

Name \_\_\_\_\_

# Maple Valley Anthon Oto Community School

**2017-2018**

# **PARENT - STUDENT HANDBOOK**

**Supplements:**      **White Section** - General Section  
**Pink Section** - Elementary Handbook  
**Green Section** - Middle School Handbook  
**Blue Section** - High School Handbook  
**Gold Section** - Activities Handbook

Maple Valley Anthon Oto School Webpage Address: [www.mvaoschool.com](http://www.mvaoschool.com)

Adopted by the Board of Education

March, 2017

## FORWARD

This parent-student booklet is provided to all parents and students. Its purpose is to provide information and serve as a resource so questions about the rules and the regulations of the school district can be answered. Although it is relatively lengthy, please understand that much of the material contained herein is necessary due to state and federal laws and court decisions.

We ask that each parent and each student read this booklet thoroughly so that a better understanding of the school district will be developed. While no document contains all information necessary, we feel you will be better informed as to the operation of the school district through the use of this booklet. The policies and rules are reviewed by the administration, staff, District Advisory Committee, and School Board, and updated annually. Therefore, it is necessary for you to read through the handbook each year.

Please come to visit us at school anytime. Don't feel you need an invitation. You are always welcome regardless of the reasons for your visit. We want to inform and clarify any confusion you may have about your school, and the best way is for you to call or visit us.

We hope this school year every student will strive to do their best and that his or her time and efforts will prove to be profitable and enjoyable.

### **School Telephone Numbers**

Elementary at Mapleton	881-1319	(FAX – 881-1320)
Elementary/M.S. at Anthon	373-5244	
High School at Mapleton	881-1317	(FAX - 881-1321)
Supt.'s Office at Anthon	373-5246	(FAX - 373-5326)
Supt.'s Office at Mapleton	881-1315	(FAX - 881-1316)
Bus Garage at Mapleton	881-2214	

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## **STUDENT RIGHTS AND RESPONSIBILITIES**

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, he or she is expected to conduct his or her affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights. In order for the school to provide the greatest opportunity for all students, each student must accept and abide by the following responsibilities.

- A. To observe the constitutional rights of other individuals, whether they are students, parents, teachers, school officials, or other participants in the educational process.
- B. To respect the inherent human dignity and worth of every other individual.
- C. To be informed of, and adhere to, reasonable rules and regulations implemented by school administrators and teachers for the welfare and safety of all students.
- D. To recognize individual and cultural differences and works to acquire knowledge as to how to use those differences for the improvement of society.
- E. To dress and appear in a manner that meets reasonable standards of health, neatness, cleanliness, and safety.
- F. To develop employment skills that will lead to economic independence.
- G. To maintain the best possible level of academic achievement.
- H. To refrain from libel, slanderous remarks, and obscenity in verbal and written expressions and gestures.
- I. To develop and undertake a social commitment to and for school and society.
- J. To observe, know, and adhere to the laws of the state.
- K. To preserve school property, exercise care while using school facilities, and help maintain and improve the school environment consistent with laws governing such property.

Just as every effort will be made to protect the rights of each student, so, too, will each student be held accountable for accepting these responsibilities.

It is true that one has the right to dissent regarding school policies and procedures when it is done within the framework of the channels established for such action. Matters relating to student activities, curriculum, discipline, teacher effectiveness, etc. should first be brought to the attention of the teacher or principal of the building which is involved.

## **CIVIL RIGHTS -- NOTICE OF NONDISCRIMINATION**

The Maple Valley-Anthon Oto Community Schools are equal opportunity/affirmative action employers. It is an unfair or discriminatory practice for any educational institution [defined any preschool, elementary, secondary, or community college, area education agency, or postsecondary college or university and their governing boards] to discriminate on the basis of race, color, national origin, religion, sex, disability, sexual orientation, creed, socioeconomic status (for programs), age (for employment), gender identity or marital status in its educational programs and its employment practices. Such discriminatory practices shall include but not be limited to the following practices: employment; participation in academic, extracurricular, research, intramural, and other programs offered by the educational institution. Nothing in this section shall be construed as prohibiting any bona fide religious institution from imposing qualifications based on religion, sexual orientation, or gender identity when such qualifications are related to a bona fide religious purpose or any institution from admitting students of only one sex.

Any persons having inquiries concerning the school districts' compliance with the regulations implementing Title VI, Title VII, Title IX, The Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 may contact one of the districts' educational equity coordinators: the Maple Valley-Anthon Oto K-8 Guidance Counselor, Anthon, Iowa (Phone 373-5246), or the Maple Valley-Anthon Oto Director of Curriculum at the MVAO Middle School, Anthon, IA 51004 (Phone 373-5246). Inquiries may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Suite 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 211 E. Maple, Des Moines, Iowa, 50309, (515) 281-4121.

## **EQUAL EDUCATIONAL OPPORTUNITY**

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student will have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, religion or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students 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 vehicles; 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.

This section of the board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual will mean the legal parents, The legal guardian or custodian of a student and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Maple Valley or Anthon-Oto Community School District, or by telephoning (712) 881-1315 or (712) 373-5244.

## **STUDENT PERSONNEL RECORD DATA**

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to them selves, or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies
- in connection with a health or safety emergency; or,

- as directory information.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

## **ANNUAL NOTICE**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.



- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

- (4) A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by the first of September to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,  
400 Maryland Ave., SW, Washington, DC, 20202-4605.

### **USE OF STUDENT RECORDS REGULATION**

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of the data, and procedures for its transmittal within forty-five calendar days.

#### **A. Access to Records**

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary.

The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, and, if a difference of opinion is noted, is permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless the school district annually notifies parents that the records will be sent automatically.
2. Student records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release student records to other persons or agencies, written consent is given by the parent, legal guardian, or a student of majority age. This consent form will state which records are released, to whom they are released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
4. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student are notified in advance.
5. Student records may be shared with juvenile justice agencies with which the school district has an interagency agreement. This information is shared without prior parental consent. The agreement is a public document available for inspection.

Hearing Procedures

1. Upon parental request, the school district will hold a hearing regarding the content of a student's records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
2. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.
4. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
5. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
6. The parents may appeal the hearing officers decision to the superintendent within 5 days if the superintendent does not have a direct interest in the outcome of the hearing.

7. The parents may appeal the superintendent's decision, or the hearing officers decision if the superintendent was unable to hear the appeal, to the board within 5 days. It is within the discretion of the board to hear the appeal.

### **STUDENT EXERCISE OF FREE EXPRESSION**

(MVAO Policy 502.3)

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for insuring students' expression is in keeping with this policy. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

### **COMPUTER NETWORK GUIDELINES**

Students will be expected to abide by the following network etiquette:

- \* The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- \* Students will respect all copyright and license agreements.
- \* Students will cite all quotes, references, and sources.
- \* Students will only remain on the system long enough to get needed information.
- \* Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication. The following is prohibited:
  - a. Sending or displaying obscene or offensive messages or pictures
  - b. Using obscene language
  - c. Harassing, insulting or attacking others
  - d. Damaging computers, computer systems or computer networks
  - e. Using another's password
  - f. Trespassing in another's folders, work, or files
  - g. Employing the network for commercial purposes
- \* Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:
  - a. Others may be able to read or access the mail, so private messages should not be sent.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited.
  - d. Always sign messages.
  - e. Always acknowledge receipt of a document or file.
- \* Students accessing Network services that have a cost involved will be responsible for payment of those costs. Violations may result in a loss of access as well as other disciplinary or legal action.

