

**North Fayette Valley
High School
Student and Parent Handbook
2021-2022**

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Introduction and School Information

Mission

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

Vision Statement

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

Core Values

We, at North Fayette Valley value . . .

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

Definitions

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

School Mascot

TigerHawks

School Colors

Black, Columbia Blue, Silver

School Song

Spirit of NFV

School History

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

Faculty and Staff Assignments

Name	Department	Sponsor/Coach
Kennedy Balk	Special Education	Special Olympics
John Bendt	Vocal Music	Chorus, Musical, Jazz Choir
Neal Bentley	Industrial Technology	
Bill Clark	School Counselor	
Todd Conway	Alternative School/ELL	
Garrett Crandall	Special Education	
Darcy Einck	Science	
Lauren Falck	Math	
Tim Feldman	Math/PLTW	Asst. Track
Julie Frieden	Math	Asst. Cross Country
Shaylie Hammel	Social Studies	
Justin Heins	PE	Football
Molly Holthaus	Business/WBL	Business Club, Prom
Ryan Holthaus	Agriculture	FFA
Dan Hovden	Science	Baseball, Asst. Boys' Basketball, Asst. Football
Amy Ihde	FCS, Alternative School, Sp. Ed.	FCS Club
Donna Kos	Spanish	Spanish Club
Kelli Kovarik	Language Arts	Speech
Matt Krambeer	Social Studies	Asst. Football, Boys' Basketball
Brent Kuker	Downtown Academy	Asst Softball, Asst. Boys' Basketball
Jon Kullen	Health/Physical Ed	Student Council, Cross Country, MHAT
Julianne Meyer	Special Education	Play
Chris Miller	Asst Principal/AD	
Tracy Nuss	Science	Speech, Talent Show
Sarah Pisney	Art	Art Club, Yearbook
Kayla Pollack	Media Specialist	
David Riemer	Social Studies, TAG	
Ted Schacherer	Instrumental Music	Band, Jazz Band, Drumline
Brock Sorensen	SPARK	
Molli Steffens	Language Arts	NHS
Rick Taylor	Special Education	
Lori Westhoff	Principal/AD	
TBD	Language Arts	
Robin Albert	Principal's Secretary	
Barb Schroeder	AD/Guidance Secretary	
Ron Franzen	Maintenance	
Brian Schneberger	Maintenance	
Sara Vagts	Maintenance	
Jacob Pedersen	Behavior Interventionist	Wrestling, Asst. Soccer
Alex Snyder	Technology Director	
Stephanie Wagner	School Nurse	Football Cheerleading; Drill Team
Tina Bodesteiner	Special Ed/ESL Associate	
Donna Kasel	Special Ed Associate	
Bobbi Jo Koch	Special Ed Associate	
Julie Kopsa	Special Ed Associate	
Dana Leitzman	Special Ed Associate	
Sarah Lerch	Special Ed Associate	
Shanda Miller	Special Ed Associate	
Bayley Monroe	Special Ed Associate, Asst. Softball	
Christy Radloff	Library Associate	
Debbie Ruroden	Special Ed Associate	
Melissa Schupbach	Special Ed Associate	
Elise Vandersee	Special Ed Associate	Asst. Special Olympics, Asst. Bowling
Janeane Vorwald	Special Ed Associate	

Gary Bemiss
 Jim Calkins
 Jade Daughton
 Doug DeMuth
 Ignacio Fuentes
 Derek Heins
 Trey Kuhens
 Jenny Lee
 Robin Madole
 Ali Ney
 Micah Ruroden
 Katie Riemer
 TBD
 Clint Rodgers
 Mark Nuss
 Mark Smith
 Alex Stephan
 Rachael Strong
 Jared Tilleraas
 Jayde Blue
 Travis Wymer
 TBD

Asst. Football
 Girls' Basketball
 Asst Volleyball, Asst Softball
 Asst. Wrestling
 Boys' Soccer
 Boys' Golf
 Asst Baseball
 Volleyball
 Girls' Golf
 Drill Team
 Boys' Track
 Girls' Soccer
 Wrestling Cheerleading
 Asst Football
 Asst Track
 Asst. Track
 Asst. Baseball
 Asst. Cross Country
 Asst. Volleyball, Asst. Girls' Basketball
 Football Cheerleading, Basketball Cheerleading
 Asst. Football
 Bowling

Instructional Coaches, Model and Mentor Teachers

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

Instructional Coaches

Kathy Hageman
 Sherri Imoehl
 Jeannie Krambeer
 Jessica White

Model/Mentor Teachers

Tracy Nuss
 Molli Steffens
 Kelli Kovarik
 Neal Bentley
 Amy Ihde

Class Advisors/Sponsors

Faculty members will serve as sponsors for each class. Sponsors must approve and be present at class activities. Class sponsors for 2020-2021. **Bold** names indicate Head Class Sponsor.

Grade 12

Bentley
 Feldman
Ihde
 Kovarik
 Nuss
 Riemer
 Steffens

Grade 11

Bendt
M. Holthaus
 R. Holthaus
 Kos
 Krambeer
 Sorensen

Grade 10

Balk
 Crandall
 Schacherer
 Hovden
 Pisney
 Taylor

Grade 9

Einck
 Falck
 Kullen
 Frieden
 Meyer
 Hammel
 TBD

Notifications and Policies

Notice of Nondiscrimination (Code No. 102-E1)

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

The school district does not discriminate on the basis of race, color, age, national origin, sex, disability, age, religion, creed, sexual orientation, or gender identify in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504, or *Iowa Code* § 280.3 is directed to contact: Equity Coordinator: Stephanie Wagner, North Fayette Community Schools, 600 North Pine. Street, West Union, IA 52175 563/422-3850.

Equal Educational Opportunity (Code No. 102)

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

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

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

Homeless Children and Youth

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

Jurisdictional Statement

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

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

Student Fee Waiver and Reduction Procedures

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

Notice: The school district will annually notify parents and students of the waiver. Students whose families meet the income guidelines for free and reduced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents of students who believe they may qualify for temporary financial hardship should contact the principal or secretary at registration time, by for a waiver form. This waiver does not carry over from year to year and must be completed annually.

School Fees

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

Chapter 103, Corporal Punishment, Restraint, and Physical Confinement and Detention

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

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

Grievance Procedure

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

Level One – Principal, Immediate Supervisor or Personnel Contact Person

This is informal and optional, and may be bypassed by the grievant. Employees with a complaint of discrimination based upon their, gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and “marital status” isn’t a protected class for employees.

A student, or parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personnel contact person directly involved.

Level Two – Compliance Officer

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

Level Three – Superintendent/Administrator

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

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

Level Four – Appeal to Board

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

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

Asbestos Notification

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

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

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

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

NORTH FAYETTE VALLEY CSD ACCEPTABLE USE POLICY – CODE NO. 605.6

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

Examples of Responsible Use

I will:

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

Examples of Unacceptable Use

I will NOT:

1. Use school technologies that will be personally, emotionally or physically harmful.
2. Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Responsible Use Policy.
3. Create a personal, mobile “hot-spot” or utilize a proxy site for the purpose of circumventing network safety measures and filtering tools.
4. Create, distribute or deploy multi-user servers of gaming software on or within NFVSD network.
5. Engage in cyberbullying, harassment, or disrespectful conduct towards others.
6. Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.

7. Post Anonymous messages.
8. Use school technologies to send spam or chain mail.
9. Plagiarize content I find online.
10. Post or otherwise disclose personally identifying information about others or myself, including passwords, addresses or phone numbers.
11. Agree to meet someone that I meet online in real life.
12. Use language online that would be unacceptable in the classroom.
13. Use school technologies for illegal activities or to pursue information on such activities.
14. Attempt to Hack or access sites, servers or content that isn't intended for my use.
15. Use school lists or groups without authorization.

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

Network Resources

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

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

Students may not use network resources:

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

The File Server

Students are responsible for backing up their computer. In order to save on resources, the North Fayette Valley Community Schools prefers not to use CDs to store school related data. All of the files you will be working with will be stored in one of these places: Your computer's hard drive and your North Fayette Valley CSD server. Many of our students use jump drives, however they should only be used for temporary storage, not as a permanent storage solution.

The 1:1 Laptop

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

No Expectation of Privacy

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

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

Damage Liability

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Students must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft.

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

Connecting to the Internet

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

Terms of Use

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

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

Disclaimer

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

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

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

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

- **Gmail:** a full functioning e-mail program.
- **Calendar:** a customizable calendar and to-do list
- **Contacts:** an address book
- **Google Docs:** a word-processing, spreadsheet, presentation, form and drawing program that allows multi-user access and editing
- **Google Sites:** a website application allowing the gathering of a variety of information in one place – including videos, calendars, presentations, attachments, and text – and easily shared for viewing or editing with a small group, an entire organization, or the world

- Google continues to add new tools and the district will evaluate each for its educational potential. *Some of these web 2.0 tools* require the teacher provide your child with a username/password to access the site and its content. The information can include a student's first and last name, his/her ID number, and the school name. This information is kept confidential by the site and not used for any purpose other than account creation. **Because your child is under the age of 13, the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA), federal legislation which aim to protect children when using the Internet, requires that North Fayette Valley Community School notify you and/or obtain written permission for your child to use these websites.** The intent of this part of the policy is to serve as both a notice to parent/guardian of the use of these web sites and signed consent from you, the parent, for your child to be able to use these sites. Please contact your child's teacher at any time regarding questions or concerns. You can also view a list of the sites we are using on our website. By signing below, I acknowledge that I have been informed of the use of web 2.0 sites by my student at North Fayette Community School for education purposes.

Academic Information

Academic Dishonesty and Cheating

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

Guidelines:

- Do your own work.
- Previous individual work may be used for current assignments only with the instructor's permission and knowledge.
- If the instructor has not specifically directed students to proofread or edit each other's work, ask for the instructor's explicit permission to have someone else proofread or edit your work.

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

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

Consequences:

Students found to have plagiarized work or to have been dishonest with their academic work will face disciplinary action that may include:

- A mark of zero on the assignment or test. The student must complete the assignment, and once that is done meeting the teacher's expectations, the assignment will be assessed and a grade will be given.
- Completion of alternative work.
- Completion of additional work.
- A loss of any existing exam or assignment exemptions or adjustments.
- Suspension from the class or school.
- Removal from the class.
- Failure of the class.

