

- *verbal or written harassment or abuse;
- *pressure for sexual activity;
- *repeated remarks to a person with sexual or demeaning implications;
- *unwelcome touching;
- *suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to unreasonably embarrass, distress, agitate, disturb or trouble students when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment. Harassment as set forth above may include, but is not limited to the following:

- *verbal, physical or written harassment or abuse;
- *repeated remarks of a demeaning nature;
- *implied or explicit threats concerning one's grade, achievements, etc.;
- *demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited, however, the superintendent has the right to discipline students who knowingly file false harassment complaints. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension or expulsion.

The administration shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case a student is harassed. It will also include effective harassment prevention strategies. The administration will also develop a process for evaluating the effectiveness of the policy by reducing harassment in the school district. The administration shall report to the board on the progress of reducing harassment in the school district.

Student Appearance

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 the 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 outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. **Students are prohibited from wearing low-cut tops, strapless tops, extremely short shorts, etc.**

Tops and shirts must cover the waistband of the bottom clothing apparel. Student's tops must not show the belly.

Students are not to wear head coverings in the building such as hats, caps, dew rags, bandanas or other head coverings. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement.

While the primary responsibility for appearance rests with the students and their parents, the administration and teachers reserve the right to judge what is proper and what is not. When in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Modifications may include covering or changing the appearance or dress.

Lockers will be assigned by the office upon request.

Student lockers are the property of the school district. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker will be charged to the student.

A student's locker can be searched whenever an administrator or teacher has a reasonable and justified suspicion that a criminal offense has been committed or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers will be confiscated. Illegal items may be given to law enforcement officials.

Students may not change lockers without permission of the Principal. All students are reminded that the physical education lockers are used by visiting teams during the year. It is imperative that the lockers are locked or that all possessions are removed the night of an athletic event.

Other Student Behavior Guidelines

Students should understand that any teacher or school employee has the authority to correct misconduct or submit a discipline referral to the administration at any time. Students should behave in a manner that will be a credit to our school. Students should refrain from the following:

1. Leaving trash/food anywhere in the building
2. Locker misuse
3. Displays of affection
4. Playing cards

Hallways before School

Students must remain in the lunchroom until the 7:55am bell rings.

Detention

Teachers have the authority to issue detentions before or after school to students for inappropriate behavior. Administrative detentions will be served on Wednesdays after school. Students must be on time and all expected standards of student behavior are enforced. Students will be required to leave their cell phone in a safe location in the school office while serving detention. Detentions issued by individual teachers will be served with that teacher unless that teacher makes arrangements. Any detention issued must be served that day after school or by the next day after school unless other arrangements are made to the satisfaction of the teacher. If you have a practice and/or other school/work commitment, serving the detention is the first priority. Arrangements must be made with coaches/supervisors to ensure the detention is served within the given timeframe. Failure to stay for a detention issued by the office or by a teacher may result in an in-school suspension.

Removal from Class

Students may be removed from a class if they are sent to the office for disruptive behavior three times during a semester. Removal from a class for discipline reasons will result in the student not receiving any credit toward graduation. A student may be removed from a class for the balance of the semester immediately if it is determined that the behavior situation is serious. The student will report to a designated area instead of that scheduled class. When students are removed from a class for disruptive behavior, a parent meeting may be required before a student can return to the class.

In-School Suspension

In-School Suspension is the temporary isolation of a student from the classroom and placement in an area of isolation for a part of, or an entire school day(s) while under proper faculty supervision. Students will be required to leave their cell phone in a safe location in the school office while serving in-school suspension. A parent meeting may be required before a student can return to classes.

Out-of-School Suspension

An out-of-school suspension is a period of time not to exceed ten (10) consecutive school days, which removes the student from the school building. A parent meeting may be required before a student can return to classes.

Expulsion

Expulsion excludes a student from school and all activities for any period of time in excess of ten (10) school days per semester. The Board of Education shall retain sole and exclusive authority to invoke expulsion as a disciplinary measure. If a student is recommended to the Board of Education for expulsion, that student will be suspended from school for a period not to exceed ten (10) consecutive school days. Students may be suspended for periods longer than ten (10) consecutive school days if the school and the parents agree upon it.

