

# **Southwest Valley High School 2021 – 2022 Student Handbook**



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## **Home of the Southwest Valley Timberwolves**

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## **SOUTHWEST VALLEY MISSION STATEMENT, MOTTO, BELIEFS**

Vision Statement: The SWV Community will create an enthusiastic learning environment to promote responsible and empathetic contributors to society.

Motto: Community Matters. Education Matters. We Matter. I Matter!

- We believe in a safe, secure environment to help nurture high expectations and achievement.
- We believe a good education equals good citizenship.
- We believe everyone has self-worth and should be allowed to take pride in his/her uniqueness and accomplishments.
- We believe in respect for individual rights, authority, and leadership.
- We believe everyone is capable of learning and should have the opportunity to function at the top of his/her ability.
- We believe educating everyone takes everyone.
- We believe that setting realistic goals, accompanied by challenge and hard work, promotes success.
- We believe in cooperation among family, school, and community.
- We believe in honesty and integrity.

## **STUDENT RESPONSIBILITIES**

It is the responsibility of students to know and follow all school rules and policies at school and at school activities.

As a student, I will strive to:

- Maintain the highest standard of honesty, integrity, tolerance, self-discipline, civility, respect for common good, law and order, and love of knowledge.
- Respect and be polite to all people.
- Respect myself by taking advantage of my education and opportunities to be the best person that I can be.

In the classroom, I will:

- Put forth my best effort each day
- Be respectful of everyone in the classroom and their right to an education
- Use every opportunity provided to become a more successful individual
- Seek the extra instruction, support and advice necessary to reach my potential
- Be on time, with all materials and homework, and ready to learn

### Daily Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Alt. "A/B" Day	Alt. "A/B" Day	Alt. "A/B" Day	Alt. "A/B" Day	Alt. "A/B" Day

#### Monday through Friday Time Schedules

Teachers Report	8:00 AM
Morning Bell	8:15 - 8:25 - 8:30
Block I	8:30 - 9:44
Wolf Den	9:48 - 10:20
Block II	10:24 - 11:38
	<i>FIRST LUNCH</i> 11:38 - 12:08
Block III	12:12 - 1:26 (Block III for First Lunch Students)
Block III	11:42 - 12:15 (First part of Block III for 2 <sup>nd</sup> Lunch Students)
	<i>SECOND LUNCH</i> 12:15 - 12:45
Block III	12:49 - 1:26 (2 <sup>nd</sup> Lunch Students Will Finish Block III)
Block IV	1:30 - 2:44
Seminar	2:48 - 3:15

## **ACADEMICS**

Southwest Valley High School strives to deliver Iowa Core curriculum. The vision for the Iowa Core is to ensure the success of each and every student by providing a world-class curriculum. The Iowa Core is designed to improve achievement of all students, preparing them for the world of work and lifelong learning. It identifies the essential content and instruction all students must experience.

### **GRADUATION REQUIREMENTS**

To graduate from Southwest Valley High School, a student must accumulate at least 56 credits. One credit will be earned for each class that is passed per semester. The following 33 credits and classes are required for graduation:

<b>Curriculum Area</b>	<b>Credits Required</b>	<b>Freshmen</b>	<b>Sophomores</b>	<b>Juniors</b>	<b>Seniors</b>
Social Studies	7	Social Studies	World History	American History	Government
English	8	Electives	Electives	Electives	Electives
Math	6	Algebra or Geometry	Elective	Elective	
Science	6	Physical Science	Biology	Elective	
Career Readiness	1			Career Readiness	
Health/PE	4 + 1	Health/PE	PE	PE (if needed)	PE (if needed)
<b>TOTAL REQUIRED</b>	<b>33</b>				

The remaining 23 credits will be made up of electives. The counselor, parents, and the student's seminar teacher will help in the selection of the coursework that will be most beneficial to a student's future endeavors.

### **EARLY GRADUATION**

Students may graduate prior to the completion of grade twelve if the coursework required for graduation has been fulfilled. Students must formally request to graduate early by submitting a letter to the principal by November 1 of their senior year. In addition, the student must have the approval of the board and a recommendation by the superintendent and the principal. Students who graduate early become alumni of the school district and are not allowed to participate in school activities. (Exception: scholarship applications, prom and graduation activities.)

### **ADDING OR DROPPING CLASSES**

Students at SWV High School will have FIVE (5) days to drop and add a class. This period will end with the fifth day of a new semester. Students are required to meet with a class or an activity for all eight blocks of their schedule. When asking for an "add" or "drop", a parent signature is required.

### **HIGH SCHOOL GRADE SCALE**

A: 92.5-100  
B-: 79.5-82.4  
D+: 66.5-69.4

A-: 89.5-92.4  
C+: 76.5-79.4  
D: 62.5-66.4

B+: 86.5-89.4  
C: 72.5-76.4  
D-: 59.5-62.4

B: 82.5-86.4  
C-: 69.5-72.4  
F: 0-59.4

## GRADE POINT AVERAGES

All Southwest Valley High School students will have their grades based on a "4-point" system. Only semester grades are used to figure grade point average and class rank. The breakdown for the point systems is listed below:

A: 3.7 -- 4.0	A-: 3.41 – 3.69	B+: 3.2 – 3.4
B: 2.8 – 3.19	B-: 2.5 – 2.79	C+: 2.2 – 2.49
C: 1.8 – 2.29	C-: 1.5 – 1.79	D+: 1.2 – 1.49
D: 0.8 – 1.19	D-: 0.5 – 0.79	F: 0.0 – 0.49

## HONOR ROLL

Students receiving a GPA of 3.00 or higher during any grading period (semesters only) will earn selection to the Honor Roll. A grade of D+, D, D-, or F in any class will disqualify a student from receiving this honor. Any student who has been named to the Honor Roll for the first semester of the current school year will receive an academic honor award at the end-of-year awards ceremony. Seniors achieving honor roll status for second semester will receive their award at graduation. Underclassmen named to the Honor Roll second semester of the current school year will receive their academic honor award at the first day of school kickoff assembly the following school year.

## NATIONAL HONOR SOCIETY

Membership in local chapters is an honor bestowed upon a student. Selection for membership is based on the following criteria:

- A GPA necessary for consideration is set at 3.5 or above on a 4-point scale. This is the standard for SCHOLARSHIP as outlined in the national guidelines.
- At the end of the first quarter, a list of eligible candidates will be compiled. This is based on the student's 4<sup>th</sup> semester GPA as a junior and 6<sup>th</sup> semester GPA as a senior. The first quarter of the current year is a factor for consideration but is not figured in the student's current GPA.
- When the applications have been received, the NHS sponsor will give a copy of each applicant's papers to each faculty member along with a rating and comment sheet. Each faculty member will rate each candidate in the areas of CHARACTER, LEADERSHIP, AND SERVICE as outlined in the national handbook.
- Once the rating sheets are complete, a selection committee, which is made up of five faculty members, will compile the data and make the final decision on students being selected for NHS status.
- For students who are not selected, the committee will determine in which area they are deficient.
- A letter will be mailed to all applicants to inform them of the outcome. If a student is not selected, the reason will be outlined in the letter.
- All students who are not selected have the right to appeal. The appeal process is outlined in the application packet.
- Each student will receive a packet outlining the application process and deadline for application. The application will contain a resume format and requirements, an essay format and requirements, the definition of NHS criteria, the induction procedure, and an appeal process.

All students who are selected to the NHS are required to maintain the standards of scholarship, character, service, and leadership. If a student fails to maintain any one of these standards, the NHS committee will conduct an investigation to determine if the student will be dismissed from the chapter.

A NHS member who transfers from another school must submit a letter of evidence from his/her prior school to be accepted into our school's local chapter. All transfer members must meet the standards within one semester to retain membership.

### **DUAL ENROLLMENT**

Students are eligible to enroll in postsecondary courses under the current guidelines established by the state of Iowa.

To qualify for any Senior-Year Plus course, students must be proficient in all areas of Math, Reading and Science according to the state guidelines of the Iowa Assessments. In addition, a student must have taken and scored a 19 or higher on the ACT test or have scored the minimum requirement on Southwestern Community College's "ACCUPLACER". Exception to this rule: CTE courses are now exempt from proficiency standards.

\*\*If a student fails to reach the proficiency level on the Iowa Assessments, an alternative assessment may be used to determine if a student is still eligible. SWV High School will use the student's most recent STAR scores for this assessment.

### **FAILING A COURSE**

During each semester, at intervals of 4½, 9, and 13½ weeks, parents or guardians will be notified by mail if their child is failing a course. Parents may also access online grades at any time to check grades throughout the school year. Please do not hesitate to call the school at any time if with questions concerning grades or academic progress.

### **ATTENDANCE**

#### **PHILOSOPHY**

Students attending SWV Community Schools are expected to attend classes regularly and be on time in order to receive maximum benefit from our educational program. It shall be the policy of the SWV Community School District to encourage regular attendance on the part of all students. Our staff believes that regular attendance is very important to the academic success of each student. The habit of good attendance, established early, will help a person to be successful throughout his/her lifetime.

### **PERFECT ATTENDANCE AWARD**

A student who is neither absent nor tardy for the entire school year shall receive a perfect attendance certificate at the annual awards ceremony. Being absent for school activities will not be counted as an absence.

### **EXCUSED ABSENCES**

Excused absences include but are not limited to:

- Illness – Family Emergencies – Medical Appointments
- Dental Appointments – Funerals – Accidents – Work for Parents
- Merited cases where prior arrangements have been made with the principal.

It is very important for parents to notify the school if your student is going to be absent. You must notify the high school office by phone or send a signed note prior to an absence. If your student is sick, please notify the office the day of the illness! Please call by 9:00 AM.

Each student who anticipates an excused absence (school function or family issue) shall present to the office, in advance, a written notice. The student will be required to get a make-up slip from the office that must be filled out by teachers and all work must be completed before the student will be allowed to leave. The make-up slip must be returned to the office!

- Failure to notify the school may result in the absence being classified as unexcused.
- Failure to make up assignments ahead of time may result in a grade penalty.
- All students who are absent from school for any reason must provide a written note from parents/guardians or have them call within one school day.
- Failure to provide this information will result in the absence being considered unexcused.
- Failure to complete the work will result in the student's teacher issuing a detention or a grade reduction.