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

Adding/Dropping Courses

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

Advisory Program

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

Alternative School

North Fayette Valley students will be provided an option to attend an alternative school to take courses to earn a diploma. A student wanting to pursue this option must first be a sophomore before they can apply to attend. If there is not space at the time of the request, the student will be placed on a wait list and when a space opens, they will be admitted. A meeting will be held prior to the start of each school year with students who attended an alternative program the prior school year to discuss their plans for the upcoming school year. Students may attend the program in the morning or in the afternoon, and they will have the option to attend classes in the General Education setting. Students with less than 30 credits will be required to attend school for the full day. Students who participate in an alternative program are required to meet the graduation requirements of North Fayette Valley High School, as well as abide by all rules and regulations of the alternative program. Students who complete an alternative program have the option of participating in graduation exercises at North Fayette Valley High School. *Note: Under special circumstances with administrative approval, students may apply for enrollment prior to their sophomore year.*

Course Load

All students must be enrolled for at least 6.5 credits per semester. For juniors, seniors, and ninth and tenth grade students enrolled in the TAG program, this can be a combination of high school and post-secondary courses. 9th graders that want to take eight (8) classes and enroll in Early Bird PE must have permission of the principal.

Distance Learning Courses

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

Driver Education

North Fayette Valley High School contracts with Northeast Iowa Community College (NICC) to provide driver education courses. The course is offered three times over the course of the school year, the fall, winter, and summer. School officials will notify students and their families in regard to registration. There is a cap of 24 students in each class. If more than 24 students register, the 24 oldest students will be included in the class. Because this is an NICC class, students from other schools are eligible to take the course at NFVHS. However, North Fayette Valley students are given priority regardless of age if the cap comes into play. There is a cost for the program that must be paid by the student or his/her family. Students who are eligible for free or reduced lunch can receive financial assistance for Driver's Education. Students who fail Driver's Education the first time are not eligible for financial assistance for future classes.

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

Early Bird PE

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

Early Graduation

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

Extended Learning Program (TAG)

Identification

Students who enter North Fayette Valley High School identified as Gifted and Talented are eligible to participate in our program. This includes student who move up from our middle school or enter from other school districts. Should a request for evaluation be received, the North Fayette Valley identification process and matrix are used to identify eligible students.

Program Administration

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

Program Components

- Post-secondary Opportunities – Gifted and talented students are provided the opportunity to take post-secondary level courses for high school and college credit throughout their high school career. Many North Fayette Valley students choose this option, some taking college courses in the summer in addition to both semesters of the school year.
- Extended Learning Opportunities – Students are encouraged to attend conferences, competitions, seminars, workshops, and other learning activities in their interest areas.
- Accelerated Course Options – Based on student performance assessments, students may be accelerated through the course of study at North Fayette Valley High School. While the fundamental graduation requirements must be met, students may take courses at the college level or through other sources to complete their personal course of study.
- Independent Study – A structured Independent Study option is provided to students following the Capstone model that includes research, working with a mentor, a formal presentation, and a final paper and product. Students are able to select their area of study based on their own individual interests.

Program of Study

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

Grade Point Average

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

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

Grade Reports

Student report cards will be available online at the end of each semester. Semester grades will count toward earning credit and grade point average. Honor roll will be determined at the end of each semester. Students and parents who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Grades can be readily accessed through Infinite Campus available on the district web site.

Grading Guidelines

Grading Purpose

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

Definitions

Assessment

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

Practice

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

Standard Score

The score for each standard will be determined by the average of all scores for a given standard.

Learning Target

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

Course Standards

Each course will have a minimum of five standards and no more than ten.

Standard Scores

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

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

Grading Scale

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

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

Grade Determination

Each standard that is included in a course will be assessed using the 4-point scale. For the majority of standards there will be multiple assessments, but there must be a minimum of two. All standard scores for a course will be averaged and converted to a letter grade based on the Grading Scale. Each standard must have a minimum of two assessments during a grading period in order for it to be factored into the grade.

Standard Score of 1

At the end of the grading period, should a student have an average score of less than 1.5 on any one standard (no rounding), the student will fail the course. An average score of less than 1.5 on any one standard (no rounding) is not an acceptable level of performance.

Homework

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

Completion of Assessments

Students must complete all **Assessments**. A zero will ~~not~~ initially be given for any ~~incomplete or late~~ late/missing Assessment. At the conclusion of the semester a determination by the teacher and principal will be made regarding ~~incomplete~~ missing Assessments. A grade may be held until the work is completed. No passing grade will be given if there are ~~incomplete~~ missing Assessments.

Second Chance (Retakes/Re-dos)

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

Late Work

All Assessments must be completed. (T) Non-graded penalties may be applied. (L) If an Assessment is not completed by the due date, a ~~incomplete~~ M (Missing) will be given. Students have **two weeks** from the due date to complete an Assessment. Should work not be completed and turned in at that point, the student may be removed from the class and not receive credit. **Teachers are not obligated to accept any late work ten school days before the end of the semester.**

Extra Credit and Bonus Points

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

Group Scores

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

Employability Scores

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

Semester Tests/Assessment

Semester Tests are not mandatory at the high school. At the conclusion of the semester teachers may give final or cumulative assessments, but adjustments will not be made in the regular schedule. There is no Second Chance opportunity for a Semester Test/Assessment.

Midterm, Semester, and Final Grades

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

Communication

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

Graduation

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

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

Standard Diploma

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

Honors Diploma

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

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

Graduation Requirements

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

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

English	8.0 credits	Required: English 9 (2 credits) Speech 10 (1 credit) English 10 (1 credit) Jr/Sr English Electives* (4 credits) * Must have a minimum of one writing class and one literature class.
Mathematics	6.0 credits	Financial Literacy (1 credit)
Social Studies	6.0 credits	Required: United States History (2 credits) Ancient World History (1 credit) Contemporary World History (1 credit) Government (1 credit) Elective (1 credit)
Science	6.0 credits	Required: Unified Science (2 credits) Biology (2 credits) Chemistry or Applied Chemistry (2 credits)
Health	1.0 credits	
Physical Education	4.0 credits	
Capstone	1.0 credit	All Seniors Must Satisfactorily Complete the Capstone Project
		Total Required Credits: 32
		Total Elective Credits: 18

For additional information, refer to the Course Guide.

Honor Roll

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

Human Growth and Development

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

Incomplete Semester Grades

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

International and Foreign Exchange Students

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

Makeup Work

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

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

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

Retaking a Course

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

Semester Tests

The teacher may require students to take a cumulative exam at the end of a semester, or perhaps complete a final project or give a final presentation. These will be done within the structure of the regular course schedule. No changes to the regular schedule will be made to complete these assessments.

Senior Recognition and Honors

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

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

Senior Year Plus – PSEO, PICC, and Concurrent Classes

Students in grades eleven and twelve enrolled at North Fayette Valley High School may participate in this program and earn credits toward graduation upon successful completion of the courses at a postsecondary educational institution. Ninth and tenth grade talented and gifted students are also eligible to take post-secondary courses in accordance with their educational programs. This includes courses offered through 28-E agreements with post-secondary institutions, through the Post-Secondary Education Option Act, and the recently formed Placement in College Credit program. Each has unique characteristics.

North Fayette Valley High School Enrollment Requirements:

- North Fayette Valley High School (NFVHS) administration will determine those courses that are comparable to those taught at NFVHS. The principal must approve all courses that count toward meeting North Fayette Valley's graduation requirements.
- High school courses must be taken in sequence and completed prior to a student being allowed to take one of the college level classes.
- Students may not take a college level course that supplants a course offered by NFVHS. For example, since NFVHS offers Economics, a student may not take a college level Economics class instead.
- The number of courses a student is able to take during a semester is limited based on the policy of the postsecondary institution used to determine full-time student status. A student cannot be a full-time college student at a post-secondary institution and at the same time be a student at NFVHS.
- Students are allowed to only take two PSEO and PICC courses at NFVHS during a semester.

- Students are eligible to take college level courses that are:
 1. Nonsectarian courses.
 2. Courses that are not comparable to courses offered by the school district.
 3. Credit-bearing courses that lead to an educational degree.
 4. Courses in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education and also the courses in career option programs offered by area schools established under the authorization provided in chapter 280A, Iowa Code.
- In order for students to enroll in college credit, PSEO, PICC, concurrent enrollment or career academy courses, state law requires high school student to be proficient in reading, mathematics, and science. In order to demonstrate proficiency, the student must score at or above the level of proficiency on the most recently administered Iowa Assessment in reading, math, and science.
 - Districts have the ability to establish an alternative measure should a student not meet the level of proficiency in one or more areas. The alternative measure for NFVHS students is listed below:
 - Reading – The student must have a course grade of “C” or better (not C-) in their most recently completed English class prior to the start of the semester of their chosen post-secondary course, and meet or exceed the equivalent MAP RIT score for the reading portion.
 - Math – The student must have a course grade of “C” or better (not C-) in their most recently completed Math class prior to the start of the semester of their chosen post-secondary course, and meet or exceed the equivalent MAP RIT score for the math portion.
 - Science – The student must have a course grade of “C” or better (not C-) in their most recently completed science class prior to the start of the semester of their chosen post-secondary course, and meet or exceed the equivalent MAP RIT score for the science portion.
 - *Note: For each content area the student does not meet the level of proficiency requirement; they must meet the two alternative requirements in that subject area. For example, if they do not score at the level of proficiency or better in reading, they must meet both the grade of “C” or better requirement and the MAP RIT score requirement. If they do not meet the level of proficiency requirement in both reading and science, then they must meet both requirements in each subject area.*
- Students who plan to enroll in Career & Technical Education (CTE) classes which will include: Agriculture Education, Automotive Technology and Health Consortium classes (CNA, Nutrition, Dosage Calculation, Intro. to Health Occupations & Medical Terminology) will be allowed to take these classes by meeting the Iowa Assessment requirements listed above. The students will also be allowed to take CTE courses without meeting the Iowa Assessments requirements as long as they have a qualifying score on the Accuplacer and/or ALEKS test as determined by NICC for the areas of Reading and Mathematics. Science scores are not assessed by the Accuplacer exam. In order for a student to qualify in the science area, they must either have a qualifying score on the MAP Science test, or their score on the most recent MAP test in Science must fall in the score range of the level of proficiency or greater.
- If required students must take the Accuplacer, ALEKS or ACT test in order to be able to take college credit classes.
- At times there is confusion to whether or not the credit received is transferable to other colleges or universities. Many of the classes do transfer to other colleges and universities, but it is always up to the receiving college or university. If you have questions about transferability to a specific college or university it is suggested that you call the admissions office at the college or university in question. It will be the responsibility of the student to speak with the school(s) they are interested in to find out about credit transferability.
- The resident school district of the individual student may pay up to \$250 of the cost of a course taken by eligible students. The school district does not pay for the costs of summer school classes, though summer school classes are eligible for credit.
- **Students who fail a college class will be required to reimburse residential school district for the cost of the course and will not be allowed to take a college course the following semester.** The Board may waive reimbursement when failure is beyond the control of the student due to a death in the family, the student’s incapacity, or a move away from North Fayette Valley High School.
- A student who voluntarily or involuntarily drops a college class after the drop date established at NFVHS will be charged for the cost of the course unless arrangements have been made with the counselor and the building principal. The student will also receive a failing grade for the course.
- Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course.
- Prerequisites may be established by NFVHS on a course-by-course basis.

