

# High School

**2018-2019**

## **PARENT - STUDENT HANDBOOK**

It is the policy of the Maple Valley-Anthon Oto Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Shari Blake, 501 South 7<sup>th</sup> Street, 712-881-1315, [sblake@mvaoschool.org](mailto:sblake@mvaoschool.org).

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## ACCREDITATION

Maple Valley - Anthon Oto High School is accredited by the Department of Education of Iowa. This accreditation determine the standards upon which the educational program is based. Additions to or deletions from the entire program are done only upon recommendation or direction from the above agencies. Graduates will be eligible for entrance to any State school of higher learning in Iowa (or any private college which will admit them) regardless of the curriculum pursued in high school. There are some possible exceptions to the above statement and students interested in a particular college are urged to indicate their desires to the administration or guidance department early in their career in order that they may direct their program to these specific ends.

## ADMISSION/ REGISTRATION AND CLASS PLACEMENT

Prior to the starting of each semester all students are registered for the courses that they will be taking. This is done under the direction of the Guidance Department. This registration information is used by the Administration in setting up the program and employing the instructional staff. Changes in registration are allowed only in extreme circumstances and these changes or dropping of subjects must have the approval of the parents, the administration and the Guidance Counselor.

## REGULAR GRADUATION REQUIREMENTS

1. All students to be eligible to graduate must have completed seven/eight semesters of high school and successfully completed the prescribed course of study as adopted by the Board of Education.
2. To graduate, a student must accumulate 44 or more semester credits except as noted in paragraph three. The following courses are required among the 44:

English .....	8 semesters	Keyboarding .....	2 semesters
Science .....	6 semesters	Mathematics .....	6 semesters
Health.....	1 semester	Social Science .....	6 semesters*
Phys. Ed. ....	8 semesters	Personal Finance.....	1 semester

\*(includes 2 sem. of Amer Hist and 2 sem. of Gov't)(completion of Algebra I required for graduation)

Grades and credit toward graduation will be issued for physical education and music. Students are reminded that courses meeting for less than five days per week per semester do not carry full credit. Courses meeting for five days for only one quarter receive only one-half semester credit. Students are urged to check on their standing with the High School Administration or Guidance Department periodically to assure themselves that they will be in a position to graduate.

3. No more than three correspondence courses (3 semester credits) will be accepted toward meeting the required credits and receipt of a High School diploma. All correspondence courses and corresponding institutions must be approved by the school administration prior to enrolling in such courses. Correspondence credits from a post – secondary institution will not be applied toward a student’s Grade Point Average. All other correspondence credits will be applied toward a student’s Grade Point Average.
4. A student who desires to graduate who does not meet all of the requirements in the foregoing paragraphs may present his/her case to the High School Principal for consideration.

## COMMENCEMENT CEREMONY

1. Students that are eligible to participate in commencement ceremony include:
  - A. Students who have completed all graduation requirements as outlined in the previous section.
  - B. Home school students who have completed their home school program and are considered in the 12th grade.
2. Any student unable to be in regular attendance because of extenuating circumstances (advanced pregnancy, serious illness, or accident subject to a doctor's written confirmation) may complete up to six weeks in correspondence with the High School in an approved correspondence program. This student will remain an enrolled student and thus eligible to participate in Commencement.
3. Any student not able to participate in the Commencement Exercises, yet meeting the credit requirements toward receipt of a High School diploma will be awarded the diploma at a date following Commencement in the school office. Credit requirements must be met prior to the beginning of the next academic school year (refer to number 3 pertaining to courses transferred for credits excepted towards graduation requirements).
4. Home school students that request to participate in the Commencement ceremony must notify the high school office by September 1 of their senior year. (Note: Home school students will not receive a diploma from the Maple Valley-Anthon Oto High School.)