Students who miss school due to illness will be required to get a make-up slip from the office that must be filled out by their teachers and all work must be completed by the designated time stated in the handbook. In the event a student gets sick during the night and sees a doctor the following day, students are asked to present a medical excuse.

Six health-related absences per semester requested by parents may be authorized by the administration without a doctor's excuse. A doctor's note will be required for a seventh health-related absence and for all subsequent health-related absences. Upon reaching a seventh day of absence, from any class, in one semester, student will be referred to the At-Risk team to review their attendance record. Depending on the nature of the student's absences, the committee may recommend one of the following:

- Extending the student's absence limits.
- Placing the student on an attendance contract. Failure to follow the attendance contract will result in unexcused absences and applicable consequences.
- If a doctor's note is not provided for a seventh health-related absence (or beyond), the student will not be able to participate in any school-sponsored activities.

The committee will base its recommendation on the nature of the student's absences and the student's efforts to keep up with his/her schoolwork. The committee's recommendation may be appealed to the superintendent of schools.

### **UNEXCUSED ABSENCES**

Students who are absent from school or class without a reasonable excuse may be subject to disciplinary measures. Reasonable excuses are outlined under Excused Absences. All other excuses shall be considered unexcused. Examples include, but are not limited to, oversleeping, skipping, shopping, and other personal business that can be handled outside of the regular school day.

### **NOTICE OF ABSENCES AND CHRONIC ABSENTEEISM**

The State of Iowa defines chronic absenteeism as missing 10% of school days during the course of a school year. This only excludes days missed due to school activities or suspensions. Students missing more than 10% of school days are in danger of being reported as truant to local authorities. As students accumulate excused or unexcused absences in a class, these steps will be followed:

1. At the first grade check of the semester, students with less than 90% attendance **and** a D or an F in at least one class on their report card will receive a letter. This letter will notify parents and/or guardians that their child has already missed 10% of their days and are struggling with grades.
2. At the second grade check of the semester, students on the list for the first time will follow step one. Students continuing on the list will have a meeting scheduled with parents and/or guardians, the at-risk coordinator, and the building principal to establish an attendance contract.
3. At the third grade check of the semester, students on the list for the first time will follow step one and students on for the second time will follow step two. Students continuing on the list for the third time will be notified they are in violation of their attendance contract. Students will not receive credit for classes in that semester with a D or F, and will be reported as truant to the county attorney. An attendance contract will once again be established to say that if a student does not maintain 90% attendance or higher for the duration of the contract, the school will initiate court proceedings under the law and ask that a judge require parents to appear in court.

### **LEAVING SCHOOL GROUNDS OR BUILDING**

No matter what the reason is for leaving school, all students must receive a pass from the office and present it to his or her teacher before they leave school grounds. Parents must approve all such passes either by phone or a written statement.

**\*\*No student is allowed to go to his or her car without the permission of the principal or secretary. You must have a valid reason! If given permission, a student must report back to the office after returning to the building. Failure to abide by this rule will result in disciplinary action covered in the discipline chart!**

### **TARDINESS**

With four minutes between classes, a student has little excuse for being late. Students not in their designated classroom at the bell will be considered tardy. If a teacher has kept their class past the end of a period, that teacher will inform the office and no tardies will be issued to those students. If a student is talking to a teacher and is running late for the next period, the student should get a pass from that teacher. Consequences for being tardy are covered in the discipline chart.

### **HOMEWORK / MAKE-UP WORK**

Schoolwork missed due to any absence will be completed to the satisfaction of each teacher whose class or classes were missed. Responsibility for making up the work lies entirely with the student. Not more than two school days should be given for make-up work for each day of being absent. Students absent for an extended amount of time will be given an adequate amount of time to make up his or her work. Parents are encouraged to contact the school for assignments.

Work for excused scheduled absences, including school-related activities, is to be turned in before leaving or it is due the first day the student returns to class. Students who have been absent (one day) are still expected to turn in all assignments that were due. In addition, they will be required to take all tests or quizzes on the day following the absence.

*Teachers may assign students to academic detention for work that is not turned in on time or a poor academic performance.*

## **STUDENT BEHAVIOR AND DISCIPLINARY CONSEQUENCES**

### **PHILOSOPHY**

Discipline begins in the home, but when a young person starts school, discipline becomes a cooperative venture involving school personnel, parents, and the student themselves. The SWV Community School District would like parents and guardians to work with the school to help their students become mature adults who demonstrate strong character and self-control.

At the secondary level it is expected that our students are sufficiently mature to recognize the need for a safe and orderly environment that allows each student the right to an education without disruptions. It is the responsibility of each of us; the parents, students, administration, staff, and Board of Education to protect this right.

In the discipline process, the dignity of each student must be protected with proper regard as to the student's race, color, creed, intelligence, and physical ability. In other words, every student deserves the right to be treated with respect. Students must realize it is their responsibility to treat other students and staff with respect. Mutual respect between all members of a school is the foundation on which great schools are built.

The SWV Community School staff is charged by the board of education with the responsibility of maintaining a school environment that is conducive to learning. Southwest Valley High School has implemented the Capturing Kids' Hearts process to maintain a safe, self-regulating, high-performing environment. Through the use of multiple strategies, teachers empower students and students empower each other, intentionally using common sense ways to treat each other. SWVHS believes in building strong relationships and caring for one another. With this in mind, the following student code of behavior has been approved.

### **DISCIPLINE CODE**

Rules and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district. In addition, rules are in effect while students are on school-owned or chartered vehicles, 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.

As a student at SWV High School, your first responsibility is to decide how you should conduct yourself while you are at school or school functions. Your second responsibility is to be prepared to accept the consequences of your actions. The following disciplinary actions and policies will be used to handle cases of inappropriate behavior. The administration retains the right to issue penalties for acts of discipline not specified herein.

### **DUE PROCESS**

Before a student is subject to disciplinary action under the Code of Student Behavior, the following steps of due process must be offered to the student.

- The student must have been informed of the conduct that is expected or prohibited.
- Prior to disciplinary action, a meeting will be held with the student at which time notice is given as to what he/she is accused of doing.

- An opportunity will be given for the student to tell his/her side of the story.

The administrator will make a decision relating to disciplinary action based upon the incident and the facts that were presented.

### **PLAGIARISM**

Plagiarism is defined as stealing or using someone else's words or ideas (published or unpublished) as their own without giving credit to the other person. Plagiarism includes, but is not limited to copying from an encyclopedia, reference book, critical sources, Internet sites, or other students. Please consult your instructor before turning in an assignment if you have doubts about whether or not you are violating the policy. A student deemed to have plagiarized work will be given the opportunity to redo the assignment properly within a timeline established by the teacher. If the student does not meet the deadline, the assignment will be marked as a zero in the grade book. Any further instances of plagiarism will result in a zero for the assignment.

### **CHEATING**

Cheating on an assignment, test, quiz, lab, project, etc. is unacceptable behavior. A student deemed to have cheated on class work will be given the opportunity to redo the work properly within a timeline established by the teacher for half credit. If the student does not meet the deadline, the assignment will be marked as a zero in the grade book.

### **AUDITORIUM**

The auditorium is off limits to all students except for scheduled assemblies, practices, or when accompanied by a teacher. Students are not allowed to pass through the auditorium between classes. Students entering the auditorium without permission will be subject to consequences as outlined in the discipline chart.

### **LYING**

SWV High School stresses the importance of building a school environment that exemplifies strong character. Blatantly lying is unacceptable behavior and will not be tolerated. Refer to the discipline chart for consequences.

### **INSUBORDINATION AND DISRESPECT**

- Insubordination: Insubordination is defined as being disobedient to authority or defying directive.
- Disrespect: Disrespect simply stated is "Interfering with"

This is unacceptable behavior and will not be tolerated. Students electing to express this type of behavior will fall under SWV's discipline chart.

### **TOBACCO – ALCOHOL – DRUGS – E-CIGARETTES – PARAPHERNALIA**

Possession or use of tobacco, e-cigarettes, alcohol, controlled substances, drug paraphernalia, look-alike substances or drugs on school grounds is prohibited. Refer to the discipline chart for consequences. Not only is this a discipline chart issue, it is also a Good Conduct violation.

## STUDENT BULLYING AND HARASSMENT

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

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to and including suspension and expulsion. Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

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

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal, Level One Investigator, or superintendent will be responsible for handling all complaints by students alleging bullying or harassment.

Individuals who feel that they have been harassed should:

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

An individual who believes that they have been harassed or bullied should notify the building principal or the Level One Investigator. The alternate investigator is the superintendent. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions. The principal/investigator will make a determination of any appropriate additional steps, which may include discipline and/or contacting legal authorities.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### **VANDALISM**

Vandalism is damage, defacement, or destruction to school or personal property. In minor incidents, students will be asked to correct the damage. In more serious cases, students will be expected to pay for their acts and local law enforcement may be notified. Students are also subject to an in-school or out-of school suspension depending on the severity of the incident.

### **PERSONAL ELECTRONIC DEVICES**

- Students may not use electronic devices during instructional time. The list of devices includes, but is not limited to: Cell phones, Apple Watches, Ipads, and any other communicative device. This does not include their school issued Chromebook.
- Students may use their electronic devices before school, after school, during passing periods, or during their lunch period. Students who choose to use electronic devices at any other time will be subject to the consequences in the discipline chart.
- Teachers will require that electronic devices be placed in a container prior to class. Failure to turn in electronic devices immediately at the request of the teacher will be subject to the consequences in the discipline chart.
- If students need to leave the classroom, electronic devices will stay in the classroom. The only exceptions will be if a student is going to the office to check out of school or is sent to the office for discipline reasons. Students sent to the office will turn in their devices to the secretary upon arrival. Devices will be given back to students at the end of the school day.
- In the classroom, many teachers use electronic equipment. If a student chooses to electronically interfere with the function of the classroom, he/she will be subject to the consequences in the discipline chart.
- The teacher or sponsor must approve all movies viewed at school or viewed while traveling in a school vehicle. No “R” or “X” rated movies may be viewed at any time.

### **DISPLAYS OF AFFECTION**

It is important that students learn the value of healthy and respectful display of affection. Students are allowed to hold hands, but other contact more physical or sexual in nature could result in the consequences outlined in the discipline chart.

### **PROFANITY**

Using profanity on school grounds is unacceptable, and violators will face the consequences outlined in the discipline chart.

