

North Fayette Valley Middle School

NORTH FAYETTE VALLEY
TIGER HAWKS



TM

Student/Parent Handbook
2021-2022

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We Maintain the following Core Values for all students:

1. Safe environment
2. Students as unique individuals with diverse interests and abilities
3. Good citizenship (e.g. Integrity, Ethics, Respect, Responsibility)
4. Achievement of each person's full potential (Doing your Best!)
5. Partnerships with parents
6. Partnerships with community
7. A well rounded comprehensive curriculum
8. Lifelong Learning for all.

ADMINISTRATION:

Joe Griffith, Superintendent
 Sue Thoms, Business Manager
 Betsy Nefzger, Curriculum Director
 Tracy Schlitter/ Alex Snyder, Technology Directors
 Ardel McCartney, Activities Coordinator
 Micah Gearhart, PK - 8 Principal
 Chris Miller, 7-12 Activities Director

MIDDLE SCHOOL FACULTY AND STAFF:

Math	Julie Frieden	Jenni Thompson	Jenna Beatty
Reading/ Language Arts	Jamie McGowan	Jade Daughton	Ashley Becker
Science	Rachael Strong	Megan Boyer	
Social Studies/ LIM Advisor	Jon Cardo	Jim Calkins	Darin Johnston
Exploratories	Holly Mohs - PE	Dave Reimer- Integrated Studies	??? - PLTW/ Ag Careers
	Mina Fantz - Art		
Music Education	Stephanie Vagts - Vocal	John Bendt - Vocal	Jen Bliven - Instrumental
	Ted Schacherer - Instrumental		
Guidance	Kelly Luzum		
Special Education	Jon Cardo	Jasmine Stocker	Kim Kleve
	Royale Torkelson	Pam Follon	Tricia Anderson
Instructional	Sherri Imoehl	Jeannie Krambeer	

Coaches			
Associates	Mary Bilden	Karen Kleve	Jamie Germann- Library
	Lisa Schneider	Lisa Davis	Carol Link
	Kim Kraft	Kris Peterson	Cassie Peterson- Behavior Interventionist
School Nurse	Robyn Strong		

Introduction

The purpose of this student handbook is to acquaint you and your parents with helpful information in order to provide for the smooth operation of our campus. Please review it very carefully and keep it handy for reference to daily routines and general procedures. We want you to know what is expected of you and what you can expect from your school.

Your major responsibility at the NFV Middle School is to get the best possible education including giving back as a leader in the building. We have provided you with excellent teachers and programs to let each one of you be able to contribute something positive to our school. The teachers and administrators of this school are committed to the task of helping you to do your very best.

PHILOSOPHY FOR THE MIDDLE SCHOOL YEARS

Our school recognizes the fact that middle school students have many special interests and needs. It also recognizes that these interests and needs may differ widely among the students. We also recognize that middle school is a great opportunity to explore novel ideas and activities. With that in mind, our hope and goal is to have all students engaged in at least one extra-curricular or co-curricular activity during his/ her middle school years.

Since we are concerned about the overall development of every student, the school program encourages the exploration, discovery and evaluation of many experiences, concepts, ideas, skills and information.

The school program emphasizes the following goals:

- To provide rich and varied educational experiences that will encompass student interest and develop in them a desire to learn.
- To help students to become increasingly self-directing, moving from dependent childhood to self-actualizing adolescence.
- To help students in learning how to learn. That is to improve basic learning skills, the processes involved in thinking and decision-making, and the most efficient ways of dealing with information.
- To help students in assessing strengths and weaknesses, evaluating growth, and developing a positive concept of self and others.
- To offer exploratory opportunities through curricular and co-curricular activities.
- To help students better understand various subject areas and their interrelationships.
- To help students develop the skills, understanding, appreciation, and attitudes necessary to live successfully in a democratic society.
- To help students adjust to middle school and make a smooth transition to high school.
- To enhance and encourage more parent and community involvement in the school.

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.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A violation of a school district policy, rule, or regulation will result in disciplinary action and will affect a student's eligibility to participate in co-curricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules and regulations will be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in co-curricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident, and the student's behavioral record.

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

Non – Discrimination Statement

It is the policy of the North Fayette Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status(for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Stephanie Wagner, Equity Coordinator

Office Address: North Fayette Community School, PO Box 73, West Union IA 52175

Phone Number: 563/422-3851

Office Hours: 8:00 a.m. – 4:00 p.m. Monday – Friday

The equity coordinator has been designated by the school to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504 and Iowa Code 280.3 (2007).

ACADEMIC DISHONESTY AND CHEATING

Academic dishonesty and/or cheating will not be tolerated in any course at North Fayette Valley Middle School. It is a serious breach of trust between a student and the teacher. Plagiarism and other forms of cheating are examples of such dishonesty and will result in natural and logical consequences (see consequences below). 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 proof 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 an assessment
- Failing to hand in an assessment during the designated time period
- Taking an assessment out of the classroom without the teacher's permission to finish
- Passing an assessments answers to another student before, during or after the assessment
- 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 another current assignment without the instructor's permission.
- 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

Consequences:

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

- Behavior Contract with a teaching component
- Redoing the assignment to meet the teacher's expectation or completion of alternative work

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 according to the NFV MS Discipline Rubric.

ACCIDENTS AND ILLNESS

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

ADMINISTRATION OF MEDICATION

Students may need to take prescription or nonprescription medication during school hours. Due to safety concerns all prescription medicine delivered to students on school grounds, will be disseminated by the school nurse or designee. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

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

ANNOUNCEMENTS

Regular school announcements will be posted and emailed to students daily at the end of the first period. Parents may access the daily announcements via the school website after the first period.

ASSEMBLIES

Assembly programs will be presented by various school groups for the education and entertainment of students. Groups presenting to the student body will submit a summary of the presentation for approval prior to presenting. Students are expected to follow the Leader In Me Expectations guidelines during the assembly by keeping their hands to themselves, listening to the speaker, and not talking during the assembly.