### **DISTRIBUTION OF MATERIALS**

The board of education recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain requirements prior to their distribution.

### I. Guidelines.

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. Is obscene to minors;
2. Is libelous;
3. Contains indecent, vulgar, profane or lewd language;
4. Advertises any product or service not permitted to minors by law;
5. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. 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.

### II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

### III. Disciplinary Action.

Distribution by any student of prohibited written material may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this rule may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

## SEARCH AND SEIZURE

School district property is held in public trust by the board. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to the student without prior notice. Such inspections shall be conducted in the presence of at least one other person. School officials may also, without a search warrant, search students, personal effects, or student vehicles based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be 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 search may also include the use of a police drug dog or other search animal.**

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbituates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, 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 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.

All non-maintenance searches must be based on a reasonable suspicion of a violation of a law or school rules and be reasonable in scope.

Students are to use desks and lockers only for the storage of school books, school materials, possessions ordinarily used in day-to-day school activities and outerwear clothing. School desks and lockers are not places of storage for items of a private or personal nature. All students assigned to a desk or locker are responsible for it and may be charged individually or jointly for damage to lockers or desks. No locks may be placed on lockers except those

issued or approved by the school administration, and unauthorized locks may be removed or cut off. NOTE: Valuables may be brought to the office for safe keeping until the end of the school day.

I. Searches, in general:

- A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following:
  - (1) eyewitness observations by employees;
  - (2) information received from reliable sources;
  - (3) suspicious behavior by the student; or,
  - (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for a reasonable suspicion.
- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:
  - (1) the age of the student;
  - (2) the sex of the student;
  - (3) the nature of the infraction; and
  - (4) the exigency requiring the search without delay.

II. Types of Searches

A. Personal Searches

- 1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
- 2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
  - (a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
  - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book-bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker Inspections and Searches

- 1. Inspections: Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. Periodic inspections of all or a random selection of lockers may be conducted by school officials. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.
- 2. Searches: The student's locker and its contents may be searched when a school official has reasonable and articulable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

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

### **SPECIAL INSTRUCTIONAL PROGRAMS AND SERVICES**

Students experiencing learning problems who meet established criteria and guidelines may receive building-level supportive services through Special Education and other remedial programs.

Federal funds are utilized by the school district in providing supportive reading and/or remediation instruction for students in grades one through twelve. Iowa provides special education funds to finance programs and services for students with disabilities at the elementary and secondary levels.

Parents, teachers, professional screening, or even students themselves may identify a problem and make referrals or requests for assistance to local school district or area education agency personnel.

### **REQUESTS FOR EXCLUSION FROM SCHOOL ACTIVITY/STUDY**

Parents or guardians wanting their child excluded from a particular study or activity, other than human growth and development or physical education, because of sincerely held beliefs should present a specifically stated written rationale to their child's principal. This rationale must include a description of the activity or study from which they want their child excluded, the reasons for requesting the exclusion, and the proposed alternative activity or study. Administrative disposition of such requests shall be based upon a consideration of the individual circumstances. Although decisions made in regard to requests for exclusion should take into account the sincerely held beliefs of the parents or guardians, resulting solutions shall not be disruptive to the educational process nor infringe upon any compelling state or educational interest.

### **HUMAN GROWTH AND DEVELOPMENT**

By law, information regarding human growth and development, including such topics as drugs, alcohol, tobacco, sexually transmitted diseases and AIDS, is included in the curriculum in all grade levels. This curriculum is based on a recommendation by a community advisory committee who reviewed requirements, needs, and age-appropriateness of students. Parents having questions or concerns or are interested in inspecting the instructional materials are encouraged to contact their child's principal.

No pupil shall be required to take instruction in human growth and development if the pupil's parent or guardian files a written request with the appropriate principal that the pupil be excused from the instruction.

### **PHYSICAL EDUCATION**

Physical education is a requirement. Instructors will prescribe dress (6-12), and physical education training as prescribed by state standards. Students will be excused from specific physical education activities only on a doctor's written excuse or for religious reasons. Alternate activities will be required for students who are excused from P.E. activities. Physical education credit will not be given to students who fail to dress properly, take showers (6-12), or follow the program as outlined.

The Iowa Legislature has enacted "the Healthy Kids Act," requiring all students in grades 6-12 engage in physical activity for a minimum of 120 minutes per week and grades K-5 engage in physical activity for a minimum of 30 minutes per day. The law also requires the school to monitor how students fulfill this requirement. Any student who does not have a P.E. class in their schedule or chooses to waive the class, under state guidelines, must complete a plan that is approved by the student's parent, as well as high school principal. This plan outlines how the student will meet the 120 minute requirement. Students will not be allowed to waive P.E. if they have a study hall each day in addition to the P.E./Study Hall period.

### **MEDICATION AND ADMINISTRATION**

Some students may need prescription and nonprescription medication to participate in their educational program. Medication(s) shall be administered by the school nurse, or in the nurse's absence, the person(s) who have successfully completed the Medication Administration course from the AEA. Along with completion of this course, a periodic update shall be conducted by the school nurse, and a record of course completion kept on file at the school.

The medication(s) will be administered once the student's parent or guardian has completed the Medication Administration form and the medication is in the original, labeled container, either as dispensed by the pharmacy or in the manufacturer's original container. A record of medication administration will be maintained for each student including the date, name of the medication, dose, signature and title of the person administering the medication, and any unusual circumstances, actions, or omissions. Medication administration records are kept confidential. All medications are stored in a secured location.

When administration of a medication requires ongoing professional health judgement, an individual health plan (IHP) will be developed by the school nurse.

By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and the prescribing physician.

The superintendent, in conjunction with the school nurse and Iowa Board of Education, are responsible for developing the rules and regulations governing the administration of medications. Annually, each student is provided with the requirements and information for the administration of medications at school.

No medication shall be given to any student except under the following restrictions:

- a. Medications must be in their original container, with the original label, whether prescribed by a doctor or purchased over the counter.
- b. All prescription drugs must be accompanied with a doctors script or pharmacy print-out regarding the details of administration along with the potential risks and side-effects.
- c. Medications will not be given until the Medication Administration form is filled out fully.
- d. Any medication for elementary students will only be dispensed by the school nurse or designated person.
- e. Medications dispensed will be logged on the appropriate form.

### **ILLNESS AND INJURIES AT SCHOOL**

The parent or guardian will be required to complete a General Health form indicating the actions to be followed, as necessary, in an emergency involving their child. It is the responsibility of the parent or guardian to provide the district with updates in the child's health information.

Students who feel ill or have been injured at school should notify their teacher and/or report to the school nurse or secretary. The parent/guardian will be notified and the appropriate arrangements will be made a necessary.

### **SPECIAL ACCOMMODATIONS FOR NON-STUDENTS**

Non-students with disabilities needing special accommodations, please contact the appropriate principal's office at least 48 hours prior to the event.

### **ABSENTEEISM**

Regular attendance is expected of all students. A good deal of the absenteeism is avoidable. Parents are urged to cooperate with the school in assuring this. It is impossible to completely make up all the work missed--if it were so, there would be no reason for conducting daily classes.