## **EARLY GRADUATION**

Any student who wishes to complete early graduation requirements must comply with the following:

1. All required course credits must be earned. It is the responsibility of students to arrange their class schedules accordingly. This means a student planning to graduate early will need to enroll in and successfully complete, all the required courses and accumulate the required number of credits prior to that time.
2. After completion of all requirements for graduation, the individual is no longer a high school student and:
  - a. May not participate in any high school activities such as music, speech and winter, spring or summer athletics.
  - b. May no longer enroll in any high school program. This would include courses such as office occupations and vocational agriculture work study.
  - c. May no longer maintain student status for admission to school events and will be charged adult admission prices.
  - d. May no longer attend school dances or other related functions designed for high school students unless the event is associated with graduation or the prom.
  - e. May no longer attend school during the school day unless he/she has permission from the High School Principal.
  - f. Is no longer eligible for Post-Secondary Enrollment options.
3. Early graduates wishing to take part in the end-of-year Commencement exercises should notify the high school office by the end of their next-to-last semester. Those not taking part in Commencement exercises may obtain their diploma at the high school office after Commencement exercises of the year they graduate.
4. The student shall sign a request for early graduation to be presented for approval to the High School Principal two weeks or more prior to the close of their next-to-last semester. Parents must also sign the form for students under 18 years of age.

## **POST SECONDARY ENROLLMENT**

Chapter 261C, Code of Iowa, allows talented and gifted student in grades nine and ten and all students in grades eleven and twelve to receive academic or vocational-technical credits that count toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions and must not be a course offered at MVAOCOU.

Eligible students will earn college credits toward continued post-secondary enrollment through a partnered institution. Students will be held to the same expectations of any other college student and will work independently on coursework. Textbooks are provided to the student through the post-secondary institution, however, any charges due to damaged property will be the responsibility of the student. In some situations, students may be required to purchase equipment that becomes the property of the student.

Transportation is the responsibility of the student. Courses are offered online, at MVAOCOU, or on WITCC campus.

Credits earned will apply as electives towards graduation requirements and will not be applied toward a student's Grade Point Average. Students desiring to take advantage of this opportunity must notify the high school Counselor prior to the intended semester of courses. Enrollment for Fall post-secondary courses must be completed before April 1 of the preceding spring. Enrollment for Spring post-secondary courses must be completed before December 1 for the following spring semester.

Students must also apply at the post-secondary institution and meet proficiency requirements. Intent to register forms are available in the high school counselor's office. Interested students and their parents are urged to contact the counselor as soon as possible for further details regarding scheduling and guidance services. This program is tuition free for students and eligible students are encouraged to participate.

## **GENERAL CURRICULUM INFORMATION**

A course listed at a grade level may be taken at that level or a higher grade level only. Any exceptions will be with the permission of the administration.

Credit information: All courses carry 1 semester credit except: 1/8 sem. credit for each semester of P.E., 1/4 sem. credit for each semester TAG, 1/2 credit for summer drivers education.

Students may be allowed to retake up to one class per semester for the purpose of improving a passing grade upon administrative approval. The transcript shall reflect the fact that the class was taken twice, however, the second grade will be used when calculating the GPA and Class Rank. Note: Physical Education, TAG, Band and Vocal classes are not applicable.

Certain courses require the completion of other courses before registration is possible. Consult with the Guidance Department or administration for any help needed.

Students may only be enrolled in eight (8) periods of study hall per week. This means that a student may enroll for one regular study hall everyday for five days and another study hall opposite P.E. or P.F. class.

Students and parents are urged to check frequently with the Guidance Officer or High School Office to determine credit status.

### **POLICY FOR COURSE CHANGES**

Course changes may be made for students in grades 9-12 within 3 days after the semester commences. Students must have the approval of the instructors, parents, and High School Principal for class changes and will have to make up all work in the new course. Drop/Add sheets are available in the Guidance Office and are to be used for all class changes.

### **AUDITS**

A student may audit a class only if it is their 8th credit class. Audits will be permitted only with the permission of the instructor, but with no credit.

### **WITHDRAWAL FROM SCHOOL**

A student over the age of 16, with certain exceptions, will be officially dropped from school upon verbal or written request from parents or guardian. Upon request, the principal will supply the student with the necessary form to be signed by the teachers stating that the books have been returned, obligations have been cleared, etc.