ATTENDANCE AND TARDINESS

In order to prepare our students for high school and beyond, the middle school classes all incorporate 21st century skills such as working together, collaboration, public speaking, etc. and include hands-on experiments and lessons that are difficult to replicate for individuals not present during class. With that, it is imperative that students are in attendance as much as possible throughout the school year. In the State of Iowa, attendance is the responsibility of the student and parents and we ask for good, honest communication.

Notice of an Absence

Parents are to notify the school in writing or via phone by 9:00 AM at 563-422-3851 (extension 4) each day if a child is sick and will not be in attendance. If we have not received communication from parents by 9:00 AM, the office will attempt to contact parents at their emergency numbers. If communication does not occur, the absence is unexcused.

Excused Absences

Below is a list of accepted excused absences

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

*After **seven (7)** absences in a semester due to personal illness, written verification from a doctor is required in order for the absence to be considered excused.

**Families are strongly encouraged to schedule vacations or trips during school breaks or the summer. When it is not possible, students should give advance notice, preferably 2 weeks, in order to gather and complete the work they would be missing. It is expected under these circumstances that work is handed in before or upon return from the

trip.

As per Iowa Code, the principal will make the final determination as to whether or not an absence is excused.

Unexcused Absences

Parents will be notified when their student's unexcused absence total two (2.5) days in any one nine week period. At this time a conference may be scheduled with the building administrator and/or 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 5th day and the Fayette County Attorney's office will be notified to initiate a mediation hearing.

Truancy

Truancy is the failure to attend school for the minimum number of 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 celebrations, and employment.

Excessive Absences

Per this policy, and wanting students to be in attendance, any absences after 7 days in a semester will be unexcused 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, the Fayette County Attorney's office may be notified to initiate a mediation hearing. During a pandemic or outbreak of reportable communicable diseases such as measles, pertussis or recently, SARS COVID-19, public health recommendations will require 14 days of isolation for contacts of confirmed cases of COVID-19. With proper documentation from a physician or health care provider, we will accommodate absences that fall within the scope of these communicable diseases. Consideration may extend to those who may not have illness but have been exposed in order to limit community spread.

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.

Returning to School

When a student returns to school from an absence, or arrives at school after the start of the school day, he/she is to report to the principal's office before they go to class.

BEHAVIOR

Students are responsible for how they act and will comply with the Leader In Me Expectations Rubric. As a general rule, students have the freedom of decisions and choices as long as it doesn't cause a problem for the school, staff, and/or other students. At the beginning of the year, students will receive a discipline rubric used at the middle school. While this is not an all-inclusive document, it provides guidance for students if they choose to make a poor decision regarding behavior. If a student's behavior becomes a problem, one or more of the following consequences will be enforced through a behavior contract or a comprehensive improvement plan:

- **Restriction** – A restriction is a limitation of privileges, such as checking out, attendance at an assembly, hall pass privileges. A restriction results from minor violations, and may be issued without due process.
- **Behavior Contract** - A behavior contract is a contract between the student and the school about expected behavior. It typically comes with a learning component that needs to be completed during a detention time.
- **Detention**- A detention can occur during lunch or after school when more serious disciplinary action is needed or a poor behavior is repeated. *Transportation may not be provided for students who have an*

after/before school detention.

- **Ineligibility** - Ineligibility is the loss of participation in co-curricular activities.
- **Suspension** - Suspensions will be in-school unless a decision is made by the principal that an out-of-school suspension is necessary. A suspended student will not be allowed to attend any school related activities on the day they are suspended. While in suspension, the student will be required to complete all assignments for that day to receive credit.
- **Expulsion** - The Board of Education has the authority to expel students guilty of gross disobedience or misconduct. The students and parents will have an opportunity to appear at a meeting of the Board to discuss the student's behavior. An expelled student will not be allowed to return to school for the remainder of a semester or school year.

Minor Offense: The classroom teacher according to classroom rules will handle minor offenses. Minor offenses occurring outside the classroom will be handled by the staff member involved. Staff members possess the authority to impose sanctions and issue detentions. Staff members may recommend more serious consequences to the principal.

Major Offense: Major offenses will be handled by the building principal and may involve suspension. In any case the principal will contact the parents.

BULLYING or HARASSMENT

For the purposes of North Fayette Valley Middle School, Bullying and Harassment is defined as Power, Purpose, and Persistence. The building administrator or designee will investigate all allegations of harassment and/or bullying and will differentiate between teasing and bullying/harassment (using the above definition) and will handle the situation disciplinarily according to the investigation. Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Policy and paperwork is available in the office for students who wish to file an official bullying and/or harassment report. An anonymous reporting form is also available for students to use if they see or suspect anything that would make NFV MS an unsafe place to learn. This form is available at: https://docs.google.com/forms/d/e/1FAIpOLSevvPigTYvbw8od7p4anP1OgluIg6VEmdBe3cCwusdAF_1XEg/viewform?vc=0&c=0&w=1. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

- tell a teacher, counselor or principal
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bullying responded.

BOOKBAGS AND BACKPACKS

Students may use book bags to carry their materials to and from school, but once in the school **they must be left in the locker.**

CAFETERIA PROCEDURES

Students use a computerized system with a pin assigned to each student. If your lunch account reaches a negative balance, you cannot receive doubles.

- Students should always walk into the cafeteria; there is no reason for running at any time.
- Students may sit at the table of their choice; once seated, students are not to go to another table or wander around the cafeteria without permission.
- Students may be assigned specific seats for leaving dirty tables, for excessive noise, or for any other reason that affects the smooth operation of the cafeteria.
- All food must be eaten while sitting at the tables.
- Students will be dismissed from the cafeteria only when their table and area is clean.
- Students are not to leave the cafeteria without permission and a pass.
- Students must obey the cafeteria supervisors and staff at all times.
- No carbonated beverages (pop) are allowed in the lunchroom.

Any food school fundraisers offered during the school day are required to meet the food and fitness guidelines.