**In order to assure the safety and welfare of our students, parents are to call the principal's office before school when a youngster is going to be absent.** If a student is absent for which a call has not been received, attempts will be made to contact the parents at home or at work to confirm the parents' awareness of the child's absence. When a parent/guardian comes to pickup a child during the school day, they must check in with the building secretary.

**Parents may contact any local school building in either district to inform the school of a student absence.**

Students are expected and required to be in school a minimum amount of time during the school year. Students who do not meet this minimum requirement may become candidates for retention. Students who are absent for an extended length of time or seemingly quite often, will be required to have a doctor's excuse unless the principal has visited with the parent and the situation is well understood.

Parents may have access to on-line attendance at any time. The link is located on the school website, [www.mvaoschool.com](http://www.mvaoschool.com), and passwords may be obtained by calling your building principal. They can also obtain access to teacher email addresses through this link.

Generally, absences are classified as excused or unexcused, the determination of which being that absence of a student from school will be excused for the following specific reasons:

1. Illness
2. Work at home
3. Appointments with a doctor or dentist that cannot be arranged before or after school hours
4. Funerals or marriages in the family
5. Extenuating circumstances approved by the administration

If the absence is UNEXCUSED, the student's opportunity to do make-up work or credit for make-up work may be denied. All absentees will be considered UNEXCUSED unless and until a proper written or telephone excuse is received from the parents.

Any high school student missing four (4) classes UNEXCUSED may be dismissed from the class without credit.

When returning to school, a student in grades 6-12 will report to the office with a note from parents indicating the dates and reason for absence unless the parents have called. Elementary students will give the note to their teacher. A forged or untruthful excuse automatically makes the absence unexcused and is grounds for serious disciplinary action by the administration. If a contagious or extended period of illness is involved, the student must present a slip from his doctor. Each returning high school student will be issued a makeup slip which will serve as an admit to all classes missed.

If at all possible, anticipated absences should be arranged for in advance of the date. This can be taken care of by advising the office.

Under no circumstances will a student leave the school campus without supervision during school hours without first securing the permission of the principal.

#### MIDDLE AND HIGH SCHOOL

It should be noted that if a student is absent from 2 to 6 periods, this counts as one-half day absent.

#### ELEMENTARY SCHOOL

Students arriving at school after the beginning of class but before 10:00 will be marked tardy. Students leaving school at 2:00 or after will not be counted absent.

Education is a vital element in the success of individuals and good attendance habits should be developed and maintained at an early age. Chapter 299 of the Iowa Code outlines the requirements for compulsory education. The Maple Valley Anthon-Oto Community School District has adopted the following Attendance Policy in support of the outlined requirements established within Chapter 299 of the Iowa Code.

### **Level I Hearing**

When a student has reached 3 unexcused absences or 10 total absences per semester they will be referred to the liaison officer or principal and parent/guardian contact will be made via telephone, letter, or both.

### **Level II Hearing**

When a student has reached 5 unexcused absences or 13 total absences per semester a Problem Solving Meeting maybe conducted with the student, principal and school liaison officer. The outcome of the Problem Solving Meeting will be shared with the parent/guardian via telephone, letter or both. A Review Problem Solving Meeting will be scheduled if attendance concerns continue with the student. When a Review Problem Solving Meeting is scheduled the parent/guardian will be notified by telephone or mail. The Review Problem Solving Meeting allows the student, parent/guardian, AEA officials, school officials and school liaison officer to strategize on educational goals for students. A Cooperative Expectation Agreement may be established to outline expectations placed upon the student, parent and school officials to aid in the student achieving attendance and academic goals. There may be another Problem Solving Meeting scheduled within 30 days to outline participation with the Cooperative Expectation Agreement. The Cooperative Expectation Agreement will continue to be monitored by the school liaison officer throughout the school year. If at any time the school liaison officer or principal feels as though any party subject to the Cooperative Expectation Agreement has failed to adhere to the outline expectations a Level II Hearing will be repeated or a Level III Hearing will be scheduled without further notification.

In the matter of those students who do not meet the age requirements of compulsory attendance age laws, but hold a valid driver's license, the school liaison officer or principal will contact the Iowa Department of Transportation to notify the Department of the student's non-compliance of the school district's attendance polity. The student may be subject to the loss of their driver's license.

### **Level III Hearing**

When a student has reached 10 unexcused absences or 20 total absences per semester the principal, school liaison officer, and school superintendent will meet to discuss if Truancy Mediation by the county attorney is necessary. A



Level III Hearing may be held several times prior to actual referral to the County Attorney's Office. If a referral for truancy mediation has been made the student and parent/guardian will be notified of this decision via telephone, letter, or both.

If Truancy Mediation is completed by the County Attorney the cost of the Truancy Mediation (\$50.00) will be the responsibility of the parent and/or school district.

### **ABSENCE FOR SCHOOL ACTIVITIES**

Students must be in school the last 1/2 of the day in order to attend an evening function, unless there is prior administration approval. This includes athletes, participants, and those students wishing to attend all activities.

### **ITEMS NOT ALLOWED IN SCHOOL**

Students are discouraged from bringing any play items to school. We feel that the school provides sufficient materials for recess activities. All materials of a personal nature lost at school will be the responsibility of the individual. Valuable items such as collector's items or cards, ie baseball cards, toys, etc. should not be brought to school.

The sending or bringing to school of flowers, balloons, or other gifts for elementary students is prohibited because they tend to disrupt the school day.

### **LEAVING THE SCHOOL GROUNDS**

Once students have arrived at school, they are not permitted to leave the school grounds until dismissed at the end of the day unless they have permission through the principal's office. In most cases, this will require a written statement from the parents. For bus students, this means that the student must not leave the school property from the time they get on the bus in the morning until the time they get off the bus in the afternoon.

### **PARENT RIGHTS IN UNIQUE FAMILY SITUATIONS**

The school continues to recognize the parental rights of both parents in divorce situations unless there is a court ruling which limits or terminates those rights. These rights include access to their children during school hours, and access to their children's records. Custodial parents must not expect the school to limit access by the non-custodial parent unless they have supplied the school with the appropriate legal documents.

The rights of stepparents are very limited. The natural or adoptive parent must state in writing for the school what rights and access the step parent is to have in regard to the student(s) and student records.

The rights of foster parents and parents of foster children are determined on an individual basis by the court.

**NOTICE OF PARENT AND STUDENT RIGHTS**  
**UNDER SECTION 504**

The Rehabilitation Act of 1973, commonly referred to as "§ 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under § 504 is a student who (a) has a physical or mental impairment which substantially limits one or more major life activities, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing and working.