Before any student may graduate, transfer from, or leave the school, all fees and bills must be paid. This includes all individual obligations such as shop and lab fees, library fines, bills for cap and gowns and other charges. Transcripts of credits or grade cards will be withheld until all obligations are taken care of.

### **ACADEMIC HONORS**

#### **Honor Roll**

Students who are eligible to be on the Honor Roll at the close of each marking period must: (1) earn a 3.0 point (B average) in academic courses and (2) have no grade less than a "C".

#### **National Honor Society**

1. Criteria: Scholarship (candidate must have 3.0 G.P.A.), Character, Service and Leadership. All students in grades 11 and 12 who qualify scholastically are notified and invited to apply for membership.
2. Procedure for selection: Students returning materials by the deadline will be evaluated by the NHS criteria.

#### **Gold Club**

The Gold Club is based on academic performance. The only two requirements for membership are to be a sophomore, junior, or senior and have an average GPA of 3.25 for two consecutive semesters, the second semester of the previous year and the first semester of the current year. This means, the GPA's for those two semesters will be averaged together and must be at least a 3.25. Students must have attended school at MVAO for two consecutive semesters before they will be eligible for membership. Membership is earned on a yearly basis, and students who qualify are notified by the Gold Club sponsor. Members are honored at a banquet in early spring. Seniors will be honored as one, two, and three years members of the Gold Club during the commencement ceremony.

### Graduation Honors

Presented at the Commencement Exercises.

1. Magna Cum Laude: Overall G.P.A. of 3.5 cumulative high school record.
2. Cum Laude: Overall G.P.A. of 3.0 cumulative high school record.

### TRANSFER STUDENTS

Students who have transferred from a state accredited school district, must attend MVAO/COU High School for a minimum of two (2) consecutive semesters to be eligible for local graduation honors and awards. Students who have transferred from an unaccredited school must attend MVAO/COU High School for a minimum of four (4) consecutive semesters to be eligible for local graduation honors.

Transcript credits and grade point average from a state-accredited school will be approved for transfer students. Transcript credits from an unaccredited school will be accepted. However, only transcript credits which correspond to course offerings prescribed by the Iowa Department of Education or which correspond to course offerings of the MVAO/COU High School may be applied toward meeting graduation requirements. Course grades from an unaccredited school will not be accepted. A maximum of six (6) units of credit may be accepted from unaccredited schools for any academic year including summer school and correspondence courses. Evaluation of all transfer transcript credits and grades shall be by the principal in consultation with the guidance counselor. (Ref: Policy No. 503.8 and 501.14)

### CALENDAR OF EVENTS

All high school activities must be approved and placed on the master school year calendar. This is done to minimize the conflicts that might arise for attending students and in the use of facilities. Sponsors and students are urged to anticipate future events and to place them on the master calendar as early as possible.

### CONDUCT AND DISCIPLINE

Students are expected to conduct themselves in keeping with their level of maturity at all times. They will show respect for all school employees, regard for all school property and consider the rights and welfare of other students. Students will respect the authority as vested in all school employees.

Unacceptable Behaviors on school property or at school activities which may result in Disciplinary Reassignment or Suspension (depending on severity, frequency and/or disciplinary history), or even expulsion, include, but are not restricted to:

1. Physical fighting or other threatening behavior.
2. Use of or being in possession of tobacco, or look alike tobacco.
3. Use or possession of alcoholic liquor or beer, any controlled substance (illicit drugs) or look alikes.
4. Three detentions.
5. Damage to the property of the school, a teacher, or a fellow student, or other dangerous conduct.
6. Gross insubordination to a teacher or other extreme conduct.
7. Profanity, vulgarity and insubordinate acts.
8. Possession of a look-a-like weapon, electronic device, cell phone, walkman, or CD player.
9. Bringing to or possessing at a school activity, or bringing to or possessing on school property, a shotgun, rifle, pistol or other firearm, knife or other dangerous object - ( one-year expulsion).
10. The use of any object with the intention of seriously injuring someone.
11. Violations of the law. (They will also be reported to the proper authorities when deemed appropriate by the administration). In the event criminal proceedings are in process and the District becomes aware of the incident, the principal may proceed with an investigation which may or may not lead to consequences under school rules, regulations or policies.