BREAKFAST AND HOT LUNCH FEES: *rates may increase during the year****

- Free/reduced lunch and breakfast is available for those who qualify. Guidelines and application forms are available at registration or from the elementary and middle school office. Free and Reduced Qualifications do not apply to snack milk costs.
- Students not wishing to participate in the lunch program may bring a lunch from home and sit with their classmates in the lunchroom.
- Guests for lunch need to make reservations by 9:00 a.m. of the day they will be eating school lunch by contacting the office. The price for an adult lunch is listed below. Payment needs to be made in the office upon arrival. Please do not pay in the lunch line.

Breakfast	\$1.70	Adults	\$3.95
Adult Breakfast	\$1.90	Daily Entrée	\$1.85
Reduced Breakfast	\$0.30	Daily Milk	\$0.30
Daily Lunch 4-12	\$2.90	Reduced Daily Lunch	\$0.40
2nd Student Lunch	\$3.50		

CRISIS, FIRE, and TORNADO DRILLS

We hope a crisis never occurs, but if a fire, tornado, or any other crisis should happen, the school staff will see that your child is taken to a place of safety. Students generally are safer in a supervised school building with tornado situations than they would be walking home or riding a school bus. Fire drills, severe weather drills, and crisis drills will be conducted each year. The teacher in charge of them takes students to the specified area at the time of the drill. Fire and tornado procedures are posted by the doorway of each room. In the case of a crisis situation, teachers and students will be notified by the intercom. Classroom doors will be locked, students are to remain quiet until further notice. Please notify school officials BEFORE picking up your child during a crisis.

CUSTODY and PARENTAL RIGHTS

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

DANGEROUS WEAPONS

The North Fayette Valley Board of Education believes weapons and other dangerous objects and look-a-likes can cause substantial disruption to the school environment and present a threat to the health and safety of students, employees, and visitors.

School district facilities are not an appropriate place for weapons, dangerous objects or look-a-likes. If possible, weapons, other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property, property within the jurisdiction of the school district, and from anyone within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action. Students bringing a firearm to school or school activity shall be suspended immediately and recommended for expulsion from school for not less than twelve months and will be referred to law enforcement authorities. The superintendent has the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.

This policy defines the term “firearm” to mean any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Weapons, under the control of law enforcement officials shall be exempt from this policy. NFV Code 502.6

In addition to other disciplinary action, students are subject to expulsion for violating this policy. Disciplinary action may include:

- 1) Suspension for three to five days for possession of a weapon or look-alike on school property or at school-related activities, while on school-owned and operated school buses or on chartered buses, and while away from school grounds if such conduct directly affects students and staff.
- 2) Suspension for five to ten days for display of a weapon or look-alike on school property or at school related activities, while on school-owned and operated school buses or on chartered buses, and while away from school grounds if such conduct directly affects students and staff.
- 3) Suspension with recommendation for expulsion for displaying a weapon or look-alike in a threatening manner or use of a weapon to inflict harm or injury to another person while on school property or at school-related activities, while on school-owned and operated school buses or on chartered buses, and

while away from school grounds if such conduct directly affects students and staff.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act states that a parent or guardian can request that student directory information not be released. The student's name, address, parent names, telephone listing, and homeroom/grade level are classified as directory information. This information will be released for newspaper articles, homeroom parties, etc. unless an objection is filed with the Principal by the first Friday in September.

DISCIPLINE POLICY

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

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

North Fayette Valley Middle School believes that teachers have the right to establish a classroom structure and routines that provide an optimal learning environment. Teachers have a right to determine and request appropriate behavior from the students that meets teacher needs and encourages the students' positive social and educational development. Teachers have a right to teach and students have a right to learn without interference from students' disruption in the classroom. General discipline expectations are available on our website and will be available in the office when requested.

DRESS CODE

Research has proven that the manner in which a student dresses for school has a strong effect on his/her attitude and behavior in school. Our dress code is intended to make the student body, the staff, the parents and visitors proud of our students' appearance.

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 to change clothing will constitute insubordination, which is at minimum a level III violation and consequence.** The principal will make the final decision on the appropriateness of a student's attire.

The school also recognizes that there are changes in fashion and that during some times of the year due to the weather 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.

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 knuckles 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 they meet both of these requirements:
 - 1) there are straps at least one-inch wide over both shoulders,
 - 2) undergarments are not visible.
 - *Note: Straps that go around the neck do not meet this criterion. T-shirts commonly worn as undergarments do not meet this criterion.*
 - 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.
- 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 and gang activity are also not allowed.
- Headwear, including hats, visors, hoods, caps, bandanas, 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, particular footwear may be required for safety and/or health reasons.
- Hair and clothing shall be clean and well groomed. If a student's hairstyle is such that it draws unnecessary attention or causes a disruption to the class, he/she will be asked to leave and change the hairstyle.
- Coats are not to be worn in the classrooms unless there are problems with the heating system and permission is given by administration.

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,, 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 terms of appropriateness. In addition, under some circumstances a stricter dress code may be appropriate and students will be expected to comply.

EMAIL

No personal student email will be allowed at school. School email must be curriculum related and teacher directed. All email at school requires adult supervision.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the North Fayette Valley Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices.

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.

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.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator,

Equity Coordinator: Stephanie Wagner
Address: North Fayette Community School, PO Box 73, West Union IA 52175
Telephone Number: 563/422-3851

FIELD TRIP

Permission slips for field trips are required for any trip that occurs outside of the North Fayette Valley School District. Students are not able to attend a field trip if the parent/guardian has not granted permission. Permission slips are not needed for trips within the school districts' parameters (i.e. a musical at the HS, a trip to Gilbertson's Park, etc). Parents will be notified by the teacher or in the weekly newsletter for field trips that occur within the school districts. Overnight and out of state field trips must have Board approval.