### **DRESS CODE**

While the staff and administration values student individuality, some attire is not appropriate for school and school activities. Clothing choice should reinforce good character and modesty. Unless authorized by the principal, the following items are not to be worn in the building during the school day:

- Sunglasses
- Clothing with alcohol or drug-related messages
- Clothing with profanity or inappropriate words, messages, or graphics
- Clothing that contains any message that can be construed as sexual
- Clothing with messages that have been personally made for or by students

- Strapless shirts; cutoff, sleeveless shirts; shirts cut out at the sides; camisoles or shirts with narrow straps

In addition, students who attend SWV Community Schools must wear clothing that is not too revealing. Here are some guidelines to follow:

- Shirts should not ride up over the beltline at any time.
- Dresses or blouses should not expose the back or have plunging necklines.
- Clothing should not be transparent.
- If pants contain holes, the holes should be lower than the mid-thigh area of the leg.
- Any piece of clothing should not expose undergarments.
- The length of shorts, skirts, and dresses should be school appropriate and show judgment and modesty.

Any student with a dress code policy infraction will have an opportunity to change his or her clothing. If the student chooses not to abide by the request, the principal will make the final judgment about whether an article of clothing is appropriate. Dress code infractions are covered in the discipline chart, and the student will incur disciplinary consequences.

## **TRANSPORTATION**

The safety of every child on our buses is of great concern to all of us. Every precaution will be taken by the school to ensure that the children arrive at their destination safely, but this takes the cooperation of all parents. The safety of everyone is the sole purpose in setting up the following regulations governing the behavior of all students. These are not difficult to obey nor are they unreasonable, and if every student does his/her part, the trips to and from school can be much more enjoyable. The school district may utilize cameras to monitor bus behavior.

Rules for students who wish to ride on the school bus:

1. Students are under the authority of the bus driver and must obey him/her. Drivers will consult with administration regarding behavior concerns.
2. Students shall be at the designated loading point before the bus arrival time.
3. Parents will notify the bus driver in advance if he/she will not be riding.
4. Food and drinks are not allowed on the bus without prior approval of the driver.
5. Respectful communication will be used between all riders and drivers.
6. Students must ride their regular bus unless permission has been obtained from parents or school authorities.
7. The emergency exit is for emergency use only. Emergency evacuation drills will be practiced at various times so students know how to exit in case of an emergency.
8. Students who must cross the road to board or depart from the bus shall pass in front of the bus, no closer than 10 feet, look in both directions, and proceed with crossing only after being signaled by the driver. Students should NEVER walk behind the bus.
9. Seats may be assigned by the driver.

10. Smoking is not permitted in school vehicles.
11. Riders are to remain in a normal seated position, facing forward. Items should be kept out of the aisles.
12. Permission to open windows must be obtained from the driver. Throwing things, yelling out the windows, extending your head or arms out the window, etc. will absolutely not be allowed.
13. Nothing should be torn up or thrown on the floor.
14. Conversations are to be kept reasonably quiet to avoid distractions for the driver.
15. Anyone damaging the bus will be expected to pay for the necessary repairs.
16. When activity or pep buses are provided to school functions, students will be expected to ride both to and from the activity unless prior approval is obtained from the principal or given signed parental consent to coach or sponsor after the activity.

Violations of the rules will result in the following consequences:

- 1<sup>st</sup> Offense: The driver will fill out a bus conduct report with the principal. Parents will be sent a copy of this report.
- 2<sup>nd</sup> Offense: The privilege of riding the bus to and from school will be taken from the offender for five school days. Parents, student, transportation director, and driver (if needed) will meet and discuss the violation of rules. This may be a conference call with the parent while the others are in the principal's office.
- 3<sup>rd</sup> Offense: The privilege of riding the buses to and from school will be taken from the offender for 30 calendar days. Parents, student, transportation director, and driver (if needed) will meet and discuss the violation of rules.
- 4<sup>th</sup> Offense: The privilege of riding the buses to and from school will be taken from the offender for the remainder of the school year. Parents, student, transportation director, and driver (if needed) will meet and discuss the violation of rules.

Administration reserves the right to escalate through the consequences for behaviors deemed excessive or threatening. For extreme concerns, the student may be recommended for suspension or expulsion.

Any student or parent who has a problem or a question should feel free to contact the driver, director of transportation, building principal, or the superintendent of schools. We will try to do everything possible to make this year's transportation on school buses as safe as possible.

### **PHYSICAL AGGRESSION (FIGHTING)**

Physical aggression on school grounds, at school activities, in transportation vehicles, etc. is unacceptable behavior. Physical aggression would include but is not limited to fighting, striking or hitting, or any other act of physical aggression towards a student or a staff member. Depending upon the severity of the incident, students may be issued an In-School Suspension, Out-of-School Suspension or in severe cases, a student may be expelled from the district. (Fighting is outlined in the Discipline Chart)

**DISCIPLINE CHART**

\*\* Steps may be skipped depending on the severity of the violation. The administration has the right to impose any consequence if an incident occurs that is not covered in the chart.

<b><u>Violation</u></b>	<b><u>Step</u></b>	<b><u>Consequence</u></b>
<b>Tardy</b>	Every 5th Tardy	30-minute detention
<b>Inappropriate clothing</b>	Step I	Warning; clothing must be corrected.
	Step II	30-minute Detention; clothing must be corrected.
<b>Electronic Devices</b>	Step I	Item is confiscated until the school day is over.
	Step II	Item is confiscated until parents pick it up
<b>PDA</b>	Step I	Warning
	Step II	30-minute Detention
<b>Truancy</b>	Step I	30-minute Detention
	Step II	60-minute Detention
<b>Disruption or dismissal from class</b>	Step I	30-minute Detention
	Step II	60-minute Detention
	Step III	1 Day - Suspension
	Step IV	3 Day - Suspension
	Step V	5 Day - Suspension
	Step VI	10 Day - Suspension
	Step VII	Go before the School Board for possible expulsion hearing.

<b>Insubordination Disrespect Derogatory Language</b>	Step I	30-minute Detention OR 1 Day - Suspension
	Step II	1 Day - Suspension
	Step III	3 Day - Suspension
	Step IV	5 Day - Suspension
	Step V	10 Day - Suspension
	Step VI	Go before the School Board for possible expulsion hearing.
<b>Theft or Electronic Interference</b>	Step I	30-minute Detention OR 1 Day - Suspension
	Step II	1 Day - Suspension
	Step III	3 Day - Suspension
	Step IV	5 Day - Suspension
	Step V	10 Day - Suspension
	Step VI	Go before the School Board for possible expulsion hearing.
<b>Tobacco – Alcohol – Drugs or Drug Paraphernalia– E-cigarettes on school premises.</b>	Step I	Referred to local law enforcement. Five days of Suspension. Also, students will be required to set up an appointment with our school counselor for possible interventions.
	Step II	Referred to local law enforcement. Ten days of Suspension and go before the School Board for possible expulsion hearing.
<b>Incendiary Device Tampering with safety equipment Chemical Devices Fighting/Aggression</b>	Step I	Three days of Suspension. Local law enforcement notified.
	Step II	Five days of Suspension and local law enforcement notified.
	Step III	Ten days of Suspension, law enforcement notified, go before the School Board for possible expulsion hearing.
<b>Bullying Harassment Threat</b>	Step I	Upon proof of accusation, student will receive 3-day Suspension.
	Step II	5 Day - Suspension
	Step III	10 Day - Suspension and go before the School Board for possible expulsion hearing.

## CONSEQUENCES

- Detentions: Detentions are given for minor misbehaviors. (Examples are tardiness, disturbing class, or any minor violation so deemed by an instructor or an administrator.) Detentions will be served and coordinated with the teacher who assigned the detention. Special circumstances will be negotiated between student, teacher and principal.

Failure to serve a detention within four before or after school opportunities following assignment of the detention will result in an additional 30 minutes being added to each violation. Continued infractions may lead to in-school or out-of-school suspensions. Students in extracurricular activities will serve their detention the day it is received before attending practice that evening. If there is a scheduled game, students will serve their detention before the next practice.

- In-School Suspensions (ISS): An in-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision. A student in ISS will be required to turn in their electronic devices to the secretary or principal and work on school assignments during that time. If all work is complete, administration will assign tasks for the remaining time in ISS. Students in extracurricular activities will not be eligible for competition or allowed to attend practice the day of receiving and serving their ISS.
- Out-of-school suspensions (OSS): Out of school suspensions are given for more serious offenses. While a student is serving an OSS, he or she has the opportunity to complete all homework assignments. Students will have the same opportunity to turn in work missed during the suspension as they would with any other absence. Students are not allowed to participate in any school activities or be present on campus for the duration of their suspension.
- Saturday School: Saturday schools are issued for the Saturday as per administration's decision.

### Saturday School Guidelines:

1. Students are to report to Saturday school at 7:00 AM and enter the school's west entrance. After entering the building students will report to the high school office. Students will remain in the building until 11:00AM. Transportation to the high school is the responsibility of the student and their family; the district will not provide transportation.
2. Students are required to report with enough schoolwork to keep them busy for the entire time period. If a student reports with nothing to do, they will be assigned work by the supervising instructor. Students will conduct themselves in a respectful manner, work quietly, follow the requests of the supervising instructor, and not cause any disturbances. Failure to do so may lead to dismissal from Saturday School.
3. Students who are late and denied entrance, skip Saturday School or are dismissed from Saturday school for disciplinary reasons will leave the building immediately and not receive credit for attendance. Student will receive one day of in-school suspension upon their return to school AND will be required to serve their Saturday school the following week. If the student does not show up for their Saturday school the following week, they will serve two days of in-school suspension when they return to school AND serve their Saturday school the following week. The consequences will continue to escalate until the Saturday school is served or the student appears before the school board for an expulsion hearing.
4. After the first Saturday school, the following protocol will be in place:

- a. The At-Risk coordinator will meet with the student to establish a behavioral plan of action.
- b. The student will only have two detentions before their next Saturday school.
- c. If a student receives their second Saturday school, they will enter a behavior contract requiring suspension time for each subsequent behavior infraction. Consequences will be as follows:
  - i. One day of in-school suspension
  - ii. Two days of in-school suspension
  - iii. Three days of out-of-school suspension
  - iv. Five days of out-of-school suspension
  - v. Ten days of out-of-school suspension and student goes before school board for expulsion hearing.