- Students will not be allowed to leave school to take any college courses other than those approved as postsecondary courses or those taught through concurrent agreements. Students taking online classes are expected to remain at school during the scheduled period to work on those classes.
- Students taking college level classes at night, on the Internet, or through correspondence are required under the existing policy to carry 6.5 credits of additional classes during the school day.
- Books for courses are purchased by the North Fayette Valley High School, except for PICC courses. Students who choose to enroll in PICC courses will be required to pay for their textbook(s).
- Students who take dual credit courses at North Fayette Valley High School will have their final grade factored into their cumulative grade point average.
- Should demand for a course exceed the number of seats available for a course, the following criteria will be followed to determine the students that will be admitted to the class:
 - Students must have the required Accuplacer, ALEKS, or ACT score.
 - Seniors by GPA
 - Juniors by GPA
 - Sophomore and Freshman TAG students by GPA
 - Dual enrolled and home school students by GPA*
 - **NFVHS will determine the GPA of dual enrolled and home school students based on courses taken at NFVHS. Dual enrolled students have access to PSEO and contracted course. IPI students only have access to contracted courses.*

Standardized Testing

All 9th-11th grade students are given the ISASP tests during the spring testing period. Freshman and sophomore students take the MAP (Measures of Academic Progress) assessment twice a year. These tests are used to determine academic progress for individual students, for groups of students, and for the school district. Students are encouraged to do their best on these tests so they are useful and an accurate means of accessing our school's programs. Students planning to attend a four-year college are strongly encouraged to take the ACT during the second semester of their junior year. If a student would like to take the SAT, contact the guidance office for information. Students planning to attend a two-year program need to take the college's recommended assessment, which may be ACT, Accuplacer, or Compass.

Student Records

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

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

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

TigerHawk Focus

TigerHawk Focus is a supported study time held during the school day in a directed study type format. No more than six students will be assigned to a group that will be supported by a classroom teacher. Students with failing grades, or those struggling with a number of courses may be assigned to TigerHawk Focus for additional supports. When a student's performance has improved, he/she can petition to go to regular study hall.

Transcript Requests

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

Transfer Students and Credits

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

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

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

General Student Information

Assemblies

Throughout the year North Fayette Valley High School sponsors school assemblies. Students are expected act in a respectful manner toward our guests. Students who do not attend an assembly shall report to the library.

Backpacks and Bags

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

Bell Schedules

Regular Schedule

1 st Period	8:15-8:58
2 nd Period	9:02-9:45
3 rd Period	9:49-10:32
4 th Period	10:36-11:19
5 th Period	11:23-12:35 – 3 lunch waves
Advisory	12:39-12:59
6 th Period	1:03-1:46
7 th Period	1:50-2:33
8 th Period	2:37-3:20

Wednesday and 2:00 Dismissal

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

2-Hour Late Start

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

Noon and Other Dismissals

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

Cell Phones and Electronic Devices

It is recognized that cell phones and other electronic devices may have value as educational tools, yet at the same time have become a major distraction to the educational process. Therefore, it is imperative that students use them in an appropriate manner at school, and that staff members not only teach them appropriate use, but also hold them accountable when disruptions occur.

Teachers have the authority ban cell phones from their room, request that cell phones are turned off during their class rather than left on silent, and/or require students to take their phones out of their pockets, purses, etc. and place them in a specific place, such as on top of their desk, on a counter, or in a box or bag. Students can use their cell phones during lunch in the cafeteria, during break, and between classes. They are not to use them at all during advisory, study hall, TigerHawk Focus or any other structured time.

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

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

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

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

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

Violations of this policy will result in:

- **First offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. The student will be able to pick it up at the end of the school day. The device must be turned in to the office the next morning prior to the start of the school day where it will remain secured until the end of the school day. **This will continue for the next five school days.** Parents will be notified.
- **Second offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. The student will be able to pick it up at the end of the school day. They must then turn the device in to the office for **the next ten school days** prior to the start of first period where it will remain secured until the end of each school day. **Parents will be notified and required to come to school and pick up the phone.**
- **Third Offense** – Confiscation of the cell phone or other device. It will be given to the principal or his designee and secured in the office for the remainder of the school day. At that point, the student and a parent must meet with the principal to discuss the matter. The student will be required to drop the phone off in the office prior to that start of the school day and leave it there for the remainder of the day for **a minimum of 10 school days**, and the student will receive **additional consequences for insubordination.**
- **Further Offenses** – The device will be given to the principal or his designee and will be secured in the office. Parents will be required to meet with the principal to determine next steps. The phone may be held in the office the remainder of the school year as contraband. The student may also be suspended for insubordination.
- **Note:** *If at any time the cell phone or other device is being held in the office a learning activity requiring their use is taking place in a class, the student will not be able to use their device. They will have to take part in the learning activity without the device. A student who turns in a “dummy” phone and continues to use a phone, his or one belonging to someone else, will be considered insubordinate and receive consequences under the behavior code.*

Church Night

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

Closed Campus

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

College Visits

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

Dances and Prom

The principal must approve school-sponsored dances at least three weeks prior to the event. The sponsor and/or principal must approve all expenses associated with the dance. Once a student leaves a dance, he/she is not allowed to return. For dances with out-of-town guests, the hosting student must sign them up at least a day in advance. North Fayette Valley High School rules and regulations apply to all individuals present at a dance. Students that do not attend NFVHS may only attend the following dances: Homecoming and Prom. No middle school students are allowed to attend high school dances, no guests who have reached the age of 20 are allowed to attend, and no students who have dropped out of NFVHS are allowed to attend.

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

Emergency Procedures and Drills

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

- Fire is indicated by an alarm with a continual announcement for everyone to exit the building.
- Tornado or severe weather indicated by an announcement made over the P.A. system. Students and staff are to go immediately to the designated shelter areas.
- Lockdown takes place with a P.A. announcement that will include information and direction to staff and students. Depending on the circumstances, the lockdown may be exterior doors only, or it could include locking of interior doors as well.
- Armed intruder notification will take place with a P.A. announcement and implementation of A.L.I.C.E procedures.

Food Service

Breakfast

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

Lunch

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

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

Fundraising

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

Inclement Weather

In the event of bad weather or other conditions that make it necessary to close or delay school, or dismiss early please rely on the following media outlets, or sign up for notification through GovDelivery.com. Subscribe to GovDelivery for email or text messages, or both at this site: <https://public.govdelivery.com/accounts/IAEDU4774/subscriber/new?preferences=true#tab1>. In addition, the following radio and television stations are contacted: KGAN (channel 2), KWWL (channel 7) and KCRG (channel 9). If the buses do not follow the regular routes, they follow emergency routes and the parents are responsible for picking up the students at the student's school.

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

Legal Status of Student

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

Passes

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

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

Posting of Information

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

Saturday School

Any student that has any assessments that were not completed on the last Monday of the month will be required to attend Saturday School. Two Saturdays will be scheduled each month and the student must attend one. Failure to attend, regardless of the reason, will result in the student being dropped from the class without credit and with a failing grade. Should the student complete the work prior to the Saturday school, they are still required to attend and will be expected to work on school work. Transportation is the parent's and/or student's responsibility and will not be provided by the school. The following procedures are in place for Saturday School:

1. Students will be required to attend one of two Saturdays after the end of a given month. If they do not show up the first Saturday, they must attend the second one.
2. Students must be in the school library no later than 8:30 a.m. Late arrivals will be admitted up to ten minutes late, but must make up the time at the end minute for minute.
3. Any student arriving more than ten minutes late will not be admitted.
4. Students must leave the campus immediately upon dismissal at 11:30 a.m., or when they are dismissed if they were late.
5. Leaving early before dismissal results in no credit for Saturday School.
6. Students must have appropriate study materials (i.e. books, homework, assignments).
7. Sleeping is not allowed. Idleness is not allowed. If they are finished with their work, they are to either work on other assignments, or get a book and start reading it.

8. Students are not allowed to access their cell phone once they arrive, except during the five-minute breaks at 9:30 and 10:30 a.m.
9. Students are allowed to bring food and/or beverages, but all trash must be thrown away and the table wiped down before leaving.
10. Students are notified by campus administration on the last day of the month prior to first of two Saturdays. Notification is sent home as well.
11. Attendance at Saturday school will be documented by the campus staff. Students will sign in upon arrival.
12. Discretion will be used by the administration in postponing or re-assigning a Saturday School assignment.
13. Students who cannot abide by the rules for Saturday school may be dismissed and not awarded credit. Additional consequences may be assigned by the campus administrator.

School Announcements

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

Student Council

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

Student Lockers

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

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

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expressions made by students, including student expression in the school district publication, is not an expression of official school district policy. The school district, the board of education, and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student's speech or expression, and then only to the extent of the interference or alteration of the speech or expression. Copies of the school district publication code can be obtained from the superintendent.

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

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

- Infringe on the rights of others.