If a student is suspended, either in school or out of school suspension, or expelled, that student will be excluded from all Davis County Community School activities either home or away; either as a participant or as spectator, for the duration of the suspension. In addition, any student who is suspended is not permitted on school property.

Use of Electronic Devices and Computers

Electronic Devices

For the purposes of this handbook, "Electronic Devices" is defined to include portable two-way telecommunication devices, including but not limited to cellular phone with or without cameras, beepers, walkie talkies, smart watches, head phones/ear buds, or other hand-held computing devices used as a communication device, any portable electronic device capable of storing and; transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes and will be referred to as cell phones.

Cell Phones

Davis County High School recognizes the importance of teaching cell phone etiquette to our students. We want to ensure that cell phones are not a distraction during class time.

Davis County High School extends to students the privilege to possess, display and use cell phones, head phones/ear buds during passing time between classes, during meal times, and before or after school, provided such cell phones are not displayed, activated or used during class time. Cell Phones and other electronic devices may not be used in any manner that will cause disruption to the educational environment. Head phones/ear buds may not be worn during class time unless approved by the teacher.

Electronic Device (Cell Phone) Consequences

1st Offense: cell phone will be confiscated by the student's teacher or other district personnel and taken to the main office and bagged and tagged. The student will contact his or her parent/guardian and inform them of this warning and that on the second offense a parent/guardian must pick up the phone and a detention will be given.

2nd Offense: cell phone will be confiscated by the student's teacher or other district personnel and taken to the main office and bagged and tagged. The student's parent/guardian must pick up cell phone from the main office. The student will be assigned ½ hour of detention that must be served within the next 2 school days.

3rd Offense: cell phone will be confiscated by the student's teacher or other district personnel and taken to the main office and bagged and tagged. The student's parent/guardian must pick up the cell phone from the main office. The student will serve ½ day of in-school suspension for his/her third and each subsequent violation of this policy.

Use of Computer

Each student will be issued a computer for educational purposes at the beginning of the school year. Parents and students will sign a contract declaring responsibility for proper care and use of the device. Any damages that occur will be paid by the student/parent.

Online Etiquette

The use of the network is a privilege and may be taken away for violation of Board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Students should adhere to on-line protocol including but not limited to: respect all copyright and license agreements, cite all quotes, reference and sources, remain on the system only long enough to get needed information, then exit the system, apply the same privacy, ethical and educational considerations utilized in other forms of communication. Students' access for electronic mail will be through supervising staff account and/or their own account. Students should adhere to the following guidelines:

1. Others may need or access the mail so private messages should not be sent.
2. Delete unwanted messages immediately.
3. Use of objectionable language is prohibited.
4. Always acknowledge receipt of a document or file.

Inappropriate Use of Social Media

Students using social media that causes intended or unintended harm to another person will be subject to the following disciplinary measures:

1st Offense: May be assigned detention and/or suspension

2nd Offense: May be assigned up to three (3) days of In School Suspension, notification of parents

Restricted Material

Students shall not intentionally access or download any text, file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school activities, or will cause the commission of unlawful acts, or the violation of lawful school regulations.

Unauthorized Costs

If a student gains access to any service via the Internet, which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Misuse of Computer

Any student who knowingly misuses or alters a computer and/or software will be subject to discipline including out of school suspension and expulsion. Students found to be using websites to cheat on academic work may lose credit for that work. Classroom teachers and the principal will be responsible for determining if cheating occurred and will result in one of the below consequences.

Student Violations

Consequences and Notifications:

1. Fines or legal consequences of violations of copyright laws will be the responsibility of the student and parent.
2. Students who access restricted items on the Internet shall be subject to the appropriate action described in Board policy or regulations or the following consequences:

First Violation The student may lose Internet access for a period of time as determined by the supervising teacher and administrator. Students will receive no credit for the assignment if cheating of any kind occurred.

Second Violation The student shall forfeit all Internet privileges until reinstated.

Subsequent Violation Upon receipt of additional violations, the school administration may revoke all rights to the Internet for just cause.