The enabling regulations for § 504 as set out in 34 C.F.R. Part 104 provide parents and/or students with the following rights:

- 1) You have a right to be informed by the school district of your rights under § 504.
- 2) Your child has the right to an appropriate education designed to meet her/his individual educational needs as adequately as the needs of non-disabled students are met.
- 3) Your child has the right to free educational services to the extent they are provided other students. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.
- 4) Your child has a right to participation in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities.
- 5) Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students.
- 6) Your child has a right to an evaluation prior to an initial § 504 placement and any subsequent significant change in placement.
- 7) Testing and other evaluation procedures must conform with § 504 requirements of validation, administration, tailored to assess specific areas of educational need and meets test selection criteria.
- 8) The district shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, and adaptive behavior. Information from all sources will be considered and documented.
- 9) Placement decisions must be made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
- 10) If eligible under § 504, your child has a right to periodic reevaluations.
- 11) You have the right to notice prior to any action by the district in regard to the identification, evaluation, reevaluation, placement or change in placement of your child.
- 12) You have the right to examine relevant records. You have the right to inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate.
- 13) You have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by council.
- 14) If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction.
- 15) If you wish to challenge the district's actions in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the district's § 504 Coordinator. The district's 504 coordinator is identified below.
- 16) You also have a right to file a complaint with the Office for Civil Rights. The address of the Regional Office, which covers Iowa, is available from the schools' District 504 Coordinator.
- 17) You have the right to receive information about your child and your child's educational programs and activities in your native language.

District 504/ADA Coordinator/Facilitator:

Maple Valley & Anthon-Oto School Improvement Coordinator  
Anthon Oto - Maple Valley Middle School  
Anthon, IA 51004 Phone (712) 373-5244

## CHILD ABUSE AND/OR NEGLECT

The Code of Iowa, Ch. 232, requires all certified school employees to report suspected child abuse or willful neglect. Anyone reporting in good faith shall have immunity from any liability, civil or criminal. Laws providing privileged communication shall not apply in cases of suspected child abuse or neglect. Any such employee who knowingly and willfully fails to report suspected child abuse is guilty of a misdemeanor and subject to a fine of not more than \$100.00 or imprisonment of not more than 30 days and is civilly liable for the damages proximately caused by such failure.

### Abuse by District Employee:

A report of suspected child abuse by a District employee in the course of their employment must be made at such time any member of the school community believes or has reason to believe that a child has suffered abuse. The principal of each attendance center shall be the designated investigator for child abuse complaints involving District personnel at that center. Complaints may also be reported to the guidance counselor, who shall be the alternate designated investigator.

## INVESTIGATORS OF INJURY OR ABUSE BY DISTRICT EMPLOYEE

(LEVEL I)

### **Mapleton Elementary:**

Mahlon Carothers, Principal  
Mapleton Elementary School  
Mapleton, IA  
881-1319

Alternate Mapleton Elem.  
April Coppess, Counselor:  
Mapleton Elementary School  
Mapleton, IA  
881-1319

### **Anthon Elementary:**

Jane Ellis, Principal  
Anthon Elementary School  
Anthon, IA  
373-5246

Alternate Anthon Elem:  
April Coppess, Counselor  
MVAO Middle School  
Anthon, IA  
373-5246

### **MVAO Middle School:**

Jane Ellis, Principal  
MVAO Middle School  
Anthon, IA  
373-5246

Alternate Middle School:  
April Coppess, Counselor  
MVAO Middle School  
Anthon, IA  
373-5246

### **MVAO Senior High:**

Dan Dougherty, Principal  
MVAO High School  
Mapleton, IA  
881-1317

Alternate 9-12:  
Kristi Clark, Counselor  
MVAO High School  
Mapleton, IA  
881-1317

## INTERROGATIONS OF STUDENTS BY OUTSIDE AGENCIES

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

### **IMMUNIZATION LAW**

Iowa law requires that children be immunized against multiple diseases: diphtheria, chicken pox, pertussis (whooping cough), tetanus, polio, measles, rubella and hepatitis B. This immunization requirement applies to ALL students in pre-school through twelfth grade. Parents must submit evidence to the admitting official of an elementary or secondary school that their children have been immunized against these diseases.

Children who have not completed their immunizations may qualify for a Provisional Enrollment. To qualify, the student must have had at least 1 dose of each of the required immunizations. The student's immunizations must be completed in 60 days or he/she will not be allowed to attend school. Any student who does not show proof of immunization upon enrollment in school will NOT be allowed to attend school until they are completed.

### **TEXTBOOK AND SUPPLY FEES AND FINES**

Each student will be assessed an annually established textbook fee appropriate to each grade level. All district-owned books and supplies are to be treated with the utmost care. Students will be fined for any lost, excessively worn, or abused materials.

### **WAIVER OF STUDENT FEES**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver for student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **BUS TRANSPORTATION**

Bus transportation will be provided for all students that qualify under state law; that is, for all elementary students who live more than two miles from their school of attendance, and for all secondary students who live more than three miles from their school of attendance. This will include transportation from home to school, between schools when necessary, and between the school and child day care facilities that qualify under Iowa Code Chapter 237A. Under the law, children need not be picked up from, or delivered to, any alternate location. However, in order to accommodate as many families as reasonable, the school will accept requests for delivery of students to alternate locations or delivery of students who do not normally ride under the following circumstances:

1. A written request, signed by a parent or guardian, is presented to the bus driver each day the child is to be delivered to a new location. Any day there is not a note requesting otherwise, the child will either not be carried or only be delivered to the home or the qualifying child care facility. Requests for deliveries to new locations covering more than one day cannot be honored, except under certain circumstances when the request is ongoing and on a daily basis; in the past, this has proven to be an unreasonable bookkeeping burden upon school personnel.
2. The new location must be on an established bus route and not cause a significant impact on the length of time it takes to deliver the other students.
3. The request cannot cause a bus to be overcrowded or cause an excessive supervision requirement upon the driver, such as groups of students going to a birthday party.
4. The request must not negatively affect school personnel in the performance of their duties.

Every precaution is taken to see that the child arrives at his/her destination safely. Anything that happens on the bus to divert the driver's attention from his/her job endangers the safety of the riders and is not acceptable behavior. It is therefore essential that the student conduct himself/herself in a respectful manner at all times.

Catching the school bus is the student's responsibility. Students absent because they missed the bus will be given an unexcused absence.

- A. The bus driver has full authority to maintain discipline and bus safety at all times. Students who are disruptive and repeatedly disobedient of the rules will be reported by the bus driver. The principal will relay the problem to the parent or guardian, and will discipline the student. Serious or repeated misbehavior may result in the student being suspended from riding the bus. Permanent suspension may result if a student has been suspended before or has committed an extreme infraction of the rules and/or has endangered the safety of the other passengers.
1. Students are to be at the bus stop before the bus arrives.
  2. While waiting at the bus stop, wait in a safe place, clear of traffic and away from where the bus stops.
  3. Go directly to an available or assigned seat when entering the bus.
  4. Passengers must remain in assigned seats and facing forward while on the bus. Books, athletic/clothing bags, band instruments and other belongings shall be kept out of the aisles unless approved by the driver.
  5. Passengers must be especially quiet when the bus is approaching and crossing railroad tracks and any town.
  6. Students riding shuttle buses will be assigned seats and must ride in those seats
  7. All students shall be received and discharged through the front entrance door. The EMERGENCY door is for EMERGENCY USE ONLY.
  8. A student who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions, and proceed to cross the highway only on signal from the driver.
  9. Follow the directions of the driver at all times.
  10. Exhibit classroom behavior at all times.
  11. Respect the rights and safety of others.
  12. The following are examples of, but not all inclusive of, undesirable conduct which are to be avoided: horseplay, loud talking, yelling, whistling, swearing, throwing objects, hitting, grabbing clothing, crowding, pushing, switching seats, damaging seats or bus interior, eating, drinking and chewing gum, standing up, sticking hands, heads or objects out the window, making obscene gestures to each other or to the general public, using tobacco, alcohol, or any other controlled substance, and extending anything out a window.
  13. Music devices are permitted only with use of headphones.
- B. The following procedure will be used in maintaining student discipline on the school buses:
1. The bus driver will tell students when they are not following the rules. Parents will be notified when appropriate.
  2. The driver, transportation director or the principal may assign seats to students.
  3. Students continually or seriously violating the rules are to be reported to the principal by the driver and a written disciplinary form will be completed and sent to the parents. The decision to deny riding privileges, the extent of riding privileges, and the duration will be based upon the student's disciplinary history and the seriousness of the violation. Reinstatement of bus riding privileges will usually come only after a conference with the students, parents, bus driver and the principal. In general, the following procedure will apply:
    - a. The first time a student is reported for misconduct, they may be placed on probation or denied riding privileges. The parents will be notified.
    - b. The second time the same student is reported for misconduct, he/she may lose the privilege of using the bus for up to five attended school days. The parents will be notified.
    - c. The third time the same student is reported for misbehavior, he/she may lose the privilege of using the bus for up to 45 attended school days. The parents will be notified that a fourth Bus Misconduct Report may result in the loss of the privilege of using the bus for the remainder of the school year.
    - d. The fourth and subsequent time the same student is reported for misbehavior, he/she may lose the privilege of using the bus for the rest of the year. The parents will be responsible for transporting the student to/from school. Punishment for the fourth offense, the loss of bus riding privileges, may be appealed to the Board of Education. The School Board has the discretion to determine if it will consider an appeal.