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

Study Hall and Study Areas

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

The High School library is designated as a quiet area for individual study, research and reading. Students who have a pass from class or study hall may use the library during school hours. Students not making proper use of the library or abusing the library privilege will be sent back to study hall or class. On first offense they will lose library privileges for one week. For each successive disciplinary action, library privileges will be lost for 4 weeks.

Before and after school, students are able to study in the library (until 4:00), in the cafeteria, or in a supervised classroom.

Study Hall Rules

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

1. It is expected that students are seated in their assigned seats when the bell rings.
2. Attendance will be taken at the start of each period. Students are to be quiet and remain in their seats until attendance is taken.
3. Students are to **sign out** on the appropriate sheets **every time they leave** study hall, and sign in when they return. Each study hall monitor will keep a notebook with sign out sheets for the semester.
4. Students **must have a pass** from the teacher they will leave to visit. The study hall monitor does not have the authority to write a pass for a student to go see a teacher.
5. Should a student want to go to the office, see the counselor or other office personnel, the study hall monitor can issue them a pass.
6. Students going to music lessons need to be on the lessons list or have a pass from the music instructor. They are expected to go to the lesson and return directly to study when it is completed.*
7. A limited number of students are allowed to go to the library. Twenty students are allowed to go at a time, unless there is a class or study hall using the library. Under the later circumstances, the library monitor will determine the number. First priority will be given to students needing to do research. Students are expected to go directly to and from the library and are not to go to their locker or the restroom. If a student is sent back to study hall from the library for behavior reasons, the librarian needs to communicate with the study hall monitor and the office. Sign out privileges can be revoked.*
8. Students are to use the restroom in the music hall during study hall only. One boy and one girl can sign out at a time. Five minutes is a reasonable amount of time for students to use the facilities.*.
9. Students can go to their locker, though this should not happen on a daily basis, nor can students go to their locker more than one time during a study hall period. One student is allowed to go to their locker at a time. Three to four minutes is a reasonable amount of time for a student to be gone. *
10. Students are allowed to have conversations with other students on a limited basis. A student wanting to talk with another must first ask permission of the monitor. Conversations should be kept to one or two minutes and done so quietly so as not to disrupt other students.
11. Groups of students are not to be gathered around one computer, and computers are to be used for learning activities only.
12. Cell phones are not to be used during study hall without the permission of the monitor.

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

Summer Computer Use

Students who enroll summer school at North Fayette Valley High School will be provided a laptop to use for their online coursework. Students may keep their computer over the summer.

Summer School

A credit recovery program is offered at the high school in the summer for students who fail a core academic course. Students can take any math, science, or social studies class that they have failed for the first or second semester. If they have failed English I or English II for the second time, or a literature based advanced classes for the first time, they can choose to complete those

Telephone Use and Messages

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

Unsupervised Students in the Building

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

Visitors/Guests

Visitors to the school grounds are required to check in at the high school office and sign in when they arrive. The building secretary will direct them to where they need to go. When they leave, they are required to sign out. Student guests are discouraged and requests will be denied to have a guest or friend attend classes.

Conduct and Behavior

Attendance

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

Notice of an Absences

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

Excused Absences

Absences from school will be classified as either excused or unexcused. There are legitimate reasons for missing school and North Fayette Valley High School will consider absences excused in the following circumstances:

1. Personal illness*
2. Death in the family or close friend
3. Religious events and/or observances
4. School sponsored or approved activities
5. College visit approved by the counselor and principal
6. Work for parents when approved ahead of time**
7. Trips with parents and/or guardian approved ahead of time***
8. Unavoidable occurrences as determined by the principal

*After **four (4)** absences in a semester due to personal illness, written verification from a doctor is required in order for the absence to be considered excused.

**A student will be excused to work with their parents on a limited basis under emergency or unforeseen circumstances.

***Families are strongly encouraged to schedule vacations or trips during school breaks or the summer. When it is not possible, advanced notice of at least two weeks is appreciated in order to gather necessary work that the student will miss. It is expected under these circumstances that work is handed in upon return from the trip.

The principal will make the final determination as to whether or not an absence is excused.

Before a student is readmitted and excused after an absence, the parent must have called or the student must bring a note signed by a parent to the office explaining the reason for the absence. Any student coming to school without a parent excuse or a phone call from the parent will be marked as "unexcused" and detention time will be assigned until communications are cleared with the parents as to the nature of the absence.

Students leaving the school for a doctor/dental appointment will be given a medical slip to be signed by the medical office indicating the time of arrival and departure from the appointment.

Students with excused absences have the opportunity to make up work in line with policy outlined under **Makeup Work** in this handbook.

Unexcused Absences

Parents will be notified when their student's unexcused absences total three **3 days** in a semester. At this time a conference may be scheduled with the building administration and/or his designee to examine the reasons for the absences. If the unexcused absences **total five (5) days** in a semester, parents will be notified in writing of a student's absence after the fifth day and will be subject to disciplinary action for truancy including suspension and expulsion, as well as removal from the course or courses without credit and a failing grade. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

Unexcused absences include, but are not limited to hair or tanning appointments, leaving school without notifying the office or having a legitimate reason, skipping school, running out of gas or car trouble, personal business, or a false reason given for an absence, as well as for any reason other than those specified under Excused Absences. In addition, **four tardies** will be considered **equal to one Unexcused Absence** and students will be issued appropriate circumstances.

Truancy

Truancy is the failure to attend school for the minimum number of days (171 days) established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to, tardiness, shopping, concerts, preparation or participation in parties and other celebration, and employment.

Excessive Absences

Parents will be notified in writing when their student's excused absences total **seven days** in any one semester. At this time a conference may be scheduled with the building administrator and/or his designee to examine the reasons for the excessive absences. After **ten days** (10) of absence, excused and unexcused, a meeting will be held with the student, parents, and administration or designee. Any subsequent absences after **ten (10)** days may be deemed unexcused and shall require a doctor's excuse, and may be grounds for disciplinary action up to and including removal from class(es) or filing truancy charges with the county attorney. The building administrator may excuse special and unusual circumstances.

Minute for Minute

In the second semester, Seniors will make up all unexcused time minute-for-minute before they will be approved for graduation. This will be done outside the regular school day. On a student-by-student basis, this may be put in place in the first semester, and it may also be put in place for non-seniors with significant attendance problems.

Late to School and Class (Tardy)

Students are expected to be to school and class on time. This is a habit that students are expected to develop. Commonly referred to as being tardy, students who are late to school at the start of the day are expected to report to the office to get an admit slip before they can report to class. When they are late to 2nd through 8th period, the teacher assigns the tardy.

For the purpose of determining an absence, those who arrive more than ten minutes late to school will be counted absent, not tardy. This will not apply to the other periods of the day.

Students are given four (4) tardies to school in a semester without consequence. A tardy is a tardy. There are no excused or unexcused tardies. Four tardies equal one Unexcused Absence and will be punished according. Note that a student could be removed from class without credit for an excessive number of absences.

Just because a student is given a pass does not mean the tardy is excused. It just notifies the teacher that the student has checked in at the office. Parent phone calls do not determine whether or not a student being late to school is excused.

Attendance and Activity Participation

Students who intend to participate in school-sponsored activities must attend school and be in class for one full day on the day of the activity, unless the principal has given direct permission before the absence. Any student that arrives after 8:25 a.m. cannot complete a full day of school.

Returning to School

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

Bullying or Harassment

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

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

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

- Repeated verbal or written remarks of a demeaning nature
- Offensive comments
- Derogatory comments or slurs
- Verbal or physical threats or intimidation
- Lewd propositions
- Assault
- Impeding or blocking movement
- Offensive touching

- Physical interference with normal work or movement
- Visual insults, such as derogatory posters, pictures, or cartoons
- Demeaning jokes or stories
- Behaviors that create an “imbalance of power”
- Gossiping or leaving someone out on purpose

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

According to Iowa law, there are seventeen areas specifically addressed as protected for students. They are: real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based on race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also protected.

Care of School Property

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

Computer Violations

The computers used by students at school are learning tools, not an entertainment device or to be used for personal reasons during the school day. Computers have been provided to students to use for academic purposes, not to play games, engage in social media, browse the internet, or any other reason other than academic or school purposes.

North Fayette Valley Computer and Network Violations Matrix

Violation Type	Examples/Descriptions	Consequence or Action Taken		
		1st Time	2nd Time	3rd Time
Network Violation	Using Bandwidth <ul style="list-style-type: none"> Gaming Copyright Infringement Streaming (Inappropriate Music and/or no teacher consent) 	Computer will be taken from the student and held for a minimum of 24 hours.	Computer will be taken and held for a minimum of 24 hours. 1 month no take home	<ul style="list-style-type: none"> Computer will be taken and held for a minimum of 24 hours. Principal/Parent/Student Meeting, no take home TBD Students may lose the privilege to have a computer at school
Computer Use Violation	Using the computer for functions it was not designed for Leaving your computer unattended	Computer will be taken from the student and held for a minimum of 24 hours.	Computer will be taken and held for a minimum of 24 hours. 1 week no take home	<ul style="list-style-type: none"> Computer will be taken and held for a minimum of 24 hours. 1 month no take home Students may lose the privilege to have a computer at school
Inappropriate Content	Pornography Gambling Hate Groups Other	Computer will be taken from the student and held for a minimum of 24 hours. 1 month no take home	Principal/Parent/Student Meeting, no take home TBD Students may lose the privilege to have a computer at school	
Off Task Content/ Use	Not being on lesson or project-based site Not having computer in operating order (i.e. not charged)	Computer will be taken from the student and held for a minimum of 24 hours.	Computer will be taken and held for a minimum of 24 hours. 1 week no take home	<ul style="list-style-type: none"> Computer will be taken and held for a minimum of 24 hours. 1 month no take home Students may lose the privilege to have a computer at school
Hacking; Accessing school sites, servers or content not intended for school use	Unauthorized intrusion into a computer or server	Computer will be taken from the student and held for a minimum of 24 hours. Minimum of 1 month no take home. Addition consequences up to and including suspension or expulsion depending on the severity of action.	Computer will be taken. Student will lose the privilege to have a computer at school. Additional consequences, including possible suspension or expulsion.	

Contraband

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

Detention

A teacher, principal, or his designee may assign detention. Detention assigned by a teacher will be served with the teacher, with the possible exception of tardies, which may be referred to the office at the teacher's discretion. Detention assigned by the principal or his designee is to be served before or after school in the library, along with those serving for tardies. Detentions are to be served within two days of it being given. Failure to serve will result in it being doubled. Detentions will only be served before or after school. They will not be served during the school day, such as when a student may have a Permanent Pass.