Athletics and Activities

Participation in School Sponsored Events

In order to participate in school sponsored events students must maintain a CRI score of 3 or above and be in good standing in the following areas:

- Attendance

- Behavior
- Academic Grades

The school administration will make the final determination whether students are allowed to participate in any school sponsored event. This includes but is not limited to Prom, Homecoming Activities, Graduation Ceremony, Mustang Pride Day, Assemblies, Field Trips. Prom is by invitation only. Eligible students will receive an invitation to attend. Students missing more than 10% of school must have a meeting with administration before being considered for a prom invitation. Eligibility will be determined by administration.

Activities and Organization

Students at Davis County High School have the opportunity to participate in several activities and organizations. All students are encouraged to get involved in some way. It will be a very worthwhile and rewarding experience. The organizations and activities available to students are: Art Club, Student Government, Drama Club, FFA, Instrumental Music, Quiz Bowl, National Honor Society, Spanish, Speech, FEA, FCS, Spectrum Alliance and Human Rights, Student Council and Vocal Music.

Some rules governing organizations are as follows:

1. All organizations and activities must have a charter granted by the Student Senate.
2. All meetings, parties and other activities carried on by an organization or organized group must be scheduled through the principal's office.
3. Organizations planning to sponsor an activity must get permission from the principal.
4. All organizations and club dues shall be paid to the club sponsor/adviser of each organization. All money must be turned into the office for deposit.

Activity Tickets

All Davis County High School students have the option to purchase an activity ticket and will serve as a "pass" to all home events except for tournaments and special events.

Athletics

Students of Davis County High School have the opportunity to participate in many sports. Students are encouraged to try out for at least one sport. Sports available include: baseball, basketball, bowling, cheerleading, cross country, football, golf, softball, swimming (girls), tennis, track, volleyball and wrestling.

Extra Curricular Information

The following are eligibility requirements as established by Davis County School District:

1. To be eligible to compete in extracurricular activities, a student must be passing in six subjects at the end of quarter. Students not passing six subjects at the end of the quarter will not be allowed to compete/participate for a minimum of one week. The one week period will begin on the first Monday after the reporting period. At the end of that week, they will be eligible if they are passing the six classes. If they are not passing after one week, then they can become eligible immediately upon receiving passing grades. When a student is academically ineligible through two reporting periods, they will not be eligible until they meet the requirements for the second reporting period. Eligibility will be based upon quarter grades, not semester.
 - a. Students will become eligible through the Athletic Director and Assistant Principal by having a grade sheet turned in with their grades and the teacher signature for the class or classes in which they were ineligible.
 - b. During the time in which they are ineligible, they may continue to practice. They must abide by all of the teams rules, or the organizations rules, if they intend to participate once their ineligibility has ended.
 - c. If a student is ineligible at the end of the 4th quarter, they are ineligible for one week in the summer, or if they are not involved in a summer activity, they will have their one week of ineligibility carry over to the first week of competition the next

school year. This one week will only pertain to activities that start before the first quarter mid-term, since that will be a new reporting period.

- d. The following activities are covered by this policy and these rules: athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, all honorary and elected officials (homecoming, class officer, student govt.) state contests and performances for cheerleading or any other activity where the student represents the school district outside the classroom.
- e. A student must be in attendance for a full school day in order to participate in any extracurricular activity unless prior approval for an absence has been given by the administration. This includes competition day only. Any unexcused absence during the day prohibits the student from participating in competition for that day.

2. The following are eligibility requirements as established by the IHSAA and IGHSAU. A student is not eligible: (Iowa Code 36.15(2))

- a. If you do not have a physician's certificate of fitness issued this school year, or if you are twenty years of age or over.
- b. If you do not have a current, signed, up to date concussion form.
- c. If you have attended high school for more than eight (8) semesters. (Twenty days of attendance or playing in one contest.)
- d. If you did not pass the equivalent of twenty semester hours or more the previous semester. A student must pass all classes and make adequate progress toward graduation to remain eligible.
- e. If a student is not passing all classes at the end of a final grading period, the student is ineligible for a period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- f. If you were out of school last semester, or if you entered school this semester later than the second week of school.
- g. If you have changed schools this semester unless there is a change of residence of your parents.
- h. If you have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, un-mounted paper certificate of recognition, or if you have ever received any money for expenses or otherwise, for your participation in an athletic contest. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.
- i. If you have competed on an outside school team as a team member or as an individual while out for a sport and during that sport season without the previously written consent of your superintendent or designee.
- j. If you have ever trained with a college squad or have participated in a college event.
- k. If your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles and standards of your school.