### VIDEO CAMERAS ON SCHOOL BUSES

The Maple Valley-Anthon Oto Community School Board of Education have authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school

buses and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will be regularly re-used or recorded-over, unless necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. In that event, the contents of the videotape will be retained only until the conclusion of the disciplinary proceeding. Thereafter the videotape may be re-used or recorded-over, and unavailable for any subsequent disciplinary proceeding involving the same student. Parents may obtain access to the videotapes in the same manner and for the same purposes as any other student record. Failure of the administration to preserve the contents of any videotape, by mechanical failure, inadvertence, or otherwise will not by that reason alone preclude enforcement of a student disciplinary proceeding.

### **EVACUATION, LOCK DOWN, FIRE AND TORNADO DRILLS**

Evacuation, lock down and tornado drills will be held periodically throughout the year. Each teacher will explain the exit or shelter procedure from the room when the alarm sounds. Never run, push, or crowd. Students are seldom hurt or burned by fires, but are hurt because of the panic that can ensue. There will be no talking when leaving the building or taking shelter. When taking shelter from a tornado, it is important that the shelter instructions are followed quickly and quietly without modification. Tampering with the alarm system is a violation of the Criminal Code of Iowa.

### **EMERGENCIES AND SCHOOL CLOSINGS**

When school is called off or let out early due to weather condition or other emergencies, the announcement will be made to all Sioux City and Ida Grove radio and TV stations as well as placed on the Mapleton, Anthon and Danbury Newspapers' Websites. It is difficult to measure the severity of the weather in all sections of our school district; so the final decision rests with the parents on whether to send their children to school during adverse weather conditions or to keep them home. Parents are asked to please contact the school if they decide not to send their children when school is in session.

Provisions will be made by school authorities to take care of the school children when storms occur during the day that are of such intensity that it makes bus transportation hazardous. Parents' cooperation in helping to keep telephone lines free during such emergencies will be appreciated.

Radio and TV stations will carry school closing messages as soon as any decision is made. PLEASE DO NOT CALL THE RADIO OR TV STATION OR SCHOOL PERSONNEL AT THEIR HOMES.

In case of civil, national, or natural disruptions, every effort will be made to give announcements as to the welfare of the students during the school day.

When school is called off or let out early due to threatening road conditions, there will not be any after school activities, therefore, there will not be any shuttle buses run.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Parents are asked to always report to the principal's office immediately when they have a change of address or telephone number.

### **RESPECT AND COURTESY**

A teacher should at all times be addressed Mr., Miss, Ms. or Mrs., whichever title may apply. Any school employee of the Maple Valley and Anthon-Oto Community School Districts has authority and jurisdiction at any school function and deserves to be treated with respect and courtesy.

### **DRESS CODE**

Part of the school's responsibility is to teach compliance with law, proper health, hygiene and safety, and to prohibit sexually explicit or obscene expression. The school must also prohibit activity that would interfere with the orderly

operation of the school. Therefore, all students' dress and appearance in school and at school activities must comply with these guidelines.

- A. Students must wear clean, recently washed clothing.
- B. Students must be clean of person. This includes frequent bathing and washing of the hair.
- C. Students must wear some kind of reasonable footwear, appropriate to the activity or season.
- D. Any article of clothing that is a hazard to safety is unsuitable attire.
- E. Any article of clothing that is obscene, lewd or vulgar is unsuitable attire.
- F. Halters, spaghetti strap tops, spaghetti strap dresses, tank tops, low riding pants, Sleepwear (ex. pajama pants, slippers) and similar attire are unsuitable. Any article of clothing that exposes a bare midriff is also unsuitable. Low riding pants may be required to be belted.
- G. Hair styles must be in keeping with the ideals of cleanliness, neatness, and good grooming.
- H. Any style of dress, article of clothing, or hairstyle that interferes with or disrupts the maintenance of a learning atmosphere is unacceptable.
- I. Form-fitting/skin tight pants, such as leggings, yoga pants, and tights must be appropriately paired with a dress or top that adequately covers the midsection/ thigh region. Leggings/tights may not substitute as pants and must be opaque and not see through.
- J. Hats or caps are unsuitable attire for indoor school activities, unless necessary for a specific class or activity, and when required for a class or activity, they may be worn only during the time that the activity takes place. (Note hat rule below.)
- K. Walking shorts are permissible, however, short shorts, biker shorts, boxer shorts, low riding shorts, and regular gym shorts (except in physical education) are prohibited at all times.
- L. Any clothing that promotes the use of substances or activities that are illegal for minors to use or to participate in are prohibited.
- M. Gang related clothes and similar attire are not permitted.
- N. Clothing that is directed toward or intended to threaten, intimidate or demean an individual or group of individuals because of sex, color, race, religion, disability, or national origin is prohibited

All suspensions or other disciplinary action as a result of this code shall be in accordance with Board Policies.

Students will be allowed to wear hats or caps at the following indoor activities: volleyball, basketball and wrestling. These hats or caps must meet the following dress code guidelines to be acceptable:

1. They must not in any way promote or advertise the use of drugs, alcohol, illegal substances, gang membership or activities that are illegal for minors to use or participate in.
2. They must not in any way promote a religion or religious belief, or be derogatory to any individual or group.
3. They must not be obscene, lewd or vulgar.
4. They must not hinder the view of any other spectator or be designed or used as such so that they distract from the event.
5. The supervising adult will have final determination if any of the above is violated by the hat or cap and will have the student remove that hat or cap.
6. If a student refuses to comply with the supervising adult, they may be removed from the event, be in violation of the School Conduct Policy and/or be barred from attending other events during the school year.

## INSURANCE

### General Accident:

The students of the Maple Valley-Anthon Oto Community Schools have the opportunity to enroll in a student accident insurance plan. The participation in this program is completely voluntary. Parents are urged to study the notice that will be distributed at registration. Types of coverage, the rate of coverage, and the benefits received in case of accident are all explained in the notice.