Dress Code

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

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

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

The following guidelines will be followed:

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

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

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

Expulsion

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

Food and Drink

Students are allowed to carry only water into classrooms in clear bottles with a lid. No other food or drink is allowed unless approved by the office for medical reasons. For special events or celebrations, food and beverages may be taken into the classroom with prior approval from the principal. **No food or beverages are allowed in the auditorium of the PAC.**

Interrogation by Outside Agency

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

Leaving School During the School Day

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

Permanent Passes

Juniors and seniors are eligible for early release and a permanent pass. The privilege of signing out will be determined at the start of each semester. Seniors are eligible for 1.5 periods of release and juniors are eligible for 1.0 period. Early release can only be taken during 7th and 8th period. Students with a pass are expected to leave the building.

The following criteria will be in place:

- Students must have a minimum of 95% attendance for the previous semester. For purposes of the permanent pass, four tardies will count as one day of absence.
- Students may not have any grades below a C- for the previous semester.
- Students may not have had any discipline referrals that resulted in a suspension of any type or an accumulation of three detentions in the previous semester.

During the semester:

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

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

Public Display of Affection

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

Removal from Class

Should a student be removed from the same class for the third time at any point in the school year, it is grounds for permanent removal from the class. The principal will make this determination after conversation with the teacher and the student. A student that is removed will receive a failing grade for the semester he/she is removed. *Note: Depending on the seriousness of the behavior, a student may be permanently removed from class after one or two removals.*

Search and Seizure

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

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

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

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

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

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

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

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

Student Behavior Violations and Consequences

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

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

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

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

- Conference with principal or assistant principal, up to 30-minute detention. Parents notified. *Additional consequences for cell phones will be in line with those consequences on p. 18 of the handbook.*
- Up to 60-minute detention. Parents notified. *Additional consequences for cell phones will be in line with those consequences on p. 23 of the handbook.*
- One day ISS. Conference with parents. *Additional consequences for cell phones will be in line with those consequences on p. 23 of the handbook.*
- Additional violations may result in suspension in or out of school.

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

- Forging passes or deceitful behavior
- Violations of pass privileges

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

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

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

- Cheating

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

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

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

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

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

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

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

- Harassment
- Bullying, threats, and/or intimidation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Student Conduct

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

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

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

Suspended Students and Attendance at School Events

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

Suspension

In-school (ISS) and out-of-school suspensions (OSS), or a combination of both, may be used as consequences for behavior that is in violation of the building behavior expectations. In-school suspensions will be served in the office area from the start of the school day until 4:00 p.m. Once it is determined that a student will be suspended an attempt will be made to contact the student's parents by phone. Notice of suspension of a student shall be sent in writing by the end of the next school day to the student's parents, and to the superintendent. Suspension of students in special education shall follow the state and federal guidelines.

Student Walk Outs

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

Weapons

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

Trips, Transportation and Parking

Buses and Other School District Vehicles

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

Regulations for students riding school buses are:

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

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

- 1st Violation: Meeting with student, principal, and bus driver
- 2nd Violation: Letter to parents. Next report will result in removal of at least three days.
- 3rd Violation: Immediately dismissed from riding the bus until meeting is held with parent, child, bus driver, transportation director and principal.

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

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

Daily Bus Pickup and Drop-off

Route busses will arrive at NFVHS at 7:50 a.m. and depart at 3:45 p.m. depart after the shuttles. The area directly in front of the school is reserved for bus drop-off and pick-up. Parents wishing to drop-off and pick-up are encouraged to do so in the parking lot at the base of the steps. Parents are not to be driving through the drop-off/pick-up area when buses are parked in the area. Shuttle busses will leave North Fayette Valley High School daily at 7:55 a.m. to transport middle level students to Valley, and will arrive in the afternoon at 3:40.

Field Trips

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

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students are expected to treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip parents will be notified of the trip.

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

Minor School License

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

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

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

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

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

Student Vehicles at School

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

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

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

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

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

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

Snowmobiles should not be operated recreationally on school property, and should be parked on the North side of the building.

Transportation to Events

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

Students are required to ride the school vehicle to events. Exceptions will be made only with the approval of the principal or activities director when a conflict occurs that is unavoidable. Under no circumstances is a student allowed to drive to a school-sanctioned out of town event. Coaches/directors have the authority to insist that students ride the school vehicle back to NFVHS. However, with their approval, students can ride home with their parents. The parent must sign to release the student at the site of the event once it is over or the student is finished participating. Students may not ride home with other students. Students may not ride home with another parent/adult unless their parent gives them permission, provides a note, and they are signed out at the site of the event by the parent providing the ride.

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

Guidance Services

Guidance Program

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

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

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

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

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

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

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

Student Health

Administration of Medication

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

Communicable and Infectious Diseases

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

Concussion Protocol

Students who are diagnosed with a concussion or brain injury will be placed under concussion protocol, commonly referred to as *Return to Learn*. The district has a five-step process in the protocol: Identification, Notification, Return to School, Return to Learn, and Return to Play. Once identified, the student's health care provider or parent is expected to notify the school nurse, who will then notify the school principal. The principal will notify teachers, and based on the accommodations provided by the health care provider, the protocol will be implemented. Based on the advice of medical professionals, every effort will be made to get the student to return to school as soon as possible, even if it is for a portion of a day. Once in the protocol, it will take a minimum of six days for a student to complete it and *Return to Play*. The school's athletic trainer will monitor all student athletes placed in the protocol. The school nurse will work with the trainer, and will monitor the protocol for all non-athletes.

Emergency Forms

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

Health Screening

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

Physical Examination

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

School Nurse

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

Student Illness or Injury at School

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

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

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

Activities Program

Activities Program

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

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

* Shared program.

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

Academic Eligibility

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

Once a month, students and parents will be notified if a student is failing a class. They will have one week (Warning Week) to complete the work necessary to get their names off the list. Teachers will have 16 business hours to grade work that is turned in. If after one week, the student has not done the work required to get their name off the list, they will be ineligible until they complete the work at a satisfactory level. On the third Monday of each month all teachers will formally post grades before 8:00 a.m. to determine those students who are ineligible to participate in extra- and co-curricular activities. Parents and students will be notified via email or letter. When students complete the necessary work at a satisfactory level, the teacher will inform the principal/assistant principal that the student's name can come off the ineligibility list, and the student will then be eligible. Ineligibility means that a student cannot perform in a public performance, but they can still practice.

Warning Week	Start of Ineligibility
Monday, September 27	Monday, October 4
Monday, October 18	Monday, October 25
Monday, November 15	Monday, November 22
Monday, December 13	Monday, December 20
End of semester – January 14 – Scholarship Rule	
Monday, February 14	Monday, February 21
Monday, March 14	Monday, March 21
Monday, April 11	Monday, April 18
Monday, May 9	Monday, May 16
End of semester – May 20 – Scholarship Rule	

Scholarship Rule – This was adopted by the Iowa Department of Education. Based on how the state-mandated “Scholarship Rule” is interpreted, athletic ineligibility, music ineligibility, and all other activities serve their ineligibility period separately. One does not eliminate the ineligibility period of the other.

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

Dual Sport Participation

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

Activity Tickets

An activity ticket will admit a student or adult to all athletic and music events with the exception of the all school play or musical and any state sanctioned events. The activity tickets are designed to help cover the cost of maintaining the student activities programs at North Fayette Valley. Students will be expected to have their activity ticket with them to gain admission at no charge. All students not having activity tickets will be charged admission to activities. The cost of student and senior activity tickets is **\$30.00**. Adult activity tickets are **\$70.00**.

Attendance and Activity Participation

Students who intend to participate in school-sponsored activities must attend school and be in class for one full day on the day of the activity, unless the principal has given direct permission before the absence. Students who are suspended for any part of a day are not eligible to participate on that day. For the purpose of determining an absence, those who arrive more than ten minutes late to school will be counted absent, not tardy. This will not apply to the other periods of the day.

Concussion Protocol for Activities

North Fayette Valley High School follows the Concussion Protocol recommended by the IHSAA and IGHS AU. When a Student Has Sustained a Concussion or other Brain Injury as Defined in Iowa Code Section 280.13C:

1. No student should return to play/competition or practice (RTP) on the same day s/he sustained a concussion or brain injury, but a licensed healthcare provider as defined in Iowa Code Section 280.13C makes the final decision regarding (RTP).
2. A licensed health care provider as defined in Iowa Code Section 280.13C should evaluate a student suspected of having a concussion or brain injury on the same day the injury occurs.
3. After receiving medical clearance by a licensed health care provider as defined in Iowa Code Section 280.13C, RTP should follow a stepwise protocol with provisions for delayed RTP based upon the return of any signs or symptoms.
4. Education of contest officials, school coaches and other appropriate school personnel, contestants, parents, and licensed healthcare providers.
 - o The Iowa High School Athletic Association and Iowa Girls High School Athletic Union will provide educational materials related to concussions and brain injuries developed by the CDC and other organizations knowledgeable about concussions.
5. Removing students who exhibit signs, symptoms, & behaviors of a concussion or brain injury from participation, and their return to participation.
 - o Coach Removal - If the student's coach observes signs, symptoms, or behaviors consistent with a concussion or brain injury, during any kind of participation, i.e. practices, scrimmages, contests, etc., the student shall be immediately removed from participation and shall not return until the school's designated representative receives written clearance to return from a licensed healthcare provider as defined in Iowa Code 280.13C.
 - o Contest Official Removal - If a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury, during scrimmages, contests, etc., the student shall be immediately removed from participation and a designated contest official at the contest/event must receive the written clearance to return from a licensed health care provider as defined in Iowa Code 280.13C before the student can return to participation in that contest/event, including an event that takes place over multiple days.
 - o Before allowing a student who has been exhibiting signs, symptoms, & behaviors of a concussion to return to participation (*practice and/or competition*), licensed health care providers as defined in Iowa Code 280.13C should follow the return to participation protocol from "Suggested Guidelines for Management of Concussion in Sports," NFHS Sports Medicine Advisory Committee 2009 and "Consensus Statement on Concussion in Sport Third International Conference in Sport Held in Zurich, November 2008," Clinical Journal of Sports Medicine, Volume 19, Number 3, May 2009.
6. At events where the Iowa High School Athletic Association or Iowa Girls High School Athletic Union have provided licensed health care providers as defined in Iowa Code 280.13C, those licensed health care providers have final authority regarding RTP when a student has exhibited signs, symptoms, and behaviors consistent with a concussion.
7. Concussion testing protocols performed by the school athletic trainer will determine return to practice/play for concussed athletes. Letters or other communication from licensed medical professionals other than the team physician must be approved by the team physician in order for the student-athlete to return to play. Decisions for return to play are based on the baseline score established through Impact testing administered under the school's athletic trainer. In the absence of the team physician at a practice or contest, the athletic trainer will be the final authority on decisions.