### **EXTRA-CURRICULAR ACTIVITIES**

Any students who participate in interscholastic sports at SWV must meet all of the eligibility requirements set forth by the IHSAA or the IGHS AU and the SWV Community School District.

- All students participating in a sports program must carry insurance. The school will offer an insurance package for these students or parents wishing to insure their children on their own plan must sign a waiver indicating they have insurance and their children are covered.
- Physical examinations are also **mandatory**. No student may participate in a sports activity until he or she has completed a physical examination. The school will arrange a time in June, July, or August of each year that students may set up a time to receive a sports physical at a reduced rate. Local physicians will conduct these physicals.
- To participate in a school activity, a student must be in school for at least the afternoon of the activity. Under rare, unavoidable circumstances, a school administrator may permit a student to participate in an event when a student was absent in the afternoon. A student who leaves school due to illness will not participate in practice or competition after school that day.
- A student that receives an in-school or out-of-school suspension will not be eligible for competition or able to attend practice the day or for the duration of the suspension.
- Students receiving Saturday School will not be eligible for competition or practice on that Saturday. If student does not receive credit for Saturday School attendance, student will be ineligible the following week and Saturday until Saturday School time is served.
- No practices are allowed at any time on Sunday or Wednesday nights without the permission of the athletic director, principal, or superintendent.
- Students participating in extra or co-curricular activities must travel to and from the contest in transportation furnished by the school. Students may ride home with their parents/guardians if they request it in writing or personally notify the sponsor or principal.

### **ACADEMIC ELIGIBILITY POLICY**

The state of Iowa activity associations (IHSAA, IGHS AU, IHSMA, IHSSA) have set forth the following policies regarding participants in all extracurricular activities. It states:

- If a student fails any class during a grading period (semester), that student will become ineligible for 30 calendar days in the activity when the deficiency took place or in the next activity the student is participating in.
- Speech, debate, vocal and instrumental music carries the same consequence as athletics. However, the 30 days of ineligibility starts immediately.

- In addition to the state rule, a student must also meet the requirements of the SWV Community School District. This policy states that a student must pass all classes during any grading notification period. These would include 4 ½, 9, and 13 ½ week grade checks. A student with an F at a grade check will be ineligible for one week beginning the Monday following grade check. If the student raises their grade to passing by that Friday, they will become eligible the following Monday. If grade is still not passing, the student will be ineligible another week. Grades will continue to be checked every Friday, and student will be eligible the Monday after their grade is raised to a passing mark.
- Students who are not eligible are still able to participate in practices. Students are not allowed to suit-up or participate in any contests. Students will not be able to travel with their team to any events or contests for the duration of their suspension.

### **GOOD CONDUCT POLICY**

Participation in extracurricular activities at Southwest Valley High School is encouraged and considered to be a very important part of a well-rounded education. Since the decision to participate in extracurricular activities is strictly voluntary, students who participate in these activities must adhere to a higher standard of conduct.

The following activities are covered under Southwest Valley's Good Conduct Policy:

Athletics, instrumental and vocal music performances and contests, drama productions, speech contests, musicals, FFA, FBLA, FCCLA, Y-Teens, National Honor Society, all co-curricular clubs and organizations, all honorary and elected offices, class officer, student council officer or representative, state contests and performances for cheerleading, or any other activity where the student represents the school outside the classroom.

### **GOOD CONDUCT DEFINITIONS**

- **USE:** Having the odor of alcohol on one's breath is evidence of "use".
- **POSSESSION:** Includes actual possession and constructive possession where the item is within reach of the student or in close proximity to the student and/or otherwise subject to the student's immediate control (e.g. alcohol placed in the trunk of a car by a student who is operating the car).
- **PARTICIPATION:** Includes 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 promptly leave despite having reasonable opportunity to do so. This participation rule is sometimes called a "mere presence" rule.

## GOOD CONDUCT VIOLATIONS

Violations of the Good Conduct Policy include but are not limited to the following prohibited conduct or actions.

Students shall not:

- Sell, manufacture, or distribute illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia.
- Possess, use or threaten to use any instrument that is generally considered a weapon, or an imitation weapon or explosive.
- Possess, use, or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia.
- Possess, use, sell, transfer, or be under the influence of another person's prescription drugs.
- Possess, use, or be under the influence of alcohol, regardless of age.
- Attend a function or party where illegal drugs are being used or where minors are illegally using alcohol.
- Use, possess, and/or transmit tobacco, e-cigarettes, or imitation substances, regardless of age.
- Damage, destroy, vandalize or steal school property and/or personal property of employees.
- Participate in any conduct, which, in Iowa, is illegal. Simple traffic violations are exempt.

A student charged with violating the Good Conduct Policy shall be offered his/her due process. In school systems, due process is the student's right to hear the charges brought against him/her and present his/her side of the story. A committee composed of the guidance counselor, the athletic director, and the principal will administer due process at SWV High School.

If a student is found to be in violation of the Good Conduct Policy, the following penalties will be assessed:

- First Offense: A first offense carries a suspension from all extracurricular activities for 35 calendar days. The suspension will begin the day following the committee's decision (If a student elects due process) or the day a student personally admits his/her guilt to the principal. If a student fails to contact the principal and law enforcement notifies the school of the violation, the penalty will start on the day after the notification. On a student's first offense, there can be a reduction of the penalty if the student agrees to participate in an awareness program tied directly to the violation. The suspension will be reduced to 17 calendar days.
- Second Offense and each subsequent violation: The penalty continues to double for each violation. A second offense carries a 70-calendar day suspension, a third carries a 140-calendar day suspension and so on.
- If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty. This also includes any suspension for failing a class. (Ex: If a student is under a 30-day suspension for failing a class and the student violates the GCP, the student must serve both penalties before becoming eligible to participate!)
- Letters and Awards: Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

\*\*Students will not be able to travel with their team to any events or contests for the duration of their suspension.

\*\*Good Conduct violations are carried over from year to year, so if you violate the policy as a freshman and then as a sophomore, your sophomore violation would be doubled.

\*\*Any student who violates the good conduct rule will lose the privilege of honorary or elected offices for the duration of the current school year.

### **HONESTY CLAUSE AND TIMELY ADMISSION**

We want to encourage students to be honest with the school regarding violations of the Good Conduct Policy. Students, who make a “timely admission” to school administration regarding a violation of the GCP, will be given the opportunity to take a one-performance/contest suspension reduction in all activities to which the suspension applies. “Timely Admission” means: The student notifies a school administrator, their sports or activities coach or sponsor on the next day of attendance following the violation. If the violation occurs during the summer break, the student has (7) days to make a “timely admission” to a school administrator or their sports or activities coach or sponsor. This “timely admission” option is available only once and only with a first violation.

### **TEAM RULES**

In addition to the Good Conduct Policy, a coach or sponsor may also have a set of rules to abide by. Sponsors will discuss these rules at the beginning of their respective seasons. If a sponsor does not have a set policy, our Good Conduct Policy will take precedence whether the infraction takes place on or off school grounds.

A student who is under suspension shall not compete, represent, or ride school transportation to any extracurricular activity.

### **TRANSFERS**

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.

### **APPEALS**

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied; he or she may seek further review by the school board by filing a written appeal with the superintendent at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

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

## **CONDUCT AT EVENTS**

We encourage students and adults to be supportive of our school. However, students or adults involved in the degrading of others including officials, coaches, other fans, or players will be subject to the State of Iowa rules for attending events.

Unacceptable behaviors handed down by the state are:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event. That includes making noise to distract an athlete! PENALTY – EJECTION!
- Throwing articles onto the contest area. PENALTY – EJECTION!
- Entering the contest area in protest or celebration. PENALTY – EJECTION!
- Physical confrontation involving contest officials, coaches/directors, contestants, or spectators. PENALTY – EJECTION!
- Spectator interference with the event. PENALTY – EJECTION!
- Jumping or stomping on the bleachers. PENALTY – WARNING/EJECTION!
- Use of artificial noisemakers, signs or banners. PENALTY – WARNING/EJECTION!
- Chants or cheers directed at opponents. PENALTY – WARNING/EJECTION

In addition to the state of Iowa rules the board of education and the administration have banned any cheer or chant deemed inappropriate.

\*\*While in attendance at SWV events at other schools, students are reminded that all of our school rules are in effect.

## **OTHER ITEMS**

### **CHURCH NIGHT**

Wednesday evenings are designated as church night. The school cooperates by not scheduling activities on these evenings. The only exceptions are state sanctioned events and SWV Scholarship Night.

## **BULLETINS – ANNOUNCEMENTS – PHONE – MESSAGES**

Daily announcements are read to students during the first block of every school day. Students arriving late to school may read daily announcements on the front desk in the secretary's office. Students may use the school phone in the office if an emergency arises throughout the school day. Check with the principal or secretary before calling. All messages for students that are received during the day will be personally handed to the student or the student may be called to the office to pick it up.

## **BEVERAGES**

Open beverage containers without a lid are not allowed during the school day. Additionally, all beverages consumed during the school day should be purchased from school vending machines. Exceptions would be beverages consumed during lunch or during a teacher-sponsored celebration. If teacher-sponsored, all food and drink must be consumed in the teacher's classroom and nowhere else.

## **SCHOOL DANCES**

Any dance or party is to be planned with the cooperation of the class or organization members, faculty sponsors, and the principal. High school activities are for SWV students and their dates (high school age up to 21 years of age). Students and their dates will abide by the following rules:

1. No drinking or possession of alcoholic beverages.
2. No tobacco products of any kind.
3. No leaving and returning to the dance.
4. All coats will be removed upon entering the building.
5. No use of foul play or profane language.
6. Must be in school the day of the dance.

**\*\*Infractions of the above rules will result in being dismissed from the dance. Sponsors will immediately refer violators of 1 or 2 above to parents/guardians and police.**

Sponsoring groups are responsible for contacting the local police department so at least one officer will be on duty during the event. All sponsoring groups must see to it that the date and time of the activity is placed on the official school calendar, which is in the office. At least six sponsors are to be in attendance to chaperone any high school activity. The group of six may be comprised of school and outside personnel.

## **DROPOUTS, TRANSFERS AND LICENSE REVOCATION**

Students choosing to drop out of school or transfer to another district must follow checkout procedures established by the office. All school property must be returned before any student will be released from our district. Students between the ages of 16-18 who cease to attend school will be reported to the Iowa Department of Transportation for the purpose of license revocation, according to state law.