Classroom Behavior: Students will be in their classroom with materials ready for work when the class bell rings. Each teacher will expect the student to conduct themselves as ladies or gentlemen while in class. Any conduct distracting the rest of the class will not be tolerated and the student or students involved will be removed from class.

Any student removed from class for disciplinary reasons will report immediately to the high school office. A conference with the principal including all persons involved will be necessary before the removed student will be permitted to return to class. Permanent suspension from the class will result in loss of credit for the course. If the

circumstances warrant it, a student may be excluded from school for the balance of the semester if their enrollment drops below the five courses required to be a full time student.

Activity Attendance: Of extreme importance, is the conduct of students when attending school activities, whether at home or away. Booing, catcalling, or boisterous rowdiness when seated in a group or in a bus will not be tolerated. School officials reserve the right to deny admission or participation to any student or students who do not portray the best image of the school; other disciplinary actions may also be taken. It should be remembered that all school rules apply to students at away functions as well as those in this school.

Detention: Any student receiving a detention for disciplinary reasons will be required to stay before or after school at a scheduled time in a teacher-supervised environment, or spend two lunch periods in the high school office. Students will be required to make up 1 hour for each unexcused missed detention. Since students must provide their own transportation home after detention periods, it becomes incumbent on each individual to conduct him/herself in accordance with the school rules and regulations. No activity will be an excuse for being absent from a detention assignment.

Failure of a student to serve a detention on time will result in an additional detention and other disciplinary measures as outlined but not limited to:

- a. Library ineligible list/study hall privileges
- b. The students will not be allowed to practice, participate or attend any extra-curricular activities and will not be allowed to attend non-graded field trips.

If three (3) one-hour detentions have been accumulated by a student, a disciplinary reassignment may be issued.

Disciplinary Reassignment means the student will attend school under supervision, but will be temporarily isolated from other students for one or more classes; the parents will be informed if their child is assigned. The student may not attend school activities and may not participate in contests or extracurricular activities, although they may attend after-school practices. Students will receive credit for work completed and handed in to the principal or teacher on the day the work is assigned; each student is responsible for getting his/her assignments and materials before school. Disciplinary reassignment will not exceed ten consecutive days.

Suspension means that, for disciplinary reasons, the student is removed from the school environment, which includes school classes, functions, activities and practices. Students will receive credit for all work completed and handed in at the end of the suspension. Suspensions by the principal will not exceed ten consecutive days. Reinstatement will usually come only after a conference with the students, parents and the principal.

Expulsion: A student may be expelled by the Board of Education. This involves being excluded from school for the balance of the semester, or longer, with the loss of all grades and credits for that time (suspensions may be issued for shorter periods). Such students may apply to the Board of Education for reinstatement for the semester following the expulsion. Normally, expulsions are issued upon the recommendation of the administration. Anytime a student is suspended from school twice, he/she is subject to expulsion. Extreme, inappropriate behavior may necessitate expulsion without prior suspensions.

## PROCEDURE

In general, when any disciplinary action is taken with a student, the student will first be advised of what he or she is accused of doing and be given an opportunity to respond to those charges. Both suspensions and expulsions, as a result of violations of school rules, shall be in accordance with respective board policies/regulations. At the discretion of the building principal, a case may be referred to the Superintendent for review and disciplinary action.

When a student is suspended, he/she shall be advised of his/her rights to due process. The following procedures are recommended:

1. Prior to suspension, the student is told, orally or in writing, what he or she is accused of doing, and given an explanation of the evidence.
2. The student should be given an opportunity to present his or her side of the story.
3. The discussions with the student may be held immediately following notification of alleged misconduct, may be verbal and on an informal basis.
4. The student may be removed from school immediately when, in the opinion of the administrator, his or her presence constitutes a danger to persons or property or the threat of disrupting the academic process. In such cases, the necessary notice and discussion (No. 1, 2, and 3) should follow as soon as practicable.

5. Immediately following the suspension of a student, his or her parents should be notified by mail that the suspension has occurred and why.