Return to Participation Protocol Following a Concussion – Return to participation following a concussion is a medical decision made on an individual basis by licensed health care providers. Medical experts in concussion believe a concussed student should meet ALL of the following criteria in order to progress to return to participation. However, these criteria are GUIDELINES ONLY and not required by Iowa Code Section 280.13C when licensed health care providers determine a student's return to participation.

- Asymptomatic at rest, and with exertion (including mental exertion in school), AND have written clearance from physician, physician's assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist or licensed athletic trainer. **Written clearance to return by one of these licensed health care providers is REQUIRED by Iowa Code Section 280.13C!*
- Once the criteria above are met, the student should progress back to full activity following the stepwise process detailed below. A licensed health care provider as defined in Iowa Code Section 280.13C, or their designee, should closely supervise this progression.

- Progression to return is individualized and should be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. A student with a history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may progress more slowly as determined by a licensed health care provider as defined in Iowa Code Section 280.13C, or their designee.
 - Step 1. Complete physical and cognitive rest. No exertional activity until asymptomatic. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
 - Step 2. Return to school full-time /normal cognitive daily activities, or normal cognitive functions.
 - Step 3. Low impact, light aerobic exercise. This step should not begin until the student is no longer having concussion symptoms and is cleared by the treating licensed health care provider. At this point the student may begin brisk walking, light jogging, swimming or riding an exercise bike at less than 70% maximum performance heart rate. No weight or resistance training.
 - Step 4. Basic exercise, such as running in the gym or on the field. No helmet or other equipment.
 - Step 5. Non-contact, sport-specific training drills (dribbling, ball handling, batting, fielding, running drills, etc.) in full equipment. Weight-training can begin.
 - Step 6. Following medical clearance, full contact practice or training.
 - Step 7. Normal competition in a contest.

NOTE: Generally, each step should take a minimum of 24 hours. If post-concussion symptoms occur at ANY step, the student must stop the activity and their licensed health care provider as defined in Iowa Code Section 280.13C should be contacted. If any post-concussion symptoms occur during this process, the student should drop back to the previous asymptomatic level and begin the progression again after an additional 24-hour period of rest has taken place. Once in the protocol it will be a minimum of six days before the student can return to play.

Good Conduct Policy

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

This policy applies to all activities included under the authority of the activities department including, but not limited to, athletics, music, speech, clubs, cheerleading, dance line, Prom, and all honorary and elected offices, or any other activity in which the student represents North Fayette Valley Schools outside of the classroom. This also includes trips sponsored by various school clubs, groups, and organizations, excluding classroom field trips.

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

Violations --

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

Transfer Students --

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

Consequences --

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

- First Offense -- Six (6) weeks of ineligibility starting on the date that the violation was determined. For a student that self-reports within 24 hours of the incident, the penalty will be reduced by two (2) weeks. *Note: For those students who would not miss any activities due to the timing of the violation, they would have to complete a school approved diversion program for alcohol, tobacco, ENDS, or drug violations at their family's expense to satisfy the consequence.*
- Second Offense -- Twelve (12) weeks of ineligibility starting on the date that the violation was determined. The student must complete a school approved diversion program for alcohol, tobacco, ENDS, or drug violations at the family's expense. For a student that self-reports within 24 hours of the incident, and completes the diversion program, the penalty will be reduced by two (2) weeks.
- Third and Any Additional Offenses -- Twelve (12) calendar months of ineligibility starting on the date that the violation was determined. The student must complete a school approved diversion program for alcohol, tobacco, ENDS, or drug violations at the family's expense. A letter of apology from the offending student needs to be written to the building principal.

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

Implementation --

Once a violation has been determined:

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

Reporting a Violation --

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

Penalty Reduction --

If a student comes forward to an administrator or activity director to admit (self-report) a violation of the Good Conduct Policy prior to finding of guilt by the administration, the student's penalty shall be reduced by two (2) weeks for a first violation, and by two (2) weeks for the second violation if they have also completed an approved diversion program, if that applies. If a student hopes to have their penalty reduced, they must report within 24 hours to the activities director or the principal. There is no reduction for a third or subsequent violation.

Middle School Transition to High School --

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

Appeal Procedure --

Step 1

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

Step 2

If the student is still not satisfied with the written determination of the principal, the student may within three (3) calendar days of the receipt of the written determination by the principal, request that a Good Conduct Hearing Panel be convened. This written request shall be delivered to the Superintendent of Schools of the North Fayette Valley Community Schools. The hearing panel shall consist of the following members:

1. The Superintendent;
2. A staff member, who is not on the high school staff and appointed by the superintendent of schools;
3. The President of each Board, or their representative, and a third Board member agreed upon by the two Presidents will serve. The President of the student's resident district will chair the Hearing Panel.

The Good Conduct Hearing Panel shall within five (5) calendar days of the receipt of the request for hearing, hold a hearing upon the appeal of the student. The Hearing Panel shall review the facts, the testimony, and examine the record. All parties shall have the right to counsel and to examine all witnesses at said hearing. The Good Conduct Hearing Panel shall at the completion of the hearing make written the finding upon the appeal of the student. The Good Conduct Hearing Panel shall either rescind the penalty or uphold the penalty. The penalty will remain in effect pending the outcome of the Good Conduct Hearing Panel's decision. The student will remain ineligible to participate during the appeal process.

Step 3

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

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

If the Joint Boards of Education reverses the decision of the administration or Good Conduct Hearing Panel, the student shall be immediately eligible and shall have record of the ineligibility period and violation deleted from the student's record.

Lettering Criteria

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

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

- **Football:** Student must participate in at least 8 quarters of football games and be in good standing the entire season.
- **Volleyball:** Student must participate in at least 10 sets or completes four years of participation.
- **Girl's Basketball:** Student must participate in at least 18 quarters of varsity basketball games, and/or participate as a member of the varsity team in good standing the entire season.
- **Boy's Basketball:** Student must participate in at least 18 quarters of varsity basketball games, and/or participate as a member of the varsity team in good standing the entire season.
- **Wrestling:** Student must accumulate at least 7 points in varsity competition or place 1st or 2nd in a wrestling tournament or wrestle in one-half or more of the varsity meets.
- **Baseball:** Student must play at least 20 innings or in 7 games, and/or participate as a member of the varsity team in good standing the entire season.
- **Softball:** Student must play at least 20 innings or in 7 games. Participates as a member of the varsity team in good standing the entire season.
- **Golf:** Golfers may letter by scoring (low four) in at least $\frac{1}{4}$ of regular meets, playing as a varsity member in at least $\frac{1}{2}$ of regular meets, playing in the IGHSAU or IHSA tournament series, or being an active member of the team all four years. Coaches may also use discretion in unusual circumstances.
- **Track:** Student must earn 12 meet points during the season to letter. Junior varsity individuals or relay teams will earn points for letters if they defeat opponents' first relay teams.
- **Cross Country:** To earn a varsity letter in cross-country an athlete must compete in seven varsity races during the season. Student-athletes may also earn a varsity letter through participating in good standing for all four years of their high school career. In regard to injured athletes or other extenuating circumstances, coaches will make a decision on whether or not a student letters.
- **Bowling:** To earn a varsity letter in bowling a bowler must compete at the varsity level in three meets. Bowlers may also earn a varsity letter through participating in good standing for all four years of high school.
- **Boys' Soccer:** Student must play in 1,000 varsity minutes of competition.
- **Girls' Soccer:** To be determined for the Spring 2022 season.
- **Managers:** Students may earn a letter by serving as a team manager in three sports during the same year or in the same sport for two consecutive years. Managers are part of the squad and will follow the same prescribed rules and regulations.
- **Drill Team:** Dance in all events, unless excused by the coach, and finish the season in good standing.
- **Cheerleading:** Cheer at all varsity events, unless excused by the coach, and finish the season in good standing.
- **Speech:** Students must accumulate 35 points to letter by participation in speech activities and contests, play productions, crew work, or performances in the community. From there, additional lettering recognition can be earned on the point scale.
- **Vocal Music:** Students must earn 400 points to letter and earn 1000 points for major music.
- **Instrumental Music:** Students must earn 400 points to earn a letter, 825 for a second letter, 1275 for a third letter, and 1750 for a fourth letter. Students that earn 2000 points and are in band four years will receive a major music award.
- **Clubs, Activity and Academic:** Each activity or club desiring to provide and award letters shall submit an application to the activities director, and principal stating the procedures for their approval. The policies for academic letters shall originate with the student council advisor, and principal and be approved by the Board of Education."

Social Media and Electronic Device Policy

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

Students are expected to be good digital citizens and refrain from posting, tweeting, re-tweeting, like or favorite anything negative about opponents, team/group members or their families, coaches/directors, or anything disparaging, defamatory, or knowingly false that casts North Fayette Valley or their team/group in a negative light. They will not post pictures, icons, or symbols of alcohol, drugs, cigarettes, use profanity, abbreviated profanity, or symbols of profanity. They will not send, receive

and/or download email, text, or images containing provocative, sexually explicit, pornographic, or offensive material, and will not reveal any confidential information about others in a personal online posting, upload or transmission.

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

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

Coaches/directors are not to engage with students one-on-one using social media. It is recommended that a minimum of three people be involved in each communication, and that coaches/directors refrain from friending or following students on social media. It is also recommended that group apps, such as Remind and What's App are used as communication devices for teams or groups.