The school does not provide medical payments coverage or accident insurance to cover injuries to students, so it is important that parents have some sort of protection, whether it be this insurance or another kind.

Notify the principal immediately of any accident in order to validate your claim. Insurance accident report forms are to be picked up in the principal's office, filled out by the parents, the student, and the employee under whose supervision the accident occurred.

The form is to be brought to the principal for validation before taking it to the doctor or hospital for completion and forwarding to the insurance company.

Athletic Insurance:

The Maple Valley-Anthon Oto Community Schools, employees, and officers may not be liable for student injuries received while participating in practices, scrimmages, and inter-scholastic games. Therefore, it is recommended that parents obtain insurance to cover their children while participating in school activities.

**ACADEMIC DIFFICULTIES**

Pupils can avoid academic difficulties by doing their work regularly and getting their work in on time, including make-up work due to absence. Pupils owe it to themselves and their parents to try to do their best in their school work. Parents are requested to check with the instructors when concerned about their children's progress. If a serious problem arises, the principal should also be consulted.

Students encountering academic difficulty are advised to consult their instructors immediately to find out the causes of their problem and what they can do about them.

While the school tries to inform parents of their child's failing grade with mid-quarter deficiency slips, variances in types of work in testing procedures and in student work habits may bring a failing grade without warning. Parents should, therefore, ask their children about their progress from time to time, examine their children's school papers, and contact instructors regarding any problem areas.

**DRUGS AND ALCOHOL - HELP AVAILABLE**

Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students may be obtained from the guidance counselors.

**GUIDANCE**

Guidance counselors are available to all students in grades K-12. The guidance department wishes to aid parents and teachers in understanding each student in his/her academic and personal development. Students are urged to consult with a counselor. As with other programs within the school, which are designed for all students, special written permission to meet with students is not required.

The guidance department is concerned with the personality and career development and academic progress of every student and wishes to aid both parents and teachers in understanding the individual student. Guidance services are also provided by the classroom teachers and administrators.

**HOURS OF SCHOOL**

Hours of school will be as follows:	<u>Center</u>	<u>Beginning Time</u>	<u>Dismissal Time</u>
	Mapleton K-5	8:25 a.m.	3:25 p.m.
	Anthon K-5	8:25 a.m.	3:25 p.m.
	MVAO Middle School	8:30 a.m.	3:30 p.m.
	MVAO/COU High School	8:30 a.m.	3:30 p.m.

Generally, students are not to report to school before the following times since supervision is not available. K-8 students who do not ride a bus to their attendance center should not report before 8:10 a.m. High school students who do not ride a bus should not report before 8:15 a.m. The only exceptions to this rule include situations when special arrangements have been made with a teacher or principal. Examples are when elementary students must come early because of extenuating family circumstances which have been approved by the principal, or to take part in the school breakfast program. In the case of students coming to an elementary school before 7:30 a.m., special arrangements must be made with the principal or they must not be in the building or on the school grounds. Otherwise, all elementary students will go directly to their rooms when they arrive.

In other words, if there is not school supervision in a room or area, students are not to be there since they would, for all practical purposes, be "on their own". This requirement is for the protection of the students.



Students riding shuttle buses will leave the Mapleton Center at 7:55 a.m. and the Anthon Center at 7:50 a.m. Students who ride those buses should not arrive at the respective school pick-up site more than five (5) minutes before the bus is scheduled to leave, since supervision is not available before that time.

### **LOST AND FOUND**

Lost and found articles are brought to the principal's office. Younger children's jackets, overshoes, mittens, etc., should be marked for easy identification. This helps eliminate loss and confusion. If articles are not claimed within a two-week period, the principal will turn them over to a welfare organization.

All students are to take care of and protect all money and other valuables from loss and theft. Students in physical education classes are to turn in all billfolds, money, jewelry, etc., to their instructors or coaches; never, under any circumstances, leave them where they might be stolen.

The student should report all loss of articles to the principal. Students are to bring to the principal's office any articles they might find. A locker should contain only articles belonging to the people assigned to it.

### **THEFT**

Theft is a problem in any school and MVAO schools are no exception. For this reason all students should exercise the best judgment, care and common sense possible in taking care of their personal belongings. Things of value should not be brought to school and students should not carry more money with them than they will need for a given day.

School personnel will do everything they possibly can to insure against theft and to deal with it when it occurs. But whether school property or personal property is involved, the ultimate responsibility of a lost or stolen article belongs completely with the student. The school is not responsible for any such losses. Stealing or abusing the property of another is a very serious offense that will result in severe penalties.

### **LIBRARY**

Students will be charged for books that are lost or completely damaged. The fine for a ruined or lost book is the replacement cost minus 10% for each year of use, but no less than \$1.00. In such cases, the parent may keep the book if they so desire.

### **SCHOOL BREAKFAST AND LUNCH PROGRAMS**

The school meal program is regulated by Federal Standards. Mapleton Center students, and all Anthon Center students, will be issued Accu-Scan identification cards that will allow them to charge their meals to their individual accounts. Ticket purchases and account deposits may be made only before school starts each day.

Many children may be eligible for a free or reduced priced lunch and breakfast. The forms necessary to make application, including eligibility requirements, are available in each school office. The secretaries will provide these upon request.

Rudeness, running, pushing, crowding, and/or other disobedience of the rules of the lunchroom should be avoided. VIOLATIONS OF THIS NATURE MAY RESULT IN WITHDRAWAL FROM PARTICIPATION IN THE SCHOOL MEAL PROGRAM. Rules of good etiquette should prevail. Food is only to be eaten in designated areas.

#### **Guidelines for School Lunch Accounts**

1. Parents can check student lunch accounts on line through the school's website.  
[www.mvaoschool.com](http://www.mvaoschool.com)
2. Lunch account notes will be given to the student when their account has less than a positive \$5.00 balance.  
K-5 notes will be sent home by the teacher  
6-12 notes will be issued to the student
3. When the student's lunch account reaches zero an office contact (phone call or e-mail) will be made to the parent informing them of their student's lunch balance and informing them of the following:

- a. Offering assistance in completing the free and reduced lunch application
  - b. Offering assistance in working with the parents on a payment plan for the lunch account.
4. If the lunch account reaches a negative \$10 balance the following guidelines will be followed:
- a. Explaining that if payment is not received or a workout plan is not developed – the student will receive an alternate meal until payment is received.
  - b. The student’s lunch account will be charged regular price for the alternate meal also.

### **PARTIES AND SOCIAL FUNCTIONS**

Parties given for elementary students will be held during the school day under the supervision of their teacher. The elementary principal must approve these parties. Parties and social functions for students in grades 6-12 must be cleared through the principal's office by the advisors of the sponsoring groups before any plans are made with the students.

When students leave a school function or activity of this nature, they leave for good and they will not be re-admitted. School responsibility ends when the student leaves or the activity is adjourned. As a general rule, social functions at any level are open only to local students in attendance at that school. No variation from this rule will be allowed, unless such variation has been announced as a part of the plans for that event.

Grade school will have three parties during the year. Parties will be held to celebrate Halloween, Christmas, and Valentines Day. Students are not permitted to bring homemade food to school without permission of administration.