All disciplinary hearings before the Board of Education shall be governed by due process procedures as defined by policy/regulation.

### **IRRESPONSIBLE DAMAGE TO SCHOOL PROPERTY**

Any student who defaces school property or writes on property will be charged a minimum fee of \$10.00 for cleanup. If a student breaks or destroys school property, they will be required to pay for the damages plus charged a fee of \$10.00 per hour per custodian for repair of that property.

### **EARLY DISMISSAL**

Each student will be given the opportunity, with the parent's written permission submitted in advance to the school office, of being excused early or during school hours. Any abuse of this policy will mean that the student's pass privilege will be voided or denied for a period of time.

It is hoped that everyone recognizes that full attendance in school is most important in a student's education. Since school personnel want to treat everyone fairly, it is asked that no requests be made that are not within this policy.

### **GUESTS**

Students are not to bring visitors to school. If a person needs to get in contact with a student anytime during the day, that person will contact the high school office and arrangements for the contact will be made at that time.

Parents, however, are especially welcome to come and visit classes.

### **GYMNASIUM & WEIGHT LIFTING AREA**

Students will only use the gym and weight lifting area for supervised activity and will not be allowed in these areas when not under the supervision of a teacher or coach.

### **SCHOOL DANCES**

All non-student guests, whether alumni or from out of town, must be registered through the principal's office, preferably a week in advance of school dances. Only one guest will be allowed per student. However, the homecoming dance will be open to all alumni from either Anthon -Oto or Maple Valley High Schools.

All guests are expected to abide by the standard rules of conduct of the High School. In all cases, the student will be responsible for the behavior of his or her guest.

It is also a policy of the school that once a student or guest leaves the dance he or she will not be allowed to re-enter.

The dress code for each dance will be determined by the administration and firmly enforced by the chaperones.

### **LIBRARY**

There is no charge to check out books and all students are eligible to use the library for purposes of securing references for class work or recreational reading. There is no limit on the amount of material a student may check out at one time, as long as they are returned by the due date that is stamped on them.

Magazines and newspapers from the racks may be checked out to study hall for one period and must be returned before the end of the period. Students are responsible for what they check out, and will be charged for any losses.



Encyclopedias, dictionaries, and other reference books may be used in the library or in study hall for one period at a time. They may be checked out for overnight at the end of the day and may be returned before the beginning of school the next day. Books and magazines from the files may be checked out for two weeks. All materials can be renewed. When books and magazines from the files are returned, they should be placed in a slot. Reminder notices will be sent when a student has overdue books, magazines, or fines. If a book or magazine is lost during the year, notify the librarian immediately. Students will be charged for lost or completely damaged materials. If a lost item is found, the student will be reimbursed.

The library is not a conversation area but a place for research and leisure reading. It is not a place for group study or for studying that can be done in the study hall. If students don't use the library properly, they'll be asked to leave. Repeated or severe infractions of library rules will result in loss of library privileges.

### **LOCKERS**

Lockers are assigned to students at the beginning of the school year. These assignments will remain unchanged unless completely unsuitable and the change is approved by the high school office. Lockers should be kept clean and orderly and filled only with essentials.

Students are not to "jam" their lockers or fix them in such a way that they will not automatically lock when closed. The school is not responsible for any lost or damaged items. Lockers should be kept closed at all times.

### **LUNCH PERIOD POLICY**

The lunch period will be closed. All students are required to remain in designated school areas during the lunch period. Students electing to carry their own lunches will use the lunchroom only for this purpose.

The lunch ticket/payment policy states: (a) Payments for meals must be made in the morning between 8:10 am and 8:30 am to the Accu-Scan operator in the lunchroom. (b) Students not possessing their lunch card at the time they go through the lunch line will be asked to go to the end of the line. They may still eat if they pay cash for the meal. (c) Extra items can be purchased using the students' lunch card. (d) It is no longer possible to borrow a punch from another student since the card is restricted to being used one time daily at the regular price. (e) If a student wishes to eat for a second time the computer can be overridden and manually deduct the price of a second lunch from their account. Since the school is not state reimbursed for a second lunch, the price for all second lunches will be higher than the first.