## **EMAIL**

Student email accounts will be set up through our technology department. Students choosing to use their account inappropriately may lose privileges. See further information under the Acceptable Use Policy section of the handbook. Senior email accounts will be deleted in August following graduation from SWV.

## **FEES, TICKET PRICES AND INSURANCE**

Book Fees:	There will be no book fees for the upcoming school year.
Drivers Education:	\$300.00 (\$400 for all non-district students)
Activity Tickets:	Student – \$40.00 Adult – \$70.00 Family with 1 student – \$150.00 Family with 2 or more students – \$180.00 Senior Citizen – Free (65 or older)

Lunch Ticket: Daily lunch price is \$2.50 for students (\$4.00 for adults) and breakfast is \$1.25 for students (\$2.00 for adults). Parents may deposit any amount they wish into their student's lunch account.

- Weekly (5-Day): \$12.50 per student
- Monthly (20-Day): \$50.00 per student

Insurance:	School-Time Coverage (Standard Plan)	\$75.00
	School-Time Coverage (Deluxe Plan)	\$150.00
	24 Hour Coverage (Standard Plan)	\$180.00
	24 Hour Coverage (Deluxe Plan)	\$365.00
	Football Coverage (Standard Plan)	\$250.00
	Football Coverage (Deluxe Plan)	\$500.00

### **FIRE, TORNADO AND LOCKDOWN DRILLS**

The purpose of a fire, tornado or lockdown drill is to educate the faculty and student body of the proper procedures of what to do and where to go in case of an emergency.

- Fire Drill: The signal for a fire drill is a continuous ringing of the fire alarm. All teachers are responsible for evacuating their room in an orderly yet quick fashion to a spot well away from the school to assure the safety of our students.
- Tornado Drill: Students, teachers, and staff will be informed of tornado warnings via the intercom. All teachers are responsible for clearing their rooms and getting their students to the proper location within the school building. **UNDER NO CIRCUMSTANCES ARE STUDENTS ALLOWED TO LEAVE THE BUILDING OR SCHOOL GROUNDS DURING A TORNADO DRILL! STUDENTS ARE TO GO TO THEIR DESIGNATED AREAS AND BE SEATED ALONG THE WALLS.**

\*2nd and 3<sup>rd</sup> Floor Classrooms: Report to first floor hallway and sit between fire doors.

\*1<sup>st</sup> Floor Classrooms: Mr. Becker, Mrs. Palmer, ICN go to custodian office and sit on floor.  
Ms. Stull, Mr. Ahrens, Ms. Lane go to concession room and sit on floor.

\*Gymnasium: Report to the locker room at NE corner of gym.

\*Activity Center: Report to the hallway between the chorus room and gym.

\*Shop and Ag. Building: Report to auditorium and sit next to the west wall under balcony.

- Lockdown Drill: Drills will be scheduled throughout the year to respond to intruders in appropriate ways through information over the intercom and knowing whether to exit the building or create a blockade for safety.

### **COUNSELING**

The vision of the SWV High School Counseling Department is to support students as they achieve their maximum potential by ensuring that each student has equitable access to educational tools, supports, curriculum and counseling that addresses college and career readiness, social and emotional skills, and personal concerns.

The counselor is available to all students during all regular school days and will provide limited one-on-one and/or group counseling as it pertains to personal, emotional, social, and academic issues. The counselor will also ensure that students are selecting curriculum and engaging in coursework that

promotes academic achievement, college readiness, and career readiness with regard to individual post-secondary goals.

The counselor will ensure, in cooperation with the administration and staff, that students are exposed to opportunities through curriculum and programming that will promote and support academic and social/emotional growth. In addition, the counselor will ensure that students at risk of academic failure receive the appropriate supports and interventions, in conjunction with administration, other staff members and the Student-Teacher Assistance Team.

### **AT-RISK PLAN**

The Southwest Valley School District complies with the Iowa Code 281-12.5 (13) by having a plan in place to identify and provide assistance to students who have difficulty mastering language, academic, cultural and social skills necessary to reach their maximum potential.

This plan includes strategies for identifying at-risk students and objectives for providing support services to at-risk students. These objectives include but are not limited to special instructional assistance, school-based support services, appropriate guidance counseling services, coordination with community-based support services, strategies for involving families, involvement of professional development for all school personnel, compliance with federal and state nondiscrimination legislation, and provisions for monitoring behavioral, social and academic improvements.

#### **Program Goals**

1. Decrease high rates of absenteeism, truancy and tardiness so students experience full access to core instruction.
2. Increase student academic success in passing core classes by ensuring academic interventions.
3. Prevent potential dropouts by having a system of interventions in place that is preventative as well as responsive.
4. Facilitate access to community-based support services for at-risk students and families.
5. Assist students with personal/social challenges that could impede success at school and beyond the school setting.
6. Provide students with information regarding opportunities beyond the school setting.

### **HEALTH POLICIES**

Students who are ill may be asked to visit with the school nurse depending on the nature of the illness. After weighing a variety of factors related to the illness, school officials may send or take the student home. Every attempt will be made to contact the parents, guardian, or another responsible adult. In emergencies, the school assumes the right to call an ambulance but assumes no financial obligations. At such times the family physician (if known) will be contacted.

### **INCLEMENT WEATHER**

If it becomes necessary to dismiss school because of inclement weather or poor road conditions, either before school or during school, parents will be notified through SNOWCAP or the radio stations KMA (Shenandoah), KSIB (Creston), KJAN (Atlantic) or KOAK (Red Oak). WHO television station will also be contacted.

Conditions are not always the same across the district. If it is too dangerous to drive in your area, please call the school. These absences will be excused with parent/guardian notification.

### **LOCKERS**

Generally speaking, space is available for textbooks and coats. Please take care of your locker so no fines will have to be issued at the close of the school year. Remember, no signs or banners may be taped to the outside of your locker. If you elect to lock your locker door, make sure the office has a key or combination to your lock.

### **LIBRARY GUIDELINES**

- The library is intended to be a quiet place for students to do research. Students using the library are expected to be busy and quiet.
- All materials checked out should be taken care of at the main desk by the librarian.
- When signed out to the library, students are to report directly to the library and nowhere else. Students abusing this policy may lose library privileges.
- When leaving the library, please put everything back in its proper location, including books, magazines, newspapers, etc.
- Students failing to return or have lost a book will be responsible for replacing the book or paying a fine until the book is returned. Fines range from \$.10 per day to the cost of the book.
- If a student is asked to leave the library for discipline reasons, he or she will lose library privileges for five school days. Continuous infractions will lead to loss of library privileges for the year.

### **BREAKFAST AND LUNCH**

Breakfast is served from 7:50am to 8:25am each day school is in session. Students arriving after 8:25am will not be able to get food from the kitchen to take to class. Milk is not to leave the cafeteria area.

The SWV Community School District has a closed lunch period. At no time are students allowed to leave school grounds for any reason, which includes getting a lunch.

SWV has a split lunch period. Part of the student body will eat before third block begins and the rest of the student body will attend a portion of their third block class before going to lunch. At the conclusion of this lunch period, students will return to their third block class.

All students are required to eat in the cafeteria. No students will be allowed to eat outside or in teacher's classrooms, library, etc. During lunchtime, students are not allowed to go to their cars, teacher's classrooms, activity center, etc. Infractions are listed on the discipline chart. Students who choose not to eat are still required to go to the cafeteria during their designated lunch period.

Lunch money may be deposited into a student's lunch account during the school day or at lunchtime. The Board of Education recognizes that, on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and to minimize the fiscal burden on the district, the Board will allow students who may forget meal money to "charge" the cost of the meal to be paid back at a later date subject to the terms in this policy:

1. No more than \$22.00 (10 student days) may be charged for full-paying students. For reduced price meals no more than \$4.00 (10 student days) may be charged;
2. No Ala Carte items may be charged;
3. A computer-generated point of sale system will be used for identifying and recording all payments, charged meals, as well as for collecting repayments.
4. Parents will be notified when the charge limit has been reached.
5. When a student exceeds the charge limit, the student will be provided a cheese sandwich, fruit or vegetable, and a milk.
6. This policy applies to all paying students, whether they are paying full-price or reduced-price.

NOTE: No child should be deprived of school lunch because he/she is economically disadvantaged. Pupils may be provided free or reduced-priced breakfasts and lunches on a continuing, intermittent, or emergency basis.

Required application forms for the federally subsidized free and/or reduced lunch programs are mailed in August and are available throughout the year.

Repayments of charges are the responsibility of the building principal's office. Food service will forward the necessary information to the principal's office and parents or guardians will be contacted requesting payment. Collected funds will be received by the principal's office and forwarded to the food service department for daily deposit.

The principal's office shall send a letter home to all parents before the opening day of school, notifying them of the requirements of this policy. The Policy will also be published on the school's website.

The lunch program uses a code number system. Each student who chooses to eat a school lunch has a number that must be entered into the system before the student receives lunch. Students may not use their code number to purchase a second entree – second entree is cash only.

While waiting in line to eat school lunch, please refrain from causing disturbances such as pushing, shoving, loud talking, cutting in line, etc. Violations of these rules will result in lunch detention. The amount of time will be at the discretion of the principal.

### **PEANUT/NUT AWARE POLICY**

The incidence of severe food allergies in the general population is increasing. In the Corning Community School District (CCSD), we are aware of the tremendous risk children and adults who are allergic to peanuts/nuts can face from even the smallest trace of peanut butter or other nut products. Exposure can occur by swallowing, touching, and/or inhaling airborne particles of absorbing residues from other surfaces. The consequences are life threatening in many cases and require immediate intervention with medication or even hospitalization. The CCSD wants to create a safe school environment for students with peanut/tree nut allergies.

Our school is not "peanut free," but we do provide a safe environment for students with known peanut/tree nut allergies and other food allergies and provide our staff with education and information on preventive measures and treatment in case of a reaction.

Although we cannot guarantee that nuts or nut containing products won't be brought into the school, it is our policy and expectation that NUTS or products containing nuts, produced on equipment or in factories that produce nuts or have a warning on the label will not be brought into school or at any school sponsored activities. This policy is to be upheld on school days during the hours of 8am-4pm and during regular bus route hours.

We understand that each situation is unique and will address each and every student's situation as needed. For questions or to see the full Peanut/Nut Aware Policy, please contact the School Nurse at 641.322.4020.