### **GIFTS TO EMPLOYEES**

Employees may receive a gift on behalf of the school district. Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to an employee's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;

- Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;

### **SPECTATOR CONDUCT AT EXTRACURRICULAR ACTIVITIES**

The Maple Valley-Anthon Oto Community Schools enjoy a reputation of orderliness and good sportsmanship. In order to keep it this way, the following spectator rules need to be followed:

1. When the national anthem is being played, please come to attention.
2. Students leaving the building or athletic field during the event will be required to pay to get back in unless they have permission from the supervisor.
3. For the sake of courtesy and safety, the following are to be avoided :
  - a. Standing in front of others or climbing on the bleacher rails so others cannot see.
  - b. Playing games, throwing balls or other objects, horseplay, running, excessive noise, etc.
  - c. Leaving the immediate area of the activity (eg. at football games, do not go to the track, softball fields, the parking area, or under the bleachers; at basketball games don't wander the hallways).
  - d. Using profanity, obscene gestures, alcohol or tobacco.
  - e. Going on to the playing field or floor without permission.
4. At events in the gym, students are to sit on the bleachers in their assigned section or with their parents and are not to leave their seats during playing time.
5. Show respect and courtesy to the officials, visiting players and fans, and MV-AO's players and fans.
6. Bicycles are restricted to the appropriate parking area.

Students violating any school rule at an athletic event may not be permitted to attend the next home event(s).

**PUBLIC CONDUCT** -- Spectators are permitted to attend extracurricular activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive, but also embarrassing to the students, the school districts and the entire communities.

To protect the rights of students to participate without fear of interference and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect:

- A. Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities will not be tolerated.
- B. Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors or extracurricular activities will not be tolerated.
- C. The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity will not be tolerated.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future extracurricular activities.

### **PEP BUSES**

Pep Bus service will be provided for a minimum fee for high school student spectators to out-of-town athletic games provided approximately 25 will ride. Parents are urged to allow their children to go by bus unless the parents are driving to the game. Students going by bus will return by bus unless their parents make arrangements in advance with the principal or the pep bus chaperone. Pep buses will wait fifteen (15) minutes for the students to board after a game unless the full load is secured before that time. No student will be discharged from a pep bus at any place except the school. All buses will depart and return to their respective buildings. A similar pep bus service will be available to Middle School students during a state tournament or play-off series.

### **PROTECTIVE DEVICES**

In accordance with State Law, students participating in certain classes are required to wear school-provided protective devices. Any student failing to comply with such requirements will be temporarily suspended from

participation in said course and the registration of a student for such course may be canceled by the principal for willful, flagrant or repeated failure to observe the above requirements.

### **ASBESTOS DEALT WITH**

Asbestos has been a concern since first identified in 1981 in the Mapleton Elementary Center. Since that time, ceilings containing asbestos at the Mapleton Center have been removed and asbestos on the original ceilings on the third floor of the oldest section of the building was removed in the summer of 1992, all in compliance with federal standards.

The school has also been notified that certain friable boiler and pipe wrappings that are located throughout the Mapleton Elementary building may contain asbestos. Maple Valley contracted Ames Environmental, Inc., to design a system for determining relative risks and suggesting appropriate safety responses. Recommendations for dealing with material that may contain asbestos have been developed which should contribute to safeguarding all building occupants. These recommendations are being followed. Each school building is inspected every three years. The asbestos management plan, containing all past, present, and future asbestos activity is located at the central administrative office, 501 S. 7th St., Mapleton, IA. Persons wishing to review this plan may contact the superintendent of schools at this address or telephone at (712) 881-1315.

Ames Environmental, Inc. has found the Anthon-Oto building and the MVAO high school in Mapleton to be free of friable asbestos.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences about students' progress will be held to keep the parents informed. See the school calendar for specific dates. Parents may see any of the staff members during those conference periods.

Parents, teachers, or principals may request a conference for students in grades kindergarten (0) through twelve (12) at any time if they feel the circumstances warrant it. Students and parents are encouraged to discuss the student's progress or other matters with the student's teacher.

### **TELEPHONE CALLS**

Telephone calls to the school for students should be made only when deemed absolutely necessary. When it is at all possible to give the message to the school secretary to be given to the student, this should be done rather than insist that the student be called out of class.

It would be appreciated by the superintendent, the principals, and the teachers, except in cases of extreme emergency, that they be contacted at their school offices rather than at their homes. Please do not ask to call teachers to the phone during class time. Leave a name and number and the secretary will have the teacher return the call.

### **COPY MACHINES AND PRINTERS**

Students may use the copy machine. They will not be charged a fee for copying materials related to school assignments with a note from their teacher. Students will be charged \$0.25 for copying materials not related to school assignments. With a note from the teacher and a fee of \$0.25 per sheet will be charged for use of a computer printer that is not required for school assignments.

### **VISITING SCHOOL**

Parents are encouraged to visit school. On occasion, conferences will be called by a staff member when it is felt that it is in the best interest of the student. Guests of students, other than parents, are not allowed because of the legal liabilities and responsibilities involved. Students and teachers should immediately direct visitors, strangers, and vendors who enter the school building to the principal's office.

Persons with disabilities needing special accommodations should contact the respective principal's office at least 48 hours prior to the event.

The board welcomes the active interest of parents and citizens in their public schools and invites the community to visit at anytime. The building principal is responsible for all persons in the building and on the grounds. For this reason the following policy applies to visitors to the school:

1. Anyone who is not a regular staff member or student of the school shall be termed a "visitor".
2. All visitors to the school are required to report to the principal's office upon arrival to receive a visitors badge – the office will request that they leave their car keys or something of importance with the office. The visitor will return to the office to sign out when leaving and pick up their car keys or item of importance.
3. Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such visits in advance with the teacher so that class disruption may be kept to a minimum.
4. Teachers are expected not to take class time to discuss individual matters with outside visitors. If a special conference is desired, please call for an appointment in advance of the visitation.
5. Visitors failing to conduct themselves appropriately may be asked to leave the premises.

### **DAMAGE TO PRIVATE VEHICLES**

Vehicles parked on school property are the responsibility of the owners. The school does not accept responsibility for damages that may occur.

### **WITHDRAWAL FROM SCHOOL**

Please contact the principal about procedures prior to the day of withdrawal. (This request is important to the student.)

### **OPEN ENROLLMENT**

Parents/guardians considering the use of the open enrollment option to enroll their child/ren in another public school district in the state of Iowa should be aware of the following dates:

March 1 -- Last date for regular open enrollment requests for the next school year.

Third Friday of September -- Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the coming school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility.

For further details, contact the superintendent's office.

### **STUDENT CONDUCT**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others 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 misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; 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.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **HAZING**

Hazing is when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with,

any organization operating in connection with a school. A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor. (Ref: chap 708.10, Code of Iowa)

### **HARASSMENT OF STUDENTS OR EMPLOYEES**

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management of the school district and directly affects the welfare of the student and school district.

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

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

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

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to unreasonably embarrass, distress, agitate, disturb or trouble students when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

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

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

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

It will also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent will also be responsible for organizing training programs for students and employees. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy by reducing harassment in

the school district. The superintendent shall report to the board on the progress of reducing harassment in the school district.