Sportsmanship

All students are strongly urged to participate or attend school activities. Good sportsmanship dictates that visiting teams be treated as guests. Students that do not behave in a manner that is considered to be appropriate by school officials will be asked to leave the event regardless if the

event is at home or away. A student may be barred from attending any activity if in the opinion of school officials, the action(s) of the student warrants such a response.

Spectator Expectations

At Davis County High School these behaviors are **NOT** acceptable:

- | | |
|--|----------------------------|
| 1. Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event | Penalty - EJECTION |
| 2. Throwing articles onto the contest area. | Penalty - EJECTION |
| 3. Entering the contest area in protest or celebration | Penalty - EJECTION |
| 4. Physical confrontation, involving contest officials | Penalty - EJECTION |
| 5. Spectator interference with the event | Penalty - EJECTION |
| 7. Use of artificial noisemakers, signs or banner | Penalty - Warning/EJECTION |
| 8. Chants or cheers directed at opponents | Penalty - Warning/EJECTION |

Home School Eligibility

Any home school student that is also taking classes at Davis County High School and participating in extracurricular activities must pass 75% or better of those classes taken at Davis County High School to be considered eligible for participation.

Davis County Community School district will enforce the Code of Conduct to maintain a high standard for student activities. Policy Title: Rules Affecting Eligibility for co-curricular and extra-curricular activities, Code No. 508.4

Statement of Philosophy

The purpose of a good conduct rule is to help individual students involved in a co-curricular activity to take responsibility for their actions. Students who participate in activities serve as role models for peers and younger students, therefore, their attitudes and actions have an important impact on others.

Co-curricular activities are offered as an option and a privilege. Those who participate are expected to assume responsibility for maintaining high standards of behavior. Therefore, the Davis County High School has set standards for students who wish to participate in order for each student to have a positive learning experience as a participant in the co-curricular activity program.

Students who violate the good conduct rules may be determined ineligible. This policy does apply to students' habits and conduct in and out of school and during the school year and summer months.

Good Conduct Policy

Good Conduct Violations

- A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:
1. possession, use, or purchase of tobacco or vaping products, or look-alike products regardless of the student's age;
 2. possession, use, or purchase of alcoholic beverages, or look-alike substances including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in close proximity to" the contraband (ie. alcohol or other drugs), (or being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so.)
 3. possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, of otherwise lawful drugs, engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct!
- student conduct in or out of school that is such as to make him/her unworthy to represent the ideals, principles or standards of the Davis County School District.
- violation of the Davis County High School Activities and Athletics Social Media Policy and Guidelines.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible *if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.*

Violations may be reported any of the following ways:

- Self reporting by the violator
- Violation witnessed by school employee
- Reported by law enforcement
- Evidence of behavior through social media

Students who self report their violation will have a one-event reduction in their penalty on the 1st offense only. Self reporting must take place within 48 hours of the violation. It should be reported to one of the following: Activities Director, Coach, Assistant Principal, Principal, or Teacher. Students who have a violation on record may have a one-time offense reduction if they have gone 12 months without a violation and their first offense was a self report.

Good Conduct Violation Consequences

- The consequence for a violation for the first and second offenses within the student's school career in that building will be a number of contests or events missed according to what activity the student is involved in at the time of the violation. In addition to contests or events missed for the second offense for alcohol, drugs, or tobacco, the students will be encouraged to complete a substance abuse program. The penalty will be carried out in non-athletic activities in addition to athletic activities. If the non-athletic and athletic activities occur concurrently, consequences are served in all. If a student is involved at more than one level of sport (FR/JV or JV/V), the penalty will be based on only one level; the student may not compete at any level until the consequences at one level are served. While serving consequences of the code of conduct, students may be allowed to practice and accompany the team (out of uniform) with the approval of the head coach and activities director.