### **NURSE**

The health of the school age child, although basically the responsibility of parents, is also a necessary part of modern education. Health services are designed to protect pupil health and to aid each child to reach and maintain his/her best possible state of well being. School nurses are employed on an as-needed basis and are a part of the school health team. The nurses are professionally licensed and are concerned with the promotion of health. Nursing functions include dealing with communicable disease prevention and control, health appraisal including vision examination and scoliosis screening, and keeping health records. Health counseling and interpretation to parents, pupils, teachers, and physicians is another service. All of these efforts provide a safe and healthy school environment.

### **PASS SYSTEM**

In order for any student to be in the corridors or restroom during the class or study hall time, he or she must have a signed pass. This pass will be used if a student desires to leave a classroom or study hall to speak with another teacher or visit another room or office. Any abuse of this policy will mean that the student's pass privilege will be voided or denied for a period of time.

### **REPORT CARDS AND GRADING**

Four times during the year, formal grade reports will be issued to the students and the parents. This will usually be done on the Friday following the end of the marking period. High School students are attending school for their own benefit and should welcome this information.

Midway through each quarter, and at any other time it is deemed necessary, reports will be sent to the parents of students about their current progress. This will not necessarily mean failing work, but will indicate that additional concern or supervision would help the student gain more from his/her classes. Conferences with the parents should be the result of this type of report.

The letter grades used to mark the reports are the teacher's professional appraisal of the student's level of achievement and progress. Several factors are usually involved in arriving at the grade on the card. These letter grades are averaged by first assigning the following values and then taking arithmetic average:

A = 4, A- = 3.67, B+ = 3.33, B = 3, B- = 2.67, C+ = 2.33, C = 2, C- = 1.67, D+ = 1.33, D = 1, D- = 0.67, F = 0.

Other marks are as follows:

I = INCOMPLETE

WP = Withdrew Passing

WF = Withdrew Failing

S = Satisfactory

The following grading scale has been adopted by the entire faculty:

100-93	A	76-73	C
92-90	A-	72-70	C-
89-87	B+	69-67	D+
86-83	B	66-63	D
82-80	B-	62-60	D-
79-77	C+	59-0	F

Parents may have access to on-line grades 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 the high school, 712-881-1317. As well as checking progress reports and grades, parents may remain up to date on student attendance and teacher lesson plans. They can also obtain access to teacher email addresses through this link.

### **SCHOOL HOURS**

Students are expected to be in school during the hours prescribed. If for any reason a student must leave the building during the school day, he or she must secure a pass in advance from the high school office. (See sections "Early Dismissal" and "Pass System").

### **SCHOOL LICENSE (DRIVING)**

Students wishing to get a school license can obtain the instructions and a required questionnaire from the High School Principal's office. In order to qualify, the following restrictions must be met:

1. The applicant must live more than one (1) mile away from the high school.
2. The applicant must be enrolled in an instructional program or regular scheduled extra-curricular activities that occur at such times that make it impossible to take advantage of the school bus service, or that school bus service is not provided.
3. The applicant must have completed an approved driver education course. However, the completion of the course is not required if the applicant demonstrates to the satisfaction of the Department of Transportation that completion of the course would impose a hardship upon the applicant. The hardship guidelines are:
  - a. If the applicant is 14 years old, that a driver education course will not begin at his/her school of enrollment or public school in the applicant's district of residence within one year following the applicant's 14th birthday.
  - b. If the applicant is 15 years old, that a driver education course will not begin at his/her school of enrollment or public school in the applicant's district of residence within six months following the applicant's 15th birthday.
  - c. If the applicant is between 16 and 18 years old and a driver education course is not offered at the applicant's school of enrollment or at a public school in the applicant's district of residence at the time of requests.
  - d. If the applicant is permanently handicapped.
4. Reference to Iowa minors school license is in Iowa Code section 321.194.