GOOD CONDUCT AND ELIGIBILITY

Students who participate in activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. To retain eligibility for participation in North Fayette Valley Middle School activities, students must conduct themselves as good citizens 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. Participation in activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. Each student participant will agree to follow the regulations set forth by the Good Conduct Rules:

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, 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);
- o Founded incidence of bullying, hazing, or harassment; or an act that could be adjudicated as a hate crime;
 - o 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. A letter of apology from the offending student needs to be written to the building principal. *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, 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, 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. A letter of apology from the offending student needs to be written to the building principal.
- 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, 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 activity 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.

Office Referrals will be considered part of citizenship and will be monitored by the principal and/or designee and handled on a case by case basis.

Since students serve as ambassadors at school sponsored events and performances, any suspension will result in the student being ineligible for the event or performance that day.

GRADING PRACTICES

Grading Purpose

To create an organized assessment system that reflects what students know and are able to do accurately and consistently for all classes.

Academic Rating “Grading” Scale

Employability Skills

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

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

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

Zero on Summative Assessments

Summative assessments will be 100% of the academic rating. Students are expected to complete all summative assessments and practice work. A zero will not be given for any incomplete or late assessments; rather, at the end of each quarter students will be assigned up to 2 weeks of after school study club for any incomplete or late assessments. Any work that is remaining after the 2 weeks may be assigned to summer school.

Grading Criteria – Summative to practice

Students are expected to complete all practice assessments to be able to take a summative assessment. Practice assessments (such as quizzes, exit slips, etc) and other practice assignments guide the pace and direction of student

learning in the classroom; therefore, it becomes imperative that students complete the tasks and are provided feedback. Teachers will post ratings on Infinite Campus for selected practice and all summative work. Homework is considered practice work and is essential to student success. Teachers will provide feedback on practice assignments and will collect evidence of student learning through practice assessments. Students who have not completed all practice work may be unable to retake a summative assessment until the tasks are completed and remediation is provided for the standards not met.

Second Chance for Summative Assessment – Retakes/Re-dos

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

Extra Credit & Bonus Points

No extra credit or bonus points are to be offered or accepted.

“Grades” Reporting (Ratings)

Student Ratings are adjusted and reported every Friday by 9:00 a.m.

Incomplete Rating

An “I” (Incomplete) Rating indicates a student provides insufficient evidence to measure meeting the grade level or course standard (i.e. only answered 1 of 3 questions).

Missing Rating:

A “M” (Missing) rating indicates a missing (not turned in assessment) or a student received a “1” rating. A rating of a “1” should be considered a failing grade.

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 (Informal and Optional-may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status are encouraged to first discuss it with the personnel contact person.

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

HALL CONDUCT

Students are expected to conduct themselves in the hallways in a courteous and orderly manner. All students are expected to keep their locker doors closed and help keep the hallways looking neat and clean. Please review the behavior expectations for hallway conduct for more information.

HALLWAY LOCKER

A locker will be assigned to you by the office. The locker is the property of the Board of Education; its use is a privilege extended to the student, subject to inspection by staff at any time. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student. You are cautioned not to disclose your combination to anyone. **Never bring valuables or large sums of money to school. The school will not be responsible for the loss of personal belongings. DO NOT** bring locks from home for use on lockers. NFV Code 502.5

HALLWAY LOCKER PROCEDURES

- Keep your locker neat and clean.
- Use no other locker except the one assigned to you.
- No pictures or signs are to be posted outside lockers.
- Close lockers quietly; spin the combination dial to insure proper closing of the locker.

HANDHELD TECHNOLOGY DEVICES (Cell Phones and Social Media)

For the purposes of this policy, “Handheld Technology Devices” is defined to include portable two-way telecommunications devices including, but not limited to, cellular telephones with or without cameras, laptops, netbooks, iPads, iPods, electronic tablets, MP3 players, beepers, walkie-talkies, other handheld computing devices used as a communication device, any portable electronic device capable of storing and/or transmitting and/or receiving images, such as cameras, video-recorders, as well as any new technology developed for similar purposes.

STUDENTS: Students should place personal handheld technology devices in their locker. Students may check their phones between classes for messages as long as it doesn’t become a problem (i.e. tardy, cyber-bullying, etc.) Student devices should be placed on vibrate in their assigned locker during the day to avoid disrupting the educational environment. Handheld Technology Devices are not to be displayed, activated or used during class, unless the classroom teacher allows the use of Handheld Technology Devices for educational purposes, or when granted permission in the office to communicate with a student’s parent or guardian. Handheld Devices used and/or displayed during instructional time (defined as any time in class) or lunch without prior approval will be subject to confiscation.

The use of personal Handheld Technology Devices and /or any school issued technology (including but not limited to cameras, laptops, iPads, iPods, etc) for field trips will be at the discretion of the teacher/sponsor and the student must abide by the appropriate and ethical school policies and administrative regulations. Please see page 29 for more details on athletic events, games, and practices. Students found to be using any personal Handheld Technology Device or school issued technology device (including but not limited to cell phones, smart phones, iPads, iPods) in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on quizzes, tests or examinations shall be subject to reasonable discipline (see academic dishonesty and cheating).

The school district will not be responsible for financial charges relating to student Handheld Technology Devices at any time, to include during times of confiscation. Student use of personal Handheld Technology Devices for permitted educational purposes is optional. The school district will not be responsible for loss, damage, destruction, or theft of any personal electronic device brought to school.

Students, Staff & Visitors: Cell phones with cameras and other portable Handheld Technology Devices capable of storing, transmitting and / or receiving images and/or audio are banned from use for any purpose in locker rooms and restrooms at ALL times. At no time are students, staff, or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (inside or outside campus), unless recording a public performance, such as a game, honor assembly, concert, contest, etc. without the consent of a teacher, coach, director, or school administrator. It is requested that photos of only your student be posted on social media.

If you do not want your students' work or photo to be posted on the school webpage, please notify the appropriate office in writing.

Parents: We request that parents refrain from calling or texting their child during the school day. If a child needs to be contacted or there is an emergency, the best option is to call the office at 563-422-3851 (extension 4). In most cases, the message will be privately posted (students should check the window). In an emergency, the student will be called out of class.