### **PARKING PRIVILEGES**

The high school parking lot on the west side of the building has been designated for seniors only. (After seniors are checked out in the spring, this parking lot will become available for juniors only). The parking lot on the north side of the Activity Center has been designated for all other students. When all parking spaces are occupied, students will have to park on the street. Here are the guidelines to follow:

- Students must register with the office the type of vehicle they will be parking in the lot.
- Parking lot users will park in designated parking areas only! Restricted parking areas include, but are not limited to, the east side of the high school lot (teachers only), both sides of 9<sup>th</sup> Street (the street between the high school and the activity center), the shop and vo. ag. driveways, fire lanes, grassy areas, sidewalks, the east side of the activity center, etc.
- While driving in the parking lot, please drive in a safe manner (five miles an hour or less). The flow of traffic is counter-clockwise as traffic enters either driveway off Loomis Street.
- Students choosing to park in the lot will park head-in only and take up only one space. The lot is limited to pick-up sized vehicles or less.

Violators of the above regulations will be treated as follows:

- First Offense: Written warning and parents/guardians are notified.
- Second Offense: Loss of parking privileges for 30 calendar days.
- Third Offense: Loss of parking privileges for a calendar year.
- If a student has lost his/her parking privileges and chooses to park in the lot anyway, he or she will have the vehicle towed at his or her own expense.

### **DRIVING PERMITS**

School permits are available once a student has passed a driver's education course and met the requirements mandated by the Department of Transportation. The Department of Transportation has made it perfectly clear that before a student can apply for a driving permit, the student must live at least one mile from the school. In extreme cases where a hardship is involved, the superintendent of schools may make exceptions to the one-mile restriction. The route must be from the student's home to the school using the shortest possible route!

### **HALL PASSES**

When a student is allowed to leave a classroom, he/she must have a signed pass from that teacher. Teachers have the final say when issuing passes to their students. If a student must see another teacher, he/she should have a pre-signed pass from that teacher that includes a time. Failure to have a pass while

in the hallway will result in the consequences outlined in the discipline chart. Forging a pass will lead to more severe consequences.

### **STUDENT LOADING AND UNLOADING**

Parents/Guardians should drop their child/children off on the west or south side of the high school.

### **REPORT CARDS**

Student grades are calculated at the end of each semester. SWV does not have “quarter” grades! Grades at the end of the first nine-week period of each semester are considered progress reports only. These grades are not calculated into a student’s cumulative grade point average. **SEMESTER GRADES ONLY** will count toward a student’s GPA. Report cards will not be mailed home unless a parent/guardian requests it (Please call the school if you are requesting that your child’s report card be sent home). Parents may access report cards through the Parent Portal on Infinite Campus.

### **RIGHT TO KNOW SIGNS**

Posted in certain areas of the school are multi-colored diamond shaped signs. These signs inform the public of the possible hazardous materials in the area where signs are located. Federal law requires the SWV Community School District to post these signs. Tampering with these signs will result in suspension and referral to the fire marshal.

### **STUDENT COUNCIL**

SWV Community High School’s Student Council is a highly active group of representatives chosen from each class to serve as a governing body for student affairs.

The Student Council’s principal purpose, as outlined in its constitution, is as follows:

- Develop attitudes and practices of good citizenship
- Promote harmonious relations throughout the entire school
- Improve teacher-student relationship
- Improve school morale
- Assist in the management of the school
- Provide a forum for student expression
- Provide orderly direction of school activities
- Charter school clubs and other organizations
- Promote the general welfare of the school

To be eligible for becoming a member of the Student Council, a student must have a cumulative GPA of 2.0 or higher and be a full time student at SWV. Any representative may be impeached from the Student Council by a 3/4 vote of the organization. Basis for impeachment shall be the lack of scholarship, cooperation with other students, failure to meet the attendance policy of the organization, or disciplinary action. If a member is impeached, the Student Council president will appoint a replacement to be approved by a majority vote of the Council. A high level of conduct is expected from all Student Council members.

## **WEAPONS**

The SWV Board of Education adopted a weapons policy that prohibits the possession of weapons at school, school events, or a student's vehicle that is located within the school's jurisdiction. The type of weapon and the event associated with the possession will determine the consequence a student receives. Disciplinary action will range from a minimum of a three-day suspension to a maximum penalty of expulsion from the SWV Community School District.

### Definition of a Weapon

Any dangerous object or device which may be used or which could be used to injure another person is a weapon. Examples include but are not limited to: firearms, explosives, incendiary, poisonous gas, knives, martial arts devices, chains, ammunition, fireworks, chemicals, look-alike weapons, or any object which used in a dangerous or threatening manner or is intended to be used in a such manner.

### Definition of "At School"

An Attorney General ruling gives the opinion that school can extend one block in all directions from the property owned by the school. SWV School District will use this guideline in the governance of its policies. Students who hunt should be especially aware of this policy during any hunting season. Do not keep guns of any type in vehicles. And, *if anyone has knowledge that someone is bringing a weapon to school, PLEASE INFORM A STAFF MEMBER IMMEDIATELY!*

## **ADMINISTRATIVE NOTICES**

### **NON-DISCRIMINATION**

It is the policy of the SWV Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, sexual orientation, or disability in its educational programs, activities, or employment practices as required by Title VI & VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

### **EDUCATION EQUITY**

The SWV Community School District shall provide equal opportunity to all district employees and applicants for employment in accordance with equal employment opportunity laws, directives, and regulations of federal state and local governments and agencies. SWV Community School District shall take affirmative action in the recruiting, appointing, and advancing of women, minorities, and the disabled.

All applicants for employment who meet or exceed the qualifications established by the Board, Administration, and the Iowa Department of Education for the position for which they apply will be given consideration for employment. The SWV Community School District Board of Education shall consider the veteran status of the applicants in keeping with the law.

Inquiries for employment or applicants for employment pertaining to equal employment opportunities and/or affirmative action shall be directed to the Affirmative Action Coordinator, which is the high school principal, and may be addressed to the following:

*High School Principal  
Southwest Valley High School  
904 8<sup>th</sup> Street  
Corning, Iowa 50841*

Written inquiries may be directed to the Iowa Civil Rights Department of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri instead of, or in addition to the inquiry to the local district coordinator.

Further information and copies of the procedures for filing a complaint are available in the district's central office and each attendance center.

### **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated in the SWV Community School District by the board in matters over which it has jurisdiction. Sexual harassment by board members, administrators, certified and noncertified personnel, students, vendors, and any others having contact with the agency is prohibited. Persons found in violation of this policy will be subject to discipline, including but not limited to, reprimand, probation, demotion, suspension, termination, or other sanctions as determined by the board.

### **ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES**

It is the policy of the SWV Community School District to respond promptly to allegations of abuse of students by school employees. The district will investigate any allegation and process the complaint or allegation confidentially to the maximum extent possible. The SWV Community School District has appointed a level-one investigator and an alternate. The district has also arranged to have a trained, experienced professional to serve as a level-two investigator. The building principal will serve as the level-one investigator.

### **LIMITED ENGLISH PROFICIENCY**

It is the policy of the district to identify and provide programming for students of limited English proficiency. When new students register, the district will identify those students from homes where English is the second language, so that they can be evaluated for possible ESL educational assistance.

### **RELEASE OF STUDENT INFORMATION**

The following information may be released to the public in regard to any individual student of the SWV High School as necessity or desirability arises. Any student, parent, or guardian who does not want the information released to the public must make their objection in writing to the principal of SWV Community High School.

- Name – Address – Phone listing
- Date Place of Birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honors and awards received

- The most recent previous school or institution attended by the student

### **PERMANENT STUDENT RECORDS**

Official permanent records constitute personal data necessary for the operation of the school system and important student needs. Permanent records maintained by the district may include any of the following information:

- Student's name
- Address and telephone number of the student
- Sex of the student
- Marital status of the student
- Birth date and place of the student
- Name of student's parents or guardian
- Previous schools attended
- Dates enrolled in district
- Name and location of district schools attended
- Date of graduation
- Subjects taken and grades received
- Summary of units of classes
- Number of students in class and class rank
- High school grade point average (GPA)
- Attendance
- Standardized achievement test scores
- Standardized IQ scores
- Extra-curricular activities
- Special awards and honors
- Evaluations by professional staff
- Photograph of student and date taken
- Follow-up information after high school
- Logs of records requested or disclosed

Permanent records will be maintained in the counseling office. Student records are open to review by parents and eligible adult students. Challenges of the accuracy of a student's record must be submitted in writing to the principal's office.

### **SPECIAL EDUCATION STUDENT RECORDS**

The SWV Community School District maintains confidential special education records for students who receive special education or related services.

Parents and eligible students of the age eighteen or over have the right to:

- Review special education records.
- Have these records explained.
- Obtain copies of any records at no charge.
- Have a written response pertaining to record content.
- Require an amendment or deletion of record content that they feel is inappropriate, inaccurate, or an invasion of privacy.
- Request a hearing, if requested amendment or deletion of record content is not made.

- Know who has had access to their records and whom they have been disclosed to.

Requests to exercise these rights or to determine procedures established to provide for the exercises of these rights should be directed to the principal. Special education student records contain information generated in determining a student's need for special education services in planning and providing educational programming and related services throughout the course of a student's educational career. These records include the Cumulative Record folder, the IEP folder, and any psychological reports generated by AEA or external agency personnel. These records will be housed in one of two locations: The student's room or the main office. Only information relevant to the provision of appropriate education programming services may be generated and maintained as part of student's record. No such information is available to anyone other than school official without the consent of the parent/guardian of student aged eighteen or over.

Parents will be informed when personally identified information is no longer needed to provide for a student's educational services and how such information is to be destroyed.

It should be noted that special education student records are reviewed annually and materials no longer relevant to the provision of education services are removed and destroyed. All special education student records maintained by the SWV Community School District will be maintained for at least three years following graduation or discontinuance of a student's enrollment in the district.

### **SEARCH AND SEIZURE**

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on school premises. Items of contraband may include but is not limited to non-prescription controlled substances, such as cocaine, marijuana, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on school premises.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

### **SCHOOL AND SCHOOL PUBLICATIONS**

Official publications such as the school newspaper, yearbook, and other publications created for publication at school must be submitted to the student editor for approval prior to distribution. School and other publications, which are obscene, libelous, or slanderous, shall not be expressed, published, or distributed in any official school publication. Materials that encourage students to commit unlawful acts, material and substantial disruption of the school shall not be expressed, published or distributed in any school publication.