### **STUDY HALLS**

Study halls are maintained to provide students a place to prepare their lessons. Students assigned to the study hall will report in the same manner as classes. They are to be in the seats assigned them and keep busy for the rest of the period. With some modifications by the individual teachers in charge, the following rules will prevail:

1. Students are expected to enter and leave the study hall in an orderly manner. They will sit in their assigned seat.
2. Permission to leave the study hall is given only after attendance is taken. If a student wants to see another teacher, get a pass signed by that teacher before going to the study hall. Present this to the study hall teacher.
3. Students wishing to come to the High School Principal's office, must get a pre-signed pass. They will present this to the teacher in charge and sign out before leaving the study hall.
4. Permission to go to the restroom is granted only in emergencies.
5. Permission to speak shall be at the discretion of the study hall teacher.
6. Study halls will be dismissed by the teacher only--not by the bell.
7. Students will not be allowed to go to their lockers during study hall period. Students need to plan their work so that all materials needed for that period are taken to study hall.
8. At the close of the period, see that all debris is picked up and the chairs properly placed. Students will be held responsible for any marks or writing found on their assigned desk. If a student comes into study hall and finds marks or writing on their desk, it should be reported to the study hall instructor so they will not be held responsible.
9. Students wishing to use the library reference materials are to sign out. Students sent back from library for discipline reasons will lose their privileges in the library.
10. Study hall teachers have the discretion to dishonor any pre-signed passes if conduct should warrant this.

### **TARDIES**

Three tardies accumulated in each individual class will result in a detention.

### **TELEPHONES**

The telephones in the building are for business use only. Students will be called to the phone from study hall or classes only in the event of an emergency. Parents are urged not to call unless the above is true. Cell phones are not allowed to be used during class time. This includes the hallways, restrooms, commons area, or any other areas during actual class time. Cell phones may be used before and after school, during passing time, and during lunch.

### **YEARBOOK**

The yearbook will only publish a picture of an individual person and the picture will meet the criteria of all school policies and rules. Example: school dress code.

### **STUDENT COUNCIL**

The Student Council shall consist of no more than thirteen (13) students who shall have been elected by the student body. Each class may elect two members to the council and the President of each class will also serve on the council. In addition to these people, the entire student body shall elect one senior to serve as Student Body President. The Student Body President may only vote in case of a tie. Student Council meetings will be called by the Student Body President or by the sponsor. Meeting of class officers will be called by the class sponsor or administration. Members must attend all scheduled meetings and participate in activities sponsored by the Student Council. Members missing two meetings will be put on report and dismissed after missing three meetings. Members may appeal a dismissal by submitting in writing just cause for absences. If a member is dismissed, that student will be ineligible to hold an office in student council the following year. The members of the Student Council shall appoint a student in the same grade to replace the dismissed member.

### **DUTIES**

The primary responsibilities of the Student Council are as follows:

1. To serve as a liaison between the students and the school administration.
2. To organize and operate various social functions of the school, such as Homecoming.
3. To do every thing possible to make our high school a positive place for students, parents and staff.
4. To serve as a welcoming committee for new students to the school.

## CLASS OFFICERS

Elections for class officers shall be held as early as possible following the start of the fall semester. Students wishing to run for office will have the opportunity to place their name on the ballot. Sign up sheets will be distributed in required classes where the greatest number of students will have access to them. Students wishing to have their name appear on the ballot must enter their own name on the list. No student shall be permitted to enter another's name in nomination. No student shall be permitted to run for more than one office at a time. Students in each class will have the opportunity to run for the office of President, Vice-President, Secretary-Treasurer or one of two Student Council positions. The President of each class will also serve as a member of the Student Council. The members of the senior class will have the additional opportunity to run for the office of Student Body President.

## ONE TO ONE PROCEDURES AND INFORMATION

### One-to-One Learning

Providing students with an individual with a 1-to-1 wireless and networked environment provides an opportunity to enhance the overall learning experience. The opportunity to use 1-to-1 devices gives students access to anywhere, anytime learning – in classrooms, in schoolyards and at home. The one to one initiative is meant to enable students to learn independently, collaborate with peers, and communicate their understandings using rich media. Ultimately, the goal of this effort is to help students strengthen 21<sup>st</sup> Century Skills necessary for their success in the future.