Violations and Consequences of handheld technology:

- Level I Violation- Violation does not carry over from one year to the next

- a. using handheld technology at inappropriate times
- Level I Consequence- Consequence does not carry over from one year to the next
 - a. 1st offense: handheld technology confiscated, student may pick it up at the end of the day
 - b. 2nd offense: handheld technology confiscated, student may pick it up at the end of the day, parents contacted
 - c. 3rd offense: handheld technology confiscated, parents contacted, parents may pick up the handheld technology at the end of the day
 - d. 4th offense: handheld technology confiscated, parents contacted, parents may pick up the handheld technology at the end of the day, handheld technology turned into the office for minimum 5 days
 - e. 5th offense and thereafter: handheld technology confiscated, parents contacted, parents may pick up the handheld technology at the end of the day, handheld technology turned into the office for an amount of days directed by the principal
- Level III Violations- Violation does not carry over from one year to the next
 - a. Transmission, solicitation, or possession of inappropriate subject matter at school or using school owned equipment or network 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.
- Level III Consequences- Consequence does not carry over from one year to the next
 - a. 1st Offense: Up to five days of in school suspension. If a social media, Internet, cell phone or computer violation, the student will surrender their cell phone at school and their computer will be subject to restrictions. The student may be given a teacher lender computer to use in the classroom so he/she can complete work for class.
 - b. 2nd Offense: Up to a five-day out of school suspension. Conference with parents will be held. 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 and their computer will be subject to restrictions or computer usage for the remainder of the school year, and possibly for the remainder of their time at the middle school. The student may be given a teacher lender computer to use in the classroom so he/she can complete work for class.
 - c. 3rd Offense and thereafter: Additional violations will result in notification of parents, suspension, and a possible recommendation to the Board of Education for expulsion.

At any time, legal authorities will be contacted for these violations to support or lead the investigation.

- Level IV Violations- Violation does carry over from one year to the next
 - a. Transmission, solicitation, or possession of inappropriate subject matter at school or using school owned equipment or network, or of students/staff who attend or work at school, or has a negative impact on the learning environment at school. 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 IV Consequences- Consequence does carry over from one year to the next
 - a. 1st Offense: Up to a 10-day out of school suspension. A conference will be held with parents. 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.
 - b. 2nd offense and thereafter: Additional violations will result in notification of parents, suspension, and may result in a recommendation to the Board of Education for expulsion.

At any time, legal authorities will be contacted for these violations to support or lead the investigation.

INCLEMENT WEATHER

In the event of bad weather or other conditions that make it necessary to close school, the following television stations are contacted: KGAN, KWWL, KCRG. The information will be given to these stations as soon as it is possible to determine that there will be no school or a delay to the start of the school day. The school district also has a text alert and email options. To access these options, please log on and register at <https://public.govdelivery.com/accounts/IAEDU2556/subscriber/new> (a link is also provided on the school website: www.nfvschools.com).

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may 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.

LEAVING SCHOOL GROUNDS

Students may leave the school grounds with parent consent through the office. Students leaving school before their designated time must sign-out in the office. Students who are transported to school must leave the grounds via bus or parent transportation or provide documented written permission to the office of alternate plans.

LIBRARY/ MEDIA CENTER

The library serves the school as an information and instructional center. All students are encouraged to make use of it. It has an excellent selection of books, periodicals, and materials needed for both group and individual study.

Students may visit the library at any time during the school day, provided he/she has a pass from his/her teacher. Groups of students working on special projects may also visit, provided they have their teacher's permission and the library is not too crowded. Since the library is an extension of the school program, it is governed by the same rules that prevail in the classroom. Students will be held responsible for all items borrowed from the library and are expected to return them when due or satisfy payment of lost, damaged, or items not returned. Students are encouraged to use the library after school for research; however, late bus passes or permission forms to stay must be signed by a teacher granting said permission.

LOCKER ROOM LOCKERS

The athletic coordinator will assign 7th – 8th Grade athletic participants lockers as needed.

LOCKER ROOM / PE / ATHLETIC PARTICIPATION:

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

LOST AND FOUND

A lost and found department will be maintained in the office with the exception of clothing, which will be located

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

MAKE-UP WORK

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

MIDDLE SCHOOL SCHEDULE

Classes start at 8:15 and run until 3:20. Students will participate in core classes including math, science, social studies and language arts; exploratories to include PE, art, and Ag; intervention, and an option for band and chorus.

PARENT-TEACHER COMMUNICATION

The North Fayette Valley Middle School teachers believe that parent-teacher communication is very essential in the educational process of children. In an effort to support parent-teacher communication, teachers record student scores on Infinite Campus at least weekly on Friday before 9:00 A.M. We encourage parents to be actively involved with checking student progress and missing work on Infinite Campus. In addition parent-teacher conferences will be scheduled twice throughout the school year. Parents are encouraged to contact the school whenever the need arises. Teachers use Google Classroom and all students will be expected to use a school issued planner to communicate homework and other important information as well. You can access the North Fayette Valley website at www.nfvschools.com to find many other important links.

PROFANITY, VULGARITY OR INDECENT GESTURES

- Indecent gestures, profanity and vulgar language are not to be used in school, on school grounds, or at school-related activities.
- Students who participate in such behavior are subject to disciplinary action including up to an in-school suspension for 1-3 days.
- A student who directs such behavior toward teachers, administrators, or other school employees may be suspended out of school 1-5 days.

PRACTICE WORK

The staff work diligently to provide respectful tasks for student learning. With that we believe that it is essential for students to have opportunities to practice their knowledge and skills. Our Middle School Policy is for practice work to not exceed 60 minutes on any given night. Practice assignments are expected to be turned in on the due date unless arrangements are made with the teacher and student. A practice assessment may follow any assigned practice assignment to determine mastery. Students should understand that practicing academic learning will directly impact how well they do on the practice assessment or lack of practicing (not completing the practice) will have a direct impact on how poor they will perform on the practice assessment.