### **STUDENT ASSAULT ON SCHOOL EMPLOYEE**

A student who commits an assault against an employee or school volunteer, within the jurisdiction of the school district, shall be suspended by the principal. The board shall review the suspension to determine whether to impose further sanctions against the student that may include expulsion. Assault for the purposes of this policy is defined as:

1. an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
2. any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
3. intentionally points any firearm toward another or display in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are volunteer participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

### **MAINTENANCE OF ORDERLY CONDUCT**

"The Maple Valley-Anthon Oto Community School Board affirm their intent to support the school discipline policies, their intent to support school staff who enforce the discipline policies, and their intent to hold school staff accountable for implementing the discipline policies."

Pupils shall be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions.

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

With due consideration to these obligations, it is the responsibility of the school board, administrators, and classroom teachers to make reasonable rules and regulations for the governing of student behavior and conduct.

### **INAPPROPRIATE CONDUCT**

Conduct that poses a threat to the safety of the initiator or others, or materially and substantially interferes with the educational process is prohibited.

The showing of inappropriate affection between students could be cause for disciplinary action.

Illegal, unauthorized or contraband materials also generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on school premises. The school prohibits the use of weapons, tobacco and the use or possession of alcohol, other controlled substances, or "look-alike" weapons or substances that appear to be tobacco, alcohol or controlled substances, by students on school property, vehicles, or at any activities sponsored by the school on or off school property. Violation of this policy by students will result in disciplinary action up to and including expulsion. Possession of alcohol, weapons and/or a controlled substance may also be reported to law enforcement authorities.



Kindergarten –	Phonemic Awareness Test
First -	Iowa Assessments
Second -	Iowa Assessments Cognitive Abilities Test
Third -	Iowa Assessments
Fourth -	Iowa Assessments Smarter Balanced
Fifth -	Iowa Assessments Cognitive Abilities Test
Sixth -	Iowa Assessments
Seventh -	Iowa Assessments
Eighth -	Iowa Assessments Smarter Balanced
Ninth -	Iowa Assessments IEOC- Language Arts
Tenth -	Iowa Assessments PSAT- optional PLAN
Eleventh -	Iowa Assessments Smarter Balanced PSAT- optional ASVAB ACT – optional

## **HOMEWORK**

### **Philosophy**

The purpose of homework is to promote academic achievement. The districts define homework as meaningful and quality work assigned to students that reinforces classroom learning, builds responsibility and develops essential study habits. Homework is one vehicle for home-school communication. Parents can assist in making it a positive experience for children. Homework must be planned to strike a balance between academics, family life and the child's needs.

### **Belief Statements**

Homework:

- ·is purposeful work that is assigned during class to be completed outside the regular class
- ·builds self-confidence, personal responsibility and independence in students
- ·develops skills in thinking, concentration, time management and research
- ·provides an "opportunity to learn" which reinforces and extends class work and enhances learning and academic achievement.
- ·should be at the ability and maturity level of the student
- ·is an educational tool, not a disciplinary measure

### **Time Structure**

The frequency and amount of homework should gradually increase throughout the school years. On average homework assignments should be 10 minutes times the grade level. Example = 6th grade X 10 minutes = 60 minutes of homework. During a typical week, an average time for completion of homework assignments is:

Grades 1-2 -	an average of 5-20 minutes per day
Grades 3-5 -	an average of 20-50 minutes per day
Grades 6-8-	an average of 40-80 minutes per day
Grades 9-12	an average of 80 to 120 minutes per day

Understanding that the average time varies according to the type and number of subjects a student is taking, their ability level and use of time during the school day. Students enrolled in advanced courses will require larger amounts of homework time.

### **Homework Responsibilities**

**Student responsibilities** – Students should understand the value of homework and that it is in their best interest to undertake homework activities in order to further their learning and growth by:

- ·Understanding that homework is part of the classroom requirements.
- ·Making certain that homework assignments are understood before leaving class.
- ·Completing quality homework assignments by the due date
- ·Scheduling and organizing time for homework that is compatible with family and/or after-school activities.

**Teacher responsibilities** – Teachers are key to an effective homework policy. Teachers should promote homework activities that are meaningful and rewarding learning opportunities for students by:

- ·Informing parents and students about school and classroom homework procedures.
- ·Designing assignments that are within the ability level of the child to complete.
- ·Regularly assigning, collecting, and promptly grading and returning assignments.
- ·Attempting to coordinate homework assignments with other teachers to avoid excessive homework on a single night.

**Parents responsibilities** – It is anticipated that parents will accept their responsibility to help "make it easier" for their children to do homework by:

- ·Supporting the school and teachers by providing a quiet, regular working area with few distractions in the home.
- ·Helping students plan the completion of their assignments and how to use their time wisely
- ·Communicating with the teacher when they have concerns or questions about homework activities
- ·Developing a positive attitude by relating school success to effort, by being consistent and by being supportive.
- ·Communicating the importance of homework by showing an interest in their learning; discuss and develop ideas and review completed homework assignments with their child.

**Caution:** Too much help may make a child overly dependent on their parents and slow to develop independent work habits.

### **Types of Homework**

There are generally five types of homework assignments as outlined below:

- ·Practice assignments – reinforce skills and concepts taught in class.
- ·Preparation assignments – provide background information before topics appear in class.
- ·Extension assignments – emphasize individual needs and interests, creativity and application of knowledge gained in class.
- ·Study assignments – prepare students for tests or provide for completion of independent reading.
- ·Long term assignments – emphasize completion of projects that increase at higher-grade levels.

### **Special Considerations**

Note: Early Childhood research supports limited homework for young learners. It is more effective for parents to spend time interacting with or reading to a young child.

Accommodations will be made in accordance with any student's IEP (Individualized Educational Plan).

### **PLATO – CREDIT RECOVERY**

- 1) Credit recovery – as deemed necessary by the problem-solving team. Upper classmen will have first priority. Under classmen will typically retake a failed required subject in the classroom before using PLATO for credit recovery
- 2) Repeated coursework that is administratively approved
- 3) Usage approved through problem solving, administrative decision
- 4) Supplemental material to be used in the resource room
- 5) Can be used as supplemental material/lessons to be used in the general ed room

Pass/Fail Grading

Three PLATO credits can be used toward graduation unless special circumstances arise

### **STUDENT/PARENT CONCERNS OR COMPLAINTS**

Yes, it does happen. Teachers, administrators and other school employees occasionally make mistakes just like anyone else. Quite certainly, this is no surprise, but what do parents do when this affects them or their child?

In most cases, the best thing to do is simply talk to the person involved. If the result is not satisfactory, parents should discuss the situation with the involved employee's immediate supervisor; that is usually the building principal. The supervisor will give a "Complaint/Concern Form," and will follow up on the situation as soon as the form is completed and returned. A copy of that form is located near the back of this handbook. The next route of appeal is to the superintendent. If the concern is not yet resolved at that level, the school board has the discretion to determine, upon request, if it will consider an appeal. In other words, complaints must follow the "chain of command."

The point is this. Although school personnel try to avoid mistakes, it is realized that they do happen. When they do, personnel will take appropriate action to correct them. However, parents' help in accomplishing this is needed and appreciated. Please follow the procedure described above to assure that any concerns are properly addressed.

## **Let's Talk**

**Do you have a problem, concern or suggestion and don't know what to do or where to go? Your administrators are always anxious to help you. Please feel free to stop in to talk to the superintendent or a building principal. They are always willing and anxious to help you in any way they can.**