### Learning and Student Leadership Opportunities

- Student technology leaders will be encouraged to participate in learning and leadership opportunities with the technology implementation. Their voice will be an important part of making this a positive experience for all students.
- Technology learning creates an opportunity for students to support their peers through collaboration and positive peer support. Students are encouraged to share their expertise and support the learning of others in the classroom.
- Students should recommend learning apps that will support their course work to teachers.
- A community of technology learners should be constantly aware of appropriate use of technology in promoting a climate of a safe and positive school culture. Cyber bullying is in violation of Internet User Agreement and can result in the loss of technology privileges.

### Care

- Covers should remain with the one-to one technology at all times. A replacement fee of \$40 will be charged if lost or not returned.
- Students will be issued a two-part charger: both the cord and plug will be returned to MVAO when the device is returned. A replacement fee of \$30 will be charged if lost or not returned.
- Technology screens can be vulnerable to cracking. Never place heavy objects on top of the device, never drop your device and careful placement in your backpack is important.

### Personal Responsibility for the device

- I understand the one-to-device device is an academic tool to support my learning, so:
- My device is required to be at school every day.
- The device should be charged and ready to use each day.
- I will respect other people's devices and will not intentionally move, hide or use another student's device without their knowledge.
- I will not use the device to record (audio/visual) others without their permission.
- The device is not to be used to make sound recordings without the consent of all persons being recorded.
- Sound on the device must be turned off at all times except when being used as part of the class.
- Use of personal headphones to listen to music is allowed with express permission of the classroom teacher.
- Technology devices are not to be used to take pictures without the consent of all persons being photographed.
- Cameras are to be turned off at all times except when being used as part of a class.
- I will take good care of the device by:
- Using a soft cloth to clean the screen.
- Only charging the device when the battery level is below 20%.
- Keeping the device cover on the device when not in use or in a case if I choose to provide one.

- Keeping the device away from food or beverages
- Not placing decorations (stickers, markers, etc.) on the device.
- Not placing heavy objects on top of the device.
- Carefully transporting the device in my backpack.
- I will maintain personal control of the device by:
- Having the device at school every day.
- Having the device with me or secured in my locker.
- Never loaning the device to other individuals.

#### Lost, Damaged or Stolen

- If the device is lost, it must be reported to the High School Office as soon as possible. All device are equipped with tracking software, which will be used to locate missing device. It may be the responsibility of the student and family to recover the lost device once the location is identified. However, if necessary the district and the police will assist in recovery.
- If the device is damaged please inform the High School Office immediately. Repair e-forms will need to be filled out. Your repair will be processed as quickly as possible. A loaner will be provided until the device is fixed. If the device is experiencing technical difficulties outside of school hours you will need to wait until you return to school to fix it.
- Frequent damage to the device can result in losing take-home privileges for up to one calendar year.
- If the device is stolen or vandalism occurs it must be reported to the police as soon as possible to file a police report. All device are equipped with tracking software, which will be used to locate missing device. The district and the police will assist in recovery. A loaner will be provided until the device is recovered or is determined to be unrecoverable.

#### Application Downloads

- All apps will be purchased for academic use and are the property of the School District.

#### Violations of Technology User Agreement

- Technology owned by the district used inside or outside of school is a privilege, not a right. This includes access to the device. Any violation of the Computer Network User Agreement can result in a loss of privilege up to and including loss of access for one calendar year.
- Any loss of district technology access will mean that assignments delivered using technology will need to be completed using alternative learning materials.
- The Network User Agreement and Parent Permission Form must be completed prior to the issue of an device.

#### Student and Family Device Use

- We will follow the Network User Agreement in school and outside of school when using technology.
- We understand that the device is subject to inspection at any time without notice.
- We understand that even though the student will use the device daily at school and at home for learning, the device remains the property of the School District.
- We will not disassemble any part of the device or attempt any repairs. All repairs should be submitted to the High School Office.
- We will not deface district identifications tags placed on the device.
- We agree to return the District device, cover and power cords in good working condition.
- We understand that replacement fees apply to the accessories for the device.
- Students who withdraw, expelled or terminate enrollment are required to return the device.