Strength and Conditioning

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

Student Participation in the Activity Program

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

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

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

Specific to the athletic program at North Fayette Valley:

1. Any freshman taking part in an athletic activity may drop one sport and go out for another sport during the first five practices of that sport for the current year. Students who drop an athletic activity after the above times will not be permitted to take part in another sport held during the same season for the current year.
2. Students may participate in more than one school sponsored athletic program in the same season. Those choosing to do so must complete a *Sport Priority Form* with the activity director and state which of the two sports will be their priority sport. The general resolution to conflicts will be
 - a. Competition takes priority over practice.
 - b. State series events take priority over non-state series events.
 - c. Competition in the student chosen priority sport takes precedence over competition in the other sport. An exception is that unless the event is part of the state series or conference tournament, athletes will participate in the scheduled event, not the re-scheduled one.
 - d. The student will be required to work with coaches to establish a workout schedule.
 - e. The coach has the authority to make decisions that are in the best interest of the team.
3. A student who is participating in a sport sponsored by North Fayette Valley High School and sanctioned by a governing organization may not participate in the same sport as an individual or as a member of a team in an outside school event during the same season. "A season" in a sport is interpreted to mean "the first legal day of practice until the last game of the tournament for which the school sponsored team is still competing."
4. North Fayette Valley athletes shall be well-groomed and dressed in a manner that is recommended and suitable for school, the school event being attended and will reflect a proper and favorable image for themselves, the squad and coaching staff, and this school. The coaches of that sport may establish uniform rules of dress at home and away games.
5. Teams of boys can be used as practice partners for girls in volleyball and softball a maximum of once a week for a total of thirty minutes. Those boys cannot be members of any athletic team in season.

Alternative School

Basic Expectations

1. It is the student's responsibility to become familiar with and follow all the school's rules and procedures. If you are unsure about something, please ask.
2. Students with less than 30 credits will attend the Alternative School for half of the school day and the high school general education classes for the other half of their day. Students with more than 30 credits can attend Alternative School half days only, or take additional coursework in high school general education classes.
3. Students are responsible for their actions and are self-directed.
4. Students will respect themselves and all others.
5. Each student is responsible for his/her own academic performance and will work at his/her own pace.
6. It is the student's responsibility to *request* assistance from the teacher when necessary.
7. Students will sign a contract indicating that they understand the rules and regulations for attendance at the NFV Alternative School.

Academic Progress

Students are in attendance at the alternative school in order to complete classes, earn credits, and graduate. Because the majority of the classes they take will be independent and online, it is imperative that they maintain adequate progress in order to complete classes in a timely manner and move forward. The expectation is that a student will increase the completion of their online course(s) by **25% each week or 5% each day**.

Step 1 - If progress is not being made, the teacher will implement an academic contract. The first time progress is not met will result in notification of parents and the student being placed on Watch Status. Once a student has received a Watch for not meeting their work completion target of 5% per day, for one weeks time, they will stay on Watch for the remainder of the quarter.

Step 2 - If they have a second week where they do not reach their work completion target, they will be placed on Warning Status. If the student fails to meet adequate progress of 5% a day, for a second time, the student will be placed on Warning Status, and a meeting with the parents will be required to take place before the student can return to class. Once a student is on the Warning Status list, they will remain on the Warning list for the remainder of the Semester.

Step 3 - If they have a third week where they do not reach their work completion target, then they will be on a minimum 10-day probation period. Once placed on Probationary Status, the student will not be allowed to return until after ten school days. When a student returns from their probation period, they will remain at Step 3 until the end of the semester.

Step 4 - If they have a fourth week, after their return from the 10-day probation period, where they do not reach their work completion target, they will be removed from the Alternative School Program. They will need to re-apply for a spot. A committee will meet with the student and parent to discuss their application.

Weekly progress will be checked Wednesday to Wednesday. By the end of class Wednesday their required progress must be met.

In the event a student is absent a day, the 5% per day progress is still required. It is the student's responsibility to find time to make up the missed time and progress.

It is recommended that each student complete 6 credits per semester while in attendance at Alternative School.

Attendance

Each student is expected to be on time every day. If you are going to be late or absent, you need to notify Robin in the office at the high school as soon as possible and before school starts. Students must maintain an attendance of 90% over two weeks (9 out of 10 days) and **show progress** as evaluated by the instructor. Two tardies during the two-week attendance check will be counted as one unexcused absence.

Step 1 - Should a student drop below 90% attendance, they will go on Watch Status.

Step 2 – If they have a second occurrence where they do not reach the 90% attendance goal, they will be placed on Warning Status. A meeting with the parents will be required to take place before the student can return to class. Once a student is on the Warning Status list, they will remain on the Warning list for the remainder of the Semester.

Step 3 - If they have a third occurrence where they do not reach the 90% attendance goal, then they will be on a minimum 10-day probation period. Once placed on Probationary Status, the student will not be allowed to return until after ten school days. When a student returns from their probation period, they will remain at Step 3 until the end of the semester.

Step 4 – If they have a fourth occurrence, after their return from the 10-day probation period, where they do not reach the 90% attendance goal, they will be removed from the Alternative School Program. They will need to re-apply for a spot. A committee will meet with the student and parent to discuss their application.

Once the student completes the necessary course work and credits to graduate, they are finished and no longer need to attend school once they have completed the check-out process at the high school.

Attendance Center

The North Fayette Valley Alternative School is located at the high school. AM classes are in the FCS classroom and PM classes are in the ICN classroom.

Check-out Process

Once students complete their course work at North Fayette Valley Alternative School, their next step is to report to the high school office and complete the senior check-out process. The high school secretary will provide them with the necessary paperwork required for seniors to finish up at North Fayette Valley. Included in this process will be an audit of accounts and a determination of whether or not the student will participate in graduation ceremonies. This is the same process all seniors must complete.

Courses

Nearly all courses taken by students at North Fayette Valley Alternative School are delivered online through Edgenuity. Once the student is admitted to the school, the guidance counselor, in cooperation with the alternative teacher, will determine the courses that the student needs to take in order to meet graduation requirements. An audit of their transcript will be done and then a course of study will be developed. Most students will take one online class at a time, though they may take two. Regardless of how many online classes they take, they still must make academic progress on each class (5%/ per day).

In addition to the Edgenuity online classes, students can attend classes in the general education setting and also earn credit for the following classes at the alternative school:

Work Experience – 1 credit

Since the alternative program is a half-day, we strongly encourage students to find employment to better prepare themselves for life after high school. In order to receive one credit, the student must complete 80 hours of structured work, verified by pay stubs. They must also submit a two-page paper on a work-related topic to be determined by the teacher and student, and submitted after the 80 hours are logged and before credit is awarded. Students can only earn one Work Experience credit.

Independent Reading – 1 credit

The student is required to read 1000 pages and write a one-page review on each of the books that they read. One of the books must be non-fiction.

Physical Education – 0.5 credit

Physical education is a requirement each semester. Student will participate in class every other day under the direction of a physical education teacher.

Graduation Ceremony

Students who complete their graduation requirements at the North Fayette Valley Alternative School have the option to participate in the formal graduation ceremonies at North Fayette Valley High School at the conclusion of the academic year. In order to be included in the event, they must contact the high school secretary to order a diploma, cap and gown, and take care of any other necessary arrangements.

Graduation Requirements and Diploma Options

A student who completes 50 credits, meeting the North Fayette Valley requirements for graduation, including the successful completion of a Capstone Project and physical education, will earn a NFV high school diploma.

North Fayette Valley graduation requirements are available on page 18.

Participation in Extracurricular Activities

Students who attend the alternative school are eligible to participate in extracurricular activities at North Fayette Valley High School as long as they meet eligibility requirements.

- Students attending school full time (half day at the Alternative School and half day in General Education classes) need to be in attendance for the full academic day.
- Students attending only the Alternative School for a half day, must be in attendance for the full half day.
- Students must meet academic progress requirements as well as attendance requirements.
- Students must complete a minimum of four classes each semester.

School Day

Morning Alternative School –

- Class will be held from 8:00 am – 11:00 am Monday, Tuesday, Thursday and Friday.
- On Wednesday, the schedule is from 8:00 am to 9:55 am.
- Students will take PE in the General Education setting beyond the 8:00-11:00 time frame 2-3 times per week.

Afternoon Alternative School –

- Class will be held from 12:30 pm – 3:30 pm Monday, Tuesday, Thursday and Friday.
- On Wednesday, the schedule is from 12:00 pm – 2:00 pm.
- Students will take PE in the General Education setting beyond the 8:00-11:00 time frame 2-3 times per week.

The alternative school will follow the NFV High School calendar. If there is a late start for the high school, there will be **an alternate schedule** for the Alternative School Program.

Student Expectations

1. Students are expected to arrive promptly and stay for the entire session. Arriving 15 minutes late or later will result in an unexcused absence. If leaving prior to the end of the session, students must have it cleared with the office prior to leaving.
2. Students are expected to arrive to school no earlier than five minutes prior to the start of each session.
3. Should a student need to use the restroom, they are to use the one closest to the room that houses the alternative school.
4. Upon arrival in the classroom the student will place their cell phone/electronic device in the designated area.
5. Students are expected to set academic goals each semester and monitor their progress.

6. Students are expected to attain 5% progress in their Edgenuity course per day.
7. Students are expected to maintain 90% attendance over any two-week period.
8. Students will be allowed to bring water while in attendance at NFV Alternative School.
9. Each day the student will complete their daily log to track their starting and ending progress.
10. If a student needs to see the school counselor, principal, assistant principal, nurse, or any other office personnel, they can get a pass from the Alternative School instructor.
11. Should a student need to see other school staff for any reason, an appointment needs to be made and the principal notified.

Student Behavior

1. Students are expected to treat all others at the school with respect and use appropriate language.
2. There is no smoking or use of tobacco, drugs or alcohol on or around the property. This includes the parking lots.
3. Follow all high school behavior rules. See pages 28-35
4. Students may be asked to park on the north side of the high school.

Suspension/Expulsion from The Program

Students may be suspended from the program based on their attendance, lack of academic progress, or due to their behavior. Should a student be suspended, they will not be allowed to be on school grounds for the duration of their suspension. It is expected that the students be at the alternative program in order to finish their education. Parents will be notified when their son or daughter exhibits inappropriate behavior, does not make academic progress, or does not meet the attendance requirement.