The District's policy is to allow the publication, expression, and distribution of material without prior restraint in any official school publication where those materials do not violate the standards as set forth in this policy.

Opinions and other articles published in an official school publication are not an expression of school policy.

District employees, officers, directors, and agents can be not held civilly or criminally liable for any expression made or published by students unless the school employee, officer, director, or agent interfered with or altered the content of the student's speech or expression and then liability may only be imposed to the extent of the interference of the alteration of that speech or expression.

### **HOMELESS CHILDREN**

In order to provide and enroll possible homeless students, the district has posted the following poster throughout the community.

To: Whom it may concern  
 From: High School Principal  
 Southwest Valley Community Schools  
 Corning, Iowa 50841  
 641-322-4245  
 Re: Homeless Children

Anyone who is aware of a young person of school age, within the school district, who is not being served by an authorized educational program, please contact the school at the above phone or address.

### **EXPULSION: BOARD ACTION**

- Board expulsions are extreme measures of discipline to be employed only when all available school resources are unable to cope constructively with pupil misconduct. The removal of a student from the educational environment for any lengthy period of time is viewed as a severe form of punishment to be used sparingly.
- Students whose actions are of such a serious nature as to warrant expulsion may be recommended for expulsion regardless of the number of, or absence of, any prior offenses.
- A student upon reaching a five-day suspension will have his/her discipline record reviewed by the principal. Severity of the offenses may warrant further disciplinary action.
- A student, upon reaching a ten-day suspension will be taken to the board of education for possible disciplinary action.

### **PROCEDURES FOR LONG-TERM SUSPENSIONS AND EXPULSIONS**

The board of directors, following a recommendation of the superintendent or building administrator, may suspend a student for a period of time to be determined by the board or may expel a student from school. Written notice of the charges prompting the administrative recommendation and notice of the district policy, rules, shall be mailed or delivered personally to the parent or guardian and to the president of the board. The president of the board shall schedule a meeting of the board of directors for a time within ten school days after the notice has been mailed or delivered. Not less than three calendar days before the hearing, the student's parents or guardians shall be given written notice of the time, date, and place for hearing.

The hearing shall be before a majority of the members of the board. The student may be accompanied to the hearing or be represented by parents, guardians, legal counselor, or other representative of the student's choice and the administration and/or representative of their choice.

The hearing shall follow the outline as set out below as nearly as possible:

- The administration shall present evidence in support of the recommendation. The student shall have the opportunity to cross-examine any witness called by the administration.
- The student may present evidence to refute the recommendation. The administration shall have the opportunity to cross-examine any witness called by the student.
- The parties may present rebuttal evidence.
- The administration may make a brief closing statement.
- The student may make a brief closing statement.

The hearing shall be administrative in nature and shall not be governed by formal rules of evidence or procedure. The board of directors shall not be required to compel the attendance of witnesses to five testimonies at such hearings. If any participant at the hearings conducts himself/herself in a disruptive manner, the board may exclude him/her and proceed with the hearings.

The hearing shall be in closed session of the board of directors, unless an open session is requested by the student or the student's parent or guardian if the student is a minor. In the event an open session is requested, it shall be deemed a waiver of confidentiality of any information regarding the student used at the meeting.

If the student or his/her representative fails to appear at the hearing, or if a student desires to make no response, the administration shall nevertheless submit evidence in support of the recommendation. A transcript and/or tape recording shall be made of the hearing.

At the conclusion of the hearing, the board shall consider all relevant evidence introduced at the hearing and shall make a decision. The board shall then meet in open session, and by roll call vote entered in the minutes, make a decision on the merits. The board may adopt, modify, or deny the administration's recommendation. Written findings of fact and conclusions of law shall be sent to or personally delivered to the parent or guardian within five days of the decision.

At the time of suspension or expulsion, the board may determine whether the student should have access to alternative programs or whether the student should be excluded from all programs of the district. A student may be readmitted to school following a suspension or expulsion by the board of directors.

A student or parent/guardian has the right to appeal the board's decision as provided in chapter 290 of the Code of Iowa.

If the student has been identified as a student requiring special education, the board shall not suspend or expel the student without complying with the requirements of law relating to special education. In such cases, a multidisciplinary staffing shall be held to review the circumstances, to determine if the conduct is related to the student's disability, and to determine if an alternate placement is advisable. A special education student shall not be expelled or have a long-term suspension imposed if the behavior is related to the disability. If the behavior is not related, a long term suspension or expulsion may be considered, but an alternative program shall be provided.

### **NO CHILD LEFT BEHIND PARENT NOTIFICATION**

Parents/Guardians in the SWV Community School District have the right to learn about the following qualifications of their student's teacher: State licensure requirements for the grade level and content

areas taught, the current licensing status of the student's teacher, and the baccalaureate/graduate certification degree. You may also request the qualifications of an instructional paraprofessional who serves your child in a Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 641-322-4245 or by sending a letter of request to: Superintendent of Schools, 904 8<sup>th</sup> Street, Corning, Iowa 50841.

### **SECTION 504**

Section 504 is a federal civil rights statute enacted to ensure non-discrimination against persons with disabilities. The law states that, "No otherwise qualified individual ... shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by any program or activity receiving federal financial assistance."

Many children have impairments that do not limit major life activities. However, for those who do, they may be considered eligible under the definition of Section 504 if the child:

- Has a mental or physical impairment which substantially limits one or more major life activities.
- Has a record of such an impairment.
- Is regarded as having an impairment.

Questions concerning Section 504 can be directed to the school's 504 coordinator, which is the high school principal.

### **SCHOOL VISITORS**

All school visitors must check into the office upon arrival. Any person wishing to visit a classroom must be cleared through the administrative office. Students who wish to bring a friend/relative/visitor to SWV High School must first have it cleared with the office at least one day in advance. These visitors may eat lunch with the students. However, to visit a classroom, students must have it cleared with the office and the teacher(s).

### **ADMINISTERING MEDICATION**

#### Diagnosis and Medication

In Iowa, only a licensed physician is qualified to make a diagnosis and prescribe drugs. If there is reason to suspect a possible health problem, the student's parents should be notified with the suggestion that the student be seen by a doctor. Absolutely no medication should be administered by school personnel or the nurse unless written permission has been granted by the student's parent/guardian and the following recommendations have been met:

#### Prescription Medication

- The drug must be in the original container, prepared and labeled by a pharmacist, clearly showing the name of the student, name of the medication, time of day that it is to be given, duration it is to be given, and the name of the doctor.
- Written permission with the parent/guardian's signature.
- Under no circumstance will the drug be furnished by the school.

- All medication shall be left in charge of the nurse or school when it is to be distributed at prescribed periods.
- The registered nurse may contact the student's doctor if there is any question regarding the administration of medication.
- A written record shall be maintained showing all medications administered, the dosage, the name of the person administering the medication, the name of the student, the date and time of administration, and any reaction to the medication. A written record shall also be kept if it is determined that such medication should not be given and the reason therefore.
- Prescription medications, such as Ritalin, must be picked up by a parent/guardian at the end of the school year. Prescriptions that are not picked up will be destroyed by the school nurse in the presence of a witness. The date, time, and number of pills destroyed shall be noted. The notation shall be signed by the school nurse and the witness. It will then be placed in the student's cumulative folder.

#### Non-Prescription Medication

- Written permission with the parent/guardian's signature giving the student's name, name of medication, dosage, and times of administration on file.
- The medication shall be provided by the parent/guardian in the original container labeled by the manufacturer.
- Under no circumstances will the medication be furnished by the school.
- All medication shall be left in charge of the nurse or school official to be given to the student at prescribed periods.
- A written record shall be maintained showing all medication administered, the dosage, the name of the person administering the medication, the name of the student, the date, the time, of administration, and any reactions to the medication. A written record shall also be kept of any refusal to administer medication.
- The nurse may determine that such medication should not be administered to the student. In such cases, the nurse shall attempt contact a parent/guardian verbally. If the nurse determines that such medication should not be given, he/she will then notify the parent or guardian in writing of why the medication was not administered.
- All medication will be sent home at the end of the school year. Students will be notified to pick up their medication. Medication that is not picked up will be destroyed by the school nurse.

### **SWV COMMUNITY SCHOOL DISTRICT INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY**

SWV Community School District provides computing, networking, and information resources for access and use by students, faculty, staff and other persons affiliated with the district. These resources include the access and use of SWV's district email system and computer network. The district has the responsibility and duty to maintain the integrity, operation and availability of its electronic mail systems for access and use. The district cannot and does not guarantee user privacy or system reliability and is not liable for any loss or corruption of data resulting from using the Internet. Users should be aware that on occasion duly authorized personnel have authority to access individual user files or data in the process of performing repair or maintenance of equipment, or through routine monitoring.

This policy pertains to the access and use of the district network and electronic mail system for electronic communications and storage and printing of data. The term network refers to not just the Internet connection but to all computers, resources, printers, servers, e-mail, hardware, and software of the SWV Community School District. There are no user fees for this Internet Access.

### Individuals Covered

This policy applies to all persons accessing and using district electronic network and mail systems. These persons include students, faculty, staff, and use privileges extended by the district given the availability of these systems. A user does NOT own their network or email account, but does have exclusive access to this account. The district owns the account and gives you, and only you, the privilege of using it. DON'T MISUNDERSTAND. Your access to computing resources is a privilege, not a right. It is a privilege that the district extends to users who are trusted to make responsible use of computing resources.

### Purpose of Providing Internet Access

The purpose in providing Internet access to the students and staff of the SWV Community School District is to encourage educational use through access to electronic resources and breed familiarity with tools of technology.

### Purpose of Policy

In order for students and staff to use SWV's network they must abide by the guidelines set forth in this Network Use Policy. If for any reason a parent or guardian does not want his/her student to have Internet access then he/she must provide written notice to the school. It is a general policy that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using SWV's network, users acknowledge their understanding of the general policy and guidelines as a condition of using the SWV Community School District facilities and Internet access.

### Introduction: Basic Guidelines

Internet access is coordinated through a complex association of government networks. Smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines and in order to have continuing access, it is important that you understand and agree to these guidelines. A violation could mean termination of an individual's privileges.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is impossible to control all materials and an industrious user may discover controversial information. The SWV School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

The SWV Community School District reserves the right to change these rules at any time without notice.