REPORTS TO PARENTS

Your teacher may request a conference with your parents at any mutually agreed time. Also, your parents may make

the same request of the teachers. It is hoped that a discussion of your progress in school will prove beneficial to you.

Teachers record student scores on Infinite Campus weekly by Friday before 9:00 AM to keep both parents and students informed of the student work being done and to suggest ways and means of correcting any deficiencies.

RIGHT TO KNOW

The Iowa law provides each employee with the “Right to Know” of any dangerous chemicals that might be in the building or workplace in which an employee is assigned. The North Fayette Valley Community School District also offers parents information about cleaning supplies or chemicals that may be used in the educational environment. Any request for information should be filed with the Superintendent of Schools. NFV Code 804.5

SCHOOL BUS CONDUCT

The school bus is an extension of the school; therefore, all school rules apply. The following information relates to the responsibilities of students for conduct and safety in a school bus.

- A. Students must be on time.
- B. Students waiting for the bus should stand off the roadway until the bus stops and should be orderly while boarding the bus.
- C. Conversations with the driver should be limited.
- D. No student may at any time extend arms or head out of bus windows.
- E. Students must not get on or off or move about within the bus while it is in motion.
- F. When leaving the bus, students crossing the road must pass in front of the bus, look both ways and be sure that they are safe from other traffic.

Student misconduct on a school bus will be dealt with as follows:

- **Incident #1:** Driver will fill out a Bus Incident Report. A copy will be sent home to the parent, given to the principal, and to the transportation director. Every attempt should be made by the driver and student to solve problems on the bus. When a student’s behavior continues to be disruptive and bus rules and regulations are not followed, this leads to safety concerns and a conference may be called between the student, driver and building principal. The meeting will be held in an attempt to remediate the disruptive behavior. The next bus report on a child will result in removal of bus privileges for a minimum of three days.
- **Incident #2:** Driver will fill out a second Bus Incident Report. A copy will be sent home to the parent, given to the building principal, and to the transportation director. The child will be suspended from riding the bus for three school days.
- **Incident #3:** Driver will fill out a third Bus Incident Report. The student shall be informed immediately that he/she is dismissed from any further riding of the bus. Riding the bus shall be resumed only after a meeting between parent, child, transportation director, and the building principal has resulted in agreement satisfactory to all concerned. Parents shall initiate arrangements for this meeting during the school hours.
- **Incident #4:** If a fourth violation occurs the student will not be allowed to ride the bus until the student and parents come to a satisfactory agreement with the principal and transportation director or meet with the Board of Education for their approval to renew the privilege of riding the school bus.

When in the judgment of the bus driver, transportation director, and the building principal the behavior by a rider is such that it becomes an immediate threat to the safety of other 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. Fighting/Physical Severe Hitting (punching, kicking, similar behavior that may injure others) may be an automatic suspension from riding All North Fayette Valley transportation and will be determined by the transportation director and the building principal.

SCHOOL COUNSELORS

The school counselors are particularly interested in the well being of all students. They are specially trained to help you in ways that pertain to your social, emotional, vocational, and academic life.

As a middle school student, you are no longer considered a child, and not yet considered an adult. You are in the process of "Growing Up." Growing up is certainly a very interesting and exciting period of your life but it can also be a complex and difficult period. We are interested in helping you to better understand yourself. There may be times when you will be confused, upset, or undecided about the best way to handle a problem. When such a situation occurs, it is usually helpful to talk with your parents or counselors.

SCHOOL EVENTS AND ACTIVITIES

Student Conduct – School Events

NFV Football / Track Expectations are:

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

NFV Volleyball / Basketball / Wrestling Expectations are:

- Students are to be seated in the bleachers except during half-time and between games.
- Visits to the bathrooms or concessions should be done during half-time and between games.
- Walk in the hallways.
- Students other than high school students should not be near lockers or locker rooms.

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

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 will be required

to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

When vandalism occurs during the school day, and no one can be found at fault, the appropriate class or classes will be assessed to pay for the damages from their class accounts. NFV Code 502.2

SEARCH and SEIZURE

School district property is held in public trust by the board. School authorities may, without a search warrant, search a student, or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk, computer, electronic file storage or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non prescription controlled substances such as, marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco (including e-cigarette devices), weapons, explosives, (**this includes, but is not limited to firecrackers, bottle rockets, smoke bombs, bullets, or any improvised explosive device, etc.**) poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district. NFV Code 502.8

SMOKING, VAPING, DRINKING, AND DRUGS

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

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

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

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

SPORTS AND ACTIVITY PROGRAMS

The North Fayette Valley Middle School takes pride in its sports and activity programs. Both boys and girls are encouraged to participate in the programs, for this helps instill the qualities of school spirit and leadership.

STUDENT ACTIVITIES/CLUBS

Students who are involved in co-curricular activities while in the middle grades generally have higher achievement and improved attendance. Student activities promote achievement, citizenship, and service to the community while developing self-esteem, self-confidence, and social cooperation. North Fayette Valley offers 7th and 8th graders various sports/club opportunities throughout the year. Other activities may be added during the school year.

STUDENT ASSIGNMENT BOOKS – HALLWAY PASSES

Students will be issued a district provided assignment book at the beginning of the school year. Students are expected to carry the assignment book from class to class to help bridge the communication of assignments between home and school. Time will be provided in each core class for students to write in his/her assignment book. In the event an assignment book is misplaced or lost, the student may purchase another assignment book from the office. In addition to the assignment book, teachers will use Google Classroom to post assignments to help with management and organization.

Students will be issued quarterly hall passes to be used during the year. Students will be given a limited amount of hall passes to use each quarter. Once that amount has been reached there are no more hall pass privileges. Students in the hallways without a pass during the school day are subject to consequences.