Trips

Teachers in the alternative school are able to schedule trips. Students in the program are able to go on educational trips with other students in the general education program on a case-by-case basis as determined by the teachers and administration. Alternative school students are not able to participate in social trips, such as the Chicago trip taken by some seniors.

Out of District Students

A student from outside the North Fayette Valley district who wishes to attend the NFV Alternative School must be admitted by the high school principal. The home school principal or counselor must initiate contact with the NFV principal, and officials from the home district must complete registration papers.

Students from outside the district with an IEP will not be enrolled in the North Fayette Valley Alternative School, nor will a student who dropped IEP services in order to be enrolled result in their admission.

Students who are on the sex offender registry, are charged with a crime where they could be placed on the sex offender registry, have been expelled from school, are currently serving a suspension, or have a history of violent behavior at their school will not be admitted to the NFV Alternative School.

The home district will be required to pay North Fayette Community School District based on the cost per pupil per day (1/180th) that the student is enrolled. The home school district will be billed quarterly.

Transportation to the North Fayette Valley Alternative School is the responsibility of the home district. It is expected that the student will be in attendance from the start of the school day until the end.

Participation in extracurricular activities is up to the home district and would take place in the home district. Students from outside the North Fayette Valley district will not be permitted to participate in the North Fayette Valley extracurricular program.

The home district will determine eligibility to participate in their programs for their students. Weekly progress and attendance reports will be made available to the principal of the home district, as well as quarterly reports.

Out of district students are expected to follow all of the same rules and expectations as the NFV students.

DOWNTOWN ACADEMY

General Information

Purpose

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

The Downtown Academy provides:

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

Admission to Downtown Academy

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

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

- Student demonstrates behavior that warrants implementation of a 45-day Interim Alternative Education Setting.

Bell Schedules

Regular Schedule (Monday, Tuesday, Thursday, Friday)

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

Wednesday and 2:00 Dismissal

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

2-Hour Late Start Schedule

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

Breakfast and Lunch

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

Continuum of Services

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

Participation in High School Activities

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

A student that arrives to school after 8:45 a.m. or misses any other part of a day is not able to participate in activities that day. A student must be in school a full day to participate in activities unless granted permission from the high school principal.

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

School Hours

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

School Calendar

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

Quarterly Parent Meetings

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

Technology Resources and Laptop Computers

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

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

Vocational and Employment Program

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

Academic Program

Academic Progress

For all online classes, students are expected to achieve Academic Progress, which is defined as moving forward a minimum of 5% daily or a total of 25% per week. Failure to accomplish this will result in a drop-in status and denial of any earned privileges. For two consecutive weeks of failing to achieve Academic Progress, a meeting will be held with the parents and a plan will be developed to spend additional time getting caught up on the course. Academic Progress must be achieved weekly for all courses the student is working on. *Note: Year-long classes will be split into semester length classes when necessary in order to maintain the 5% daily target. Should that not be possible, then for those classes only, 2.5% daily progress will be the target.*

Eligibility

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

Missing, Incomplete, and Late Work

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

Course Offering

Online Courses

A list of course available through Edgenuity.

General Education Courses

Character Development & Leadership I -- 1 credit

The Character Development & Leadership Curriculum utilizes a consistent set of 10 lesson plans to teach each of the 18 character trait modules. This is both the simplicity and the beauty of this curriculum. It's what the teachers love and the students come to rely on. Once the students understand the 10 lesson plans, they know

what to expect, which provides consistency. At the same time, one ethical dilemma (for example) doesn't look like the next, so each lesson plan is unique and fresh.

Character Development & Leadership II -- 1 credit

This is a continuation of the first semester of the course above.

Consumer Math -- 2 credits

A math class focused on the development of math skills that will aid the student in making better consumer decisions. Included in the content will be budgeting, banking, interest, credit, and a number of other concepts. It is a two-semester course.

Current Events I -- 1 credit

The students will study a variety of current local, state, national and world events, learn how to discuss them, and express themselves in an appropriate manner. Channel 1 and other news sources will be used as resources.

Current Events II -- 1 credit

This is a continuation of the first semester of the course above.

Employability Skills -- 1 credit

The content of the course is based on Core Curriculum 21st Century Skills. Included in the curriculum initiative and self-direction as well as productivity and accountability.

Financial Literacy -- 1 credit

A digital course using a variety of platforms -- 3D gaming, animation, video, and social networking -- to teach complex financial concepts including: credit scores, insurance, credit cards, taxes, investing, saving, and other topics. *Note: This is a required course for all students at Downtown Academy.*

Independent Reading -- 1 credit

The student is required to read 1000 pages and write a one-page review on each of the books that they read. One of the books must be non-fiction. *Note: The student may earn up to one(1) credit per academic year for Independent Reading.*

Life Skills I -- .5 credit

Students will learn and apply basic life skills that may include cleaning and other household tasks. Additional skills that will help them live on their own will be introduced over the course of the semester.

Math I -- 2 credits

A two semester, entry level math class for high school students designed to help build basic math skills. A common curriculum will be taught, though individual modifications in content may be made to address specific IEP goals.

Physical Education -- .5 credits

Physical Education (PE) is a requirement, but going outside or off-site for Downtown Academy students for PE is a privilege. When off-site, students are expected to follow the Good Neighbor Policy. Failure to abide by the Good Neighbor Policy will result in the student attending PE in the Downtown Academy building in the quiet room using Edgenuity or by doing physical activity in the school building for 30 minutes. The duration of the alternate setting PE will be decided by the Downtown Academy staff on a week to week basis.

Reading -- 2 credits

Direct reading instruction provided to students to develop their fundamental reading skills with particular emphasis on the improvement of comprehension and vocabulary. Instruction will support students at their identified reading level. It is a two-semester course.

Social Skills -- 1 credit

The development of improved social skills is a fundamental component of instruction at the Downtown Academy as it most likely ties into IEP goals as a specially designed instruction component. Character development and leadership will be strong points of emphasis in the instruction.

Strategies -- 1 credit

Students will receive direct instruction on a daily basis to help them meet their IEP goals.

Technical Writing -- 1 credit

Students will be taught “real world” applications of writing, which includes writing technical reports and instructions, business letters, resumes, and applications. Seniors will use this course to complete their research paper if they are working to complete the Capstone.

Work Experience -- 1 credit

A goal for the program is to provide opportunity for students to gain meaningful employment. In order to receive one credit, the student must complete 80 hours of structured work, verified by pay stubs. They must also submit a two-page paper on a work related topic to be determined by the teacher and student, and submitted after the 80 hours are logged and before credit is awarded. Students can earn one Work Experience credit.

Graduation Requirements

Each student has the option of completing his/her high school program by meeting the graduation requirements of their home district, or by meeting the graduation requirements of the North Fayette Valley High School Diploma – see page 18.

Graduation from Home District Requirements

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

Integration to High School Academic Program

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

Review of Credits

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

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

Student Conduct – pages 33-42

Attendance

All students are expected to maintain outstanding attendance. Successful completion of the academic program and IEP goals can only happen if the student is at school. It is expected that the student will be on time as being late will result in consequences. See page 28-29

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

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

Behavior Expectations

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

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

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

Parental Notification

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

Flexible Sanctions

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

Removal from Class

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

Refusal to Go to Class

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

Refusal to Go to Quiet Room

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

Leaving Without Permission/Walking Out

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

Removal from School

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

Other Sanctions

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

Appropriate Language

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

Hygiene

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

General Housekeeping

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

Cheating and Plagiarism

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

Personal Property

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

Cell Phones

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

Music and Other Electronic Devices

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

Good Neighbor Policy

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

Driving and Parking Regulations

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

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

Criminal Activity

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

Bullying and Harassment – see pages 34-35

Headphones and Earbuds

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

Leaving Without Permission

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

Off-Campus Activity

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

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

Student Status

Each student enrolled at the Downtown Academy will have a status that will define their expectations and privileges. Goals are connected to the status and when met the student will change his/her status, moving up to a new one with different expectations and privileges. All students will start at **White Status**. Should they meet the goals, they will move up to **Black Status**. They will be at Black Status a minimum of two weeks and if they meet their goals over the course of those two weeks, they will move to **Blue Status**. Students at Blue Status must maintain that level for a minimum of three weeks and meet their goals to move to **Silver Status**.

The goals that students must meet to move up and to sustain their status are:

- Students must have an average of 90% rating on Class Dojo to move up in status. They must sustain it for one week to move from White to Black Status, two weeks to move from Black to Blue Status, and three weeks to move from Blue to Silver Status.
- Students must maintain an average of 80-89% on Class Dojo to sustain their current status.
- Students with a weekly average of 79% or lower on Class Dojo will move down a status.
- Any unexcused absence will result in an automatic drop to White Status.
- Any suspension or walk out will result in an automatic drop to White Status.
- Privileges can be suspended for the day if the student's rating on Class Dojo is 79% or lower for the day or the student is not making adequate progress with school work.
- Fresh Air Breaks are privileges that will allow the student outside for some fresh air with a staff member. The student must obtain 80% or higher on Class Dojo and be making adequate progress on school work to earn a Fresh Air Break.

At each Status Level students will earn the following privileges:

- **White Status**
 - Use of Headphones during Edgenuity
 - Fresh Air Break – 5 min - 2 per day – 1 in the morning and 1 in the afternoon (Not allowed during class time)
- **Black Status**
 - Use of Headphones during Edgenuity
 - Fresh Air Break – 10 min - 2 per day – 1 in the morning and 1 in the afternoon (Not during class time)
 - Game Time -- 5th and 9th period (Can be suspended with 79% or lower or not making adequate progress on Edgenuity)

- **Blue Status**

- Leave class to pick up lunch with staff/ 1x per week
- Earn Walk Privileges - 10 min - 2 per day – 1 in the morning and 1 in the afternoon
- Opt out of 1 assignment per week (Can't be probes)
- Discussion and proposal to Principal about class at the high school or extracurricular participation

- **Silver Status**

- Leave class to pick up lunch with staff/ 2x per week
- Earn Walk Privileges - 10 min - 2 per day – 1 in the morning and 1 in the afternoon
- Excused for 2 periods of Edgenuity per week
- Opt out of 1 instruction per week (Can't be probes)
- Opt out of 1 assignment per week (Can't be probes)
- Take Computer Home