Students will use the Internet only under teacher supervision. Students are not to be in Labs unsupervised.

SWV Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring of downloaded materials, files and documents stored in users' folders, observe screens of users, and read email and block what the district considers to be inappropriate sites.

The SWV Community School district does have Internet filtering hardware and software in place and

active on the network. This hardware and software will be used to filter access to inappropriate material via the worldwide web and email communications. Although filtering does block most inappropriate sites, it is imperative to note that it is nearly impossible to filter all inappropriate sites. If a user encounters what he/she may question as inappropriate material via the worldwide web or email, then he/she must notify a teacher or the network administrator immediately. No user shall attempt to bypass any filtering techniques.

SWV Community School District will comply fully with any investigation concerning or relating to network activity. It is the responsibility of each user to notify the technology director if he/she believes that his/her password is known to others and if any user files have been altered.

### Copyright Statement

The SWV Community School District strongly condemns the illegal distribution and copying of intellectual material. Any user caught transferring, copying, or selling these files or software in whole or in part, will face immediate termination of their license or access privileges for the remainder of the year. Software piracy is a federal offense and is punishable by fines or imprisonment.

### Reminders for all Internet Users Regarding Violations

The following violations may lead to disciplinary action or loss of Network use privilege or both. This list is not complete.

- Sending abusive messages to others or using inappropriate language.
- Breaking Copyright rules or laws. Copying software.
- Creating or spreading computer viruses.
- Using another person's name or password to access Internet or email.
- Using home email accounts in school.
- Accessing or altering another user's files without permission.
- Modifying in any way the district's hardware or software.
- Placing illegal or inflammatory material on the Internet in the form of email or web pages.
- Using the Internet from school for commercial purposes or product advertisement.
- Downloading ANY file without the permission of the teacher. This is true of sound, text, photos, movies, or any other files that would be transferred from one computer to another.
- Using the Internet or email for political lobbying.
- Accessing chat rooms of any kind.
- Downloading, storing, copying, or printing files that are profane or obscene.
- Printing on school printers any material unless it is for educational use or directed to by a teacher.
- Posting any personal information about yourself, family, friends or others without permission. This includes phone numbers and addresses.
- Submitting your name, age, address, phone number, or any similar information to anyone over the Internet unless directed to do so by a teacher or other school official.
- Harassing any user through the use of their name, picture, or email.
- Sending pictures that are personally identifiable without permission.
- Agreeing to a personal encounter with someone who may have contacted you online.
- Engaging in any online chat group or submit personal information to any online site, private or public, unless under the direction of a teacher.
- Obtaining an email account from the Internet (such as Hotmail or Yahoo mail). Only school approved email accounts are acceptable.
- Forwarding of messages that would be considered obscene or unacceptable by school district standards.

- Connecting to any site involved with pornography, gambling, alcohol, or drugs.
- Trying to break the security of the system or bypass safeguards put in place by the school district.
- Posing as or trying to log in as a network user other than yourself.
- Posing as or trying to log in as a network administrator.
- Attempting to “hack” into a server, computer, or network inside or outside of the district.
- Attempting to post messages or sign up with a public USENET group or ListSERV without the authorization of a teacher and the network administrator.
- Mail bombing or purposely overloading another user or system using email.
- Playing games or downloading games online.
- Using email to inform other students about or give them information about tests, answers to quizzes, or other information that would be considered cheating.
- Posting other students’ work without consent and knowledge or posting information anonymously.

#### Staff Guidelines

Faculty and staff are subject to the same standards, written or implied, as outlined for students. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the internet, and for assuring that students understand that if they misuse the internet, they will lose their privileges. Teachers should model appropriate behavior and help enforce these Network Use Rules. Before posting any picture of a student to a website, teachers must obtain a written letter of authorization to do so by a parent or guardian, and a separate letter is needed for each picture.

#### Consequences of Inappropriate Use

The consequences of inappropriate network use will depend on what that inappropriate use is. If the inappropriate use is a violation of this policy, the school will remove the user’s Internet privilege for:

- *1st Offense 30 School Days*
- *2nd Offense 90 School Days*
- *3rd Offense 180 School Days*

Each of the above covers school days and days will be carried over from one school year to the next school year. Weekends and days during holidays are not included. If there is a violation, a letter outlining the violation will be sent to the parents or guardian by the building principal. All penalties are from the time of the violation. At that time it is expected that the student and the parent/guardian will discuss the appropriate use of the Internet and school resources with the student. Any stolen material will be confiscated or destroyed.

If the violation involves the violation of civil or criminal, local, state, or federal law, the student’s violation may be turned over to the proper legal authorities. Any debt incurred by the student as a result of improper use of the Internet or email is the responsibility of the student and the student’s parent or guardian.

#### Vandalism

Any physical vandalism of any network hardware, software, printers, computers, keyboards, etc. will be considered a violation of these network use rules with the same resulting consequences of lost network use privileges.

### User Email Accounts

The SWV Community School District will grant an e-mail account to each of its staff members and also students enrolled in grades 5 through 12. This account is owned by the district and can be removed at any time. Students are to use this e-mail account when doing schoolwork and will be the only e-mail account used while at school. The account can be used from home. Seniors and other users leaving the district will have their accounts disabled in August. Users are responsible for their password and their account. At no time should one user give their password to another user. This will be considered a violation of the Internet User Policy. Users are not to use or allow others to use their e-mail account; to do so constitutes a violation of the Network User Policy. These email accounts will be checked by the SWV Community School District. Any inappropriate use can result in the loss of the account as specified in the user policy consequences. Inappropriate use will be determined by the school district but could include, but is not limited to, the items listed above. Save messages in the appropriate manner. E-mail accounts are not to be considered private.

### Enforcement

The District Technology Director is authorized to monitor the use of all district wide technology resources and to manage and protect those resources and the rights of their users, and to recommend the imposition of sanctions against any person who violates these guidelines. Sanctions may be both internal, involving loss of privileges or other district measures, or external, involving civil or criminal action under state or federal laws.

*Southwest Valley High School*

# Standards For Proper Chromebook Care

This document is an important addendum to the Chromebook Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

**How to Handle Problems:**

- Promptly report any problems to the Technology Coordinator or Building Principal.
- Don't force anything (e.g., connections, popped-off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.

**General Care:**

- Do not attempt to remove or change the physical structure of the Chromebook, including the keys, or casing. Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way. Stickers are not approved.
- Keep the equipment clean. For example, don't eat or drink while using the Chromebook.

**Carrying the Chromebook:**

- Always store the Chromebook in the laptop bag provided. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Chromebook other than the Chromebook itself, as this may damage the screen.
- We recommend that you carry the laptop bag to and from school inside your normal school pack. Do not overstuff your pack – extreme pressure on the Chromebook can cause permanent damage to the screen and other components.
- Do not grab and squeeze the Chromebook, as this can damage the screen and other components

**Screen Care:**

The Chromebook screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Chromebook screen with anything (e.g., your finger, pen, pencil, etc.) other than approved laptop screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils or headphones left on the keyboard will crack the screen when the lid is closed.

**Battery Life and Charging:**

- Arrive at school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Chromebook charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shut down if you are unable to connect to the charger.
- Close the lid of the Chromebook when it is not in use, in order to save battery life and protect the screen.

**Personal Health and Safety:**

- Avoid extended use of the Chromebook resting directly on your lap. The bottom of the device can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

## Parent and Student Responsibilities

**Parent Responsibilities**

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device.

- I will supervise my child's use of the device at home.
- I will discuss our expectations regarding the use of the Internet and email at home and will supervise my child's use of the Internet and email.
- I will make sure that my child recharges the Chromebook nightly.
- I will not attempt to repair the Chromebook, nor have the Chromebook repaired through a private service.
- I will not attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the Chromebook.

**Student Responsibilities**

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

- When using the Chromebook at home, at school, and everywhere else, I will follow the policies of the Southwest Valley High School Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will recharge the battery each night.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone except parents/guardians, including friends or siblings; it will stay in my possession at all times.

- I will not install or delete software from the Chromebook.
  - I will make sure my child brings the Chromebook to school every day.
  - I agree to make sure that the Chromebook is returned to the school when requested and upon my child's withdrawal from Southwest Valley High School.
  - I will instruct my child to keep the Chromebook in a secure location when not in his/her possession.
- I will not load or remove software programs from the Chromebook.
  - I will not give personal information when using the Chromebook.
  - I will bring the Chromebook to school every day.
  - I will keep all my assigned accounts and passwords secure, and will not share these with other students.
  - I will not attempt to clean or repair the Chromebook.
  - I will return the Chromebook when requested and upon my withdrawal from Southwest Valley High School.
  - I will place the Chromebook in its protective bag when not in use and when it is being moved.
  - I will make the Chromebook available for inspection by school staff upon request.
  - I will report loss or theft of the Chromebook to parents, school, and proper authorities (police) immediately.
  - I will not record (audio/visual) others without their permission.
  - I will not remove or attempt to remove identification tags on the Chromebook nor deface the Chromebook with stickers, marking pens, etc.

## Student Chromebook Acknowledgement Form

**Review each statement below.**

- I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on the Chromebook, external hard drive, flash drive or cloud storage).
- I will not leave my Chromebook unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my Chromebook become lost or stolen due to gross negligence as determined by administration.
- I understand that my family is responsible for damages that occur to the Chromebook and power adapter.
- I will not install or use file-sharing programs to download music, video or other media.
- I will not duplicate nor distribute copyrighted materials other than a backup copy of those items I legally own.
- I will keep the Chromebook lid fully closed whenever it is moved from one point to another.
- I will read and follow general maintenance alerts from school technology personnel.
- I will report any problems with my Chromebook to the Technology Coordinator or Principal in a timely manner.

I have read the ***Standards for Proper Chromebook Care*** and the ***Parent/Student Responsibilities*** and agree with their stated conditions.

\_\_\_\_\_ ***Yes, We Accept Chromebook***

\_\_\_\_\_ ***No, We Decline Chromebook***

We decline service at this time, and I understand that my student will not be assigned a chromebook. I further understand that my student will have access to computers during school hours.

Student Name (please print) \_\_\_\_\_

Student Signature X \_\_\_\_\_ Date \_\_\_\_\_

Primary Student Household - Parent Name (please print) \_\_\_\_\_

Parent/Guardian Signature X \_\_\_\_\_ Date \_\_\_\_\_