STUDENT RECORDS AND REPORTS

Student records containing identifiable information, except for directory information, are confidential. The Family Education Rights and Privacy Act of 1974 (FERPA) requires school districts to keep educational records confidential. Only persons who have a legitimate educational interest are allowed access to a student's records without the parent's permission. Parents and students 18 years of age may request an appointment with the building administrator to examine or copy student's records during regular office hours. For more information please go to NFV Board Policy Code 506.1

STUDENT SIGN OUT

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

1. During the school day:
 - The person signing-out the student must be listed in Infinite Campus as a contact; no exceptions. We will not accept verbal requests to add an approved pick-up guardian on the phone. Please understand that the student will not be released to anyone not in Infinite Campus.
 - Custodial parent/ guardians may amend this list at any time using the parent portal on Infinite Campus or in person. We cannot accept changes over the phone, via text message, or email.
 - No student may be released to the custody of an individual who is not the parent or guardian of the student, unless the individual's name appears on this list.
 - In the event of an emergency, the building principal may release a student to an individual not appearing on the approved list ONLY if the parent or guardian has contacted the building principal and approves the release.
2. For after school events

- School-sponsored transportation will be provided for all away events.
- School-sponsored transportation will NOT be provided for home events.
- For students who do not want to use the school-sponsored transportation:
 - May leave with their custodial parent(s) from events as long as they have checked in with the coach.
 - May leave with another individual provided the following criteria have been met:
 - There is a signed and dated note from the custodial parent provided to the coach. The note will specify the date and person(s) the student may leave with from the event.
 - The individual driving the car is over the age of twenty-one (21).

STUDY CLUB

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

STUDENT PHOTOGRAPHS

Pictures are taken each year in the fall. Parents are not obligated to purchase any pictures. Flyers announcing Picture Day will be sent home ahead of time. If parents do not wish for their child's picture to appear in newspaper articles, on the NFV district website or school media, a form must be on file at the Supt office.

An elementary building yearbook will NOT be available due to the added cost. A class composite will be available.

SUBSTITUTE TEACHERS

Students must realize that a substitute teacher has the same authority as the regular classroom teacher. All students are to show respect and cooperation in working with the substitute teacher. TigerHawk Points will be deducted for infractions.

TECHNOLOGY GUIDELINES AND POLICIES

NFV Code 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 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 CSD computers and network resources.

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 create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- 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 conduct any illegal activity (this includes adhering to copyright laws);
- 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.

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- **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. All of the files you will be working with will be stored in one of these places: Your computer's hard drive and your Google Drive. Many of our students use Flash drives, however they should only be used for temporary storage, not as a permanent storage solution.

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 danger; there are a set of things to avoid and general rules to abide by while online.

Legal Issues and Jurisdiction

Because The North Fayette Valley CSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of North Fayette Valley CSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents, even if they happen after hours and outside of school. As the owners of our network resources, including email

system, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete electronic files that violate this Computer Use Policy.

File Sharing and Downloading

The installation and/or use of any Internet based file-sharing tools is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video, images, games, etc.). Individuals with legitimate, school related needs to use these tools may seek prior approval from the Technology Director or Principal.

Students who do not follow the policies in this document may be subject to disciplinary action including possible loss of computer privileges.

Discipline

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. 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:** word-processing, spreadsheet, presentation, form and drawing programs that allow multi-user access and editing
- Google continues to add new tools and the district will evaluate each for its educational potential. *Some of these* tools require the teacher to provide your child with a username/password to access the site and its content. The information can include a student's first and last name, his/her ID number, and the school name. This information is kept confidential by the site and not used for any purpose other than account creation. **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 sites by my student at North Fayette Community School for education purposes.

NORTH FAYETTE VALLEY CSD COMPUTER USE REGULATIONS

NFV Code 605.6-R1

1. **Computer use**

- a. **Classroom Use:** Students in certain classes will have access to classroom computers. When the computer is not being used in class it is to be closed. Teachers have the authority to enforce their computer expectations in all classrooms. **The computer should not be turned on, used, or out of its case while in the restroom or locker room to ensure privacy to all of our students and staff.**
- b. **Student Access to Internet:** At school, students will have access to the Internet through the school network. When not at school students can access the internet if they have internet access available to them in their home or other locations. Students are allowed 24/7 computer access, and parents are recommended to monitor their student’s time on the computer along with their activities on the computer. It is not the responsibility of the school to monitor computer use while the student is at home. If a parent would rather their student not take a device home, that can be arranged with the building principal.
- c. **Appropriate Use Education:** It is important that students are aware of appropriate use of technology for their own protection and security in order to effectively use technology in the 21st Century. Actions that will be deemed inappropriate will include cyber bullying, inappropriate websites, plagiarism and misuse of the equipment.
- d. **Students Access & Monitoring:** Ultimately the computer is the property of the school, and the school has the right to determine what is appropriate and to search the computer if necessary at any time. The district’s filtering software allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or at home.
 - i. Students who access inappropriate sites during the school day or are accessing sites that are not related to the class that they are in will face disciplinary action from the teacher and/or the administration. Consequences may vary from a warning to lose the privileges to take the computer home with them at the end of the school day as initial steps. Please access the **North Fayette Valley Computer and Network Violations Matrix** for consequences. **(Appendix III) 605.6 E1**
 - ii. If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site.
 - iii. **This being said, the best filtering software in the world cannot match the combination of education and supervision at school and home. The North Fayette Valley CSD is working hard to establish a core understanding of “digital citizenship” in which students are educated on acceptable standards of online behavior.**
- e. **Computers from Home:** Students are not allowed to bring their computers from home to use. Computers at North Fayette Valley CSD are all formatted with the same basic programs and structures, and many of these are not possible on other computers.
- f. **Earbuds:** Earbuds shall be provided by individual students and will be required for any use of audio files or video with sound in school. With permission from the teacher or room monitor (typically during student work time in the room), students may listen to music or other educationally-related material on their computer. The basic rule is the “One Bud Rule”, which indicates that students will have one earbud in and one ear bud out, and students must have the

volume at a level that allows for students to hear the instructor in the room. The use of earbuds in study hall is at the teacher/supervisor's discretion.