<u>Activity</u>	<u>Self Reporting</u> <u>(Only on 1st offense)</u>	<u>1st Offense</u> <u>20%</u>	<u>2nd Offense</u> <u>30%</u>
Baseball	4 games	5	8
Basketball	3 games	4	6
Bowling	2 dates	3	4
Cross Country	1 meets	2	3
Football	1 game	2	3
Golf	1 date	2	4
Softball	6 games	7	11
Tennis	1 date	2	4
Track	2 meets	3	4
Volleyball	2 dates	3	4
Wrestling	2 meets	3	5
Band	2 events	3	4
Clubs/Activities	1 event	2	4
Speech/Drama	1 event	2	4
Student Council	2 events	3	4
Vocal	2 events	3	4
Cheerleading	(same as sport cheering)		

Definition of Games/Events as defined by State Athletic Unions

2. Third Offense within the student's building career - The third offense will be suspension from any activities for a full calendar year. A calendar year is a twelve-month period between violations. This is effective from the date of the third violation. Substance abuse counseling for the student will be recommended with the recommendation that the family also be involved if the offenses involved substance abuse.
3. Subsequent Offenses within the student's building career - All offenses beyond the third violation will be suspension from any activities for another full calendar year. If a student is serving suspension for a third violation or any subsequent violation, and another violation occurs, the year will begin over.
4. Penalty Carryover - If a student's ineligibility is started in an activity and not fulfilled within that same activity, the penalty shall carry over to the new activity and the student will be ineligible to participate in the number of events remaining in the penalty.
5. Completion of an Activity Season - In satisfying an ineligibility penalty, a student must complete the activity in which he/she served any or all eligibility.
6. Good Conduct violations are handled by the Activities Director. The appeal process begins with the principal and then the superintendent.

This policy is not to be construed as the only policy governing those involved in athletics. The individual coach may have rules and regulations over and above these listed in this policy and may enforce them.

Driving, Bus and Parking Privileges

Driver Education

Students who are currently enrolled as full time students in the Davis County School District may have the opportunity to enroll in Driver Education given that the program is being offered. There will be a fee assessed for enrollment in the Driver's Education program. Priority will be given to students by chronological age. Students observed or found to be driving illegally while enrolled in Driver Education will be subject to the full extent of the law.

Graduated Driver Licensing

Effective January 1, 1999, an Iowa law established instruction permits, intermediate licenses and full licenses for persons 14, 16 and 17 years of age. Brochures outlining the system are available from the Iowa Department of Transportation. **Students under the age of 18 and who drop out of school will be reported to the D.O.T.**

Student Parking

All students driving to school must fill out a vehicle information form with the office and keep it current throughout the school year. Student lots are provided south and east of the high school. Students are not allowed to park in the staff or MACC Building parking lots. Parking on the west side of the high school is reserved for staff, visitors and parents. Parking stalls are marked for your convenience and students are asked to park properly (between the painted lines) at all times.

Students parking in areas other than the designated area during school hours may have their cars towed at the student's expense. The parking area is school property and students are not to loiter in that area during the school day. Students found in violation of parking rules and regulations may be subjected to paying a fine, having vehicles towed away at driver's expense, and/or loss of parking privileges on school grounds.

School administrators and/or designated representatives possess the authority to conduct a reasonable search of student automobiles when on school property and/or on property being used by the school.

Student Driving

Students driving themselves to and from school during the school day for educational opportunities supported by the district must have parent permission in writing and approval from school staff.

Students are expected to follow driving laws in the parking lot as they are on the road. Students reported to be in violation of these laws and expectations may be subject to disciplinary action that may include loss of parking privileges, loss of school permit privileges, and/or reporting to law enforcement.

School Bus Regulations

Students are to conduct themselves in accordance with District guidelines while riding a bus. Help make the ride pleasant by abiding by the rules and not disturbing others. Your bus driver is an important person in your school life. Do what he/she tells you, your life may depend on it. Any bus student that is to change buses or change from the normal bus pick-up point needs a written request signed and dated by a parent or guardian. This written request must be submitted to the transportation office for approval or disapproval.

School owned transportation will be used on all activity trips unless special arrangements are made with the principal. Students on school sponsored trips must return with the same group unless special permission is granted by the principal to do otherwise.

Bus Procedures

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destinations must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Students must carry their bus/lunch ID badge with them at all times and will be required to scan the ID card upon entering and exiting the bus.