- g. **Securing data:** Students are responsible for backing up their computer. **Please do not share your password or username with anyone else, and do not try to log in using anyone else's password and username.**
 - i. All of the files you will be working with will be stored in your computer's hard drive. Many of our students use flash drives, however they should only be used for temporary storage, not as a permanent storage solution.
 - ii. Personal files may be stored on your computer's hard drive;
 - iii. We encourage students to use an external hard drive or web based tools such as Google Apps, Evernote and Dropbox for additional back up. North Fayette Valley CSD will not be responsible for data loss due to the student failing to back up their data.
- h. **Monitoring:** During School hours only, North Fayette Valley CSD will randomly monitor computers for proper use of the computer by the students while in the classroom. Teachers have the authority to enforce their computer expectations in all classrooms. An electronic remote access software will allow the staff to take control of the computer and fix any issues the student may have during its use without the student leaving class.
 - i. North Fayette Valley CSD will NOT be installing any type of software that would allow them to monitor students through laptop webcams
 - ii. **File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tool is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video, images, games, etc.). Individuals with legitimate, school related needs for use of these tools may seek prior approval from the Technology Director and principals.

2. Violations, Consequences and Notifications

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

Administration has the authority to create appropriate consequences and to increase consequences for severe violations, as needed based on individual circumstances.

Written "Acceptable Use Policy Violation Notice" will be issued and given to the technology staff, building principal, and parent/guardian for each violation.

Student Violations – Restricted Material, Consequences and Notifications.

Restricted Material

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

Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation – A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access and ALL computer privileges for a period of one week at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.

2. Second Violation – A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges and ALL computer privileges for a period of one month.
3. Third Violation – A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges and ALL computer privileges for up to one year or the balance of the school year, pending a meeting between administrators and the student’s parents.

TEXTBOOKS

It is the responsibility of the student to take care of all the textbooks, which have been issued to him/her. Rules to remember concerning textbooks are:

- The student's name must be written in the space provided.
- The student is responsible for protecting the book they are assigned to; putting covers on the books is allowed.
- Textbooks are not to be used as a filing place for papers, notes, and other matter, as it will break the binding.
- The student must pay for lost or damaged books at replacement costs.
- Textbooks are the tools of learning and should be utilized to their utmost.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated and law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

TIGERHAWK POINTS

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

Middle School students can earn TigerHawk points for exemplary behavior. TigerHawk points can also be lost due to inappropriate behaviors. The following is a guide to the TigerHawk Point system:

Gaining Tiger Hawk Points

This program is designed to recognize students and reward them for their efforts. All students may earn TigerHawk Points throughout each quarter. Students will be awarded TigerHawk Points for the following:

Employability Score of E in every class.

Having passes left on the original hall pass

Three or less absences

Two or less unexcused tardies
No office referrals.
Displays of citizenship, responsibility, and leadership.

Losing TigerHawk Points

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

Insubordination
Unexcused tardiness
Inappropriate language, clothing, behavior
Disrespect
Bullying/Harassment
Lying
Stealing
Cheating
Other inappropriate occurrences

Student Privileges gained by TigerHawk Points

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

USE OF GUM

Chewing of gum is allowed as long as it does not become a distraction or problem. If it does, your privilege will be revoked.

VISITORS

During the hours of 8:15–3:40, all visitors must stop at the middle school office upon entering the building to notify the office of their presence in the building and select a badge to wear.

Parents are welcome to visit the school at any time. We ask that parents understand visitors in the classroom can be a distraction to the educational environment and the learning of students; therefore, it is not recommended or a practice administration supports. We ask that parents understand teachers cannot meet during the day as they are teaching students. If a parent needs a conference with a teacher, we ask that prior arrangements are made to accommodate the meeting.

All visits by students must be arranged and approved at least one day in advance with the principal. Students are not to bring visitors during the first and last week of each quarter. **As a rule, students from other schools will not be allowed as visitors unless they are part of a prearranged school exchange.**

Appendix III

North Fayette Valley Computer and Network Violations Matrix

Student Name _____ Grade _____ Date _____

North Fayette Valley Computer and Network Violations Matrix

		Consequence or Action Taken	Consequence or Action Taken	Consequence or Action Taken	Consequence or Action Taken
Violation Type	Examples / Descriptions	1st Time	2nd Time	3rd Time	4th Time
Network Violation, Computer Use Violation, or Off-Task Content	Using Bandwidth <ul style="list-style-type: none"> • Gaming • Copyright Infringement • Streaming Using the computer for functions it was not designed for or Leaving your computer unattended Searching websites during class	Written Warning Issued	Computer will be turned in until restrictions can be uploaded 1 week of Level I restricted websites	Computer will be turned in until restrictions can be uploaded 2 weeks of Level I restricted websites	Computer will be turned in until restrictions can be uploaded 1 month of Level I restricted websites (Hereafter moves to Level II restrictions, 5th time- 1 month, 6th time- 2 months, 7th time- end of year)
Inappropriate Content OR Hacking; school sites, servers or content not intended for school use	Pornography Gambling Hate Groups Other OR Unauthorized intrusion into a computer or server	Computer will be turned in until restrictions can be uploaded 1 month of Level I restricted websites	Principal/Parent/Student Meeting, no take home TBD Meeting will determine, level of restrictions, length of restricted websites and plan to loosen the restrictions		

_____ Check here if you **do NOT** wish your child/ward to be granted Internet access.

If you have granted your child/ward Internet access, please respond to the following.

I have read the acceptable use policy and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet/network privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

(Student Signature)

(Date)

(Parent or guardian's signature)

(Date)

PLEASE DETACH AND RETURN TO THE HOMEROOM TEACHER

I HAVE READ THE STUDENT HANDBOOK AND DISCIPLINARY POLICY AND UNDERSTAND THE OUTLINED RULES AND PROCEDURES.

PARENT NAME (PRINT) _____

STUDENT NAME (PRINT) _____

PARENT SIGNATURE _____

STUDENT SIGNATURE _____

DATE _____