

Southeast Valley Schools

Student Handbook

2020-2021

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Southeast Valley Schools Mission Statement

Southeast Valley Schools provides students
with the opportunity to acquire skills and knowledge to allow
them to become productive and responsible citizens.

Welcome to Southeast Valley Schools for the 2020-21 school year! We sincerely hope that everyone makes the most of the opportunities here in the academic, social, and extracurricular areas. This handbook has been prepared to serve as a guide for students, teachers, parents and patrons. It is dedicated to facilitating a clear understanding and meaning of the educational program at Southeast Valley Schools. This handbook should answer questions regarding the policies and procedures necessary for our school to function efficiently and smoothly. As you are responsible to know the rules and expectations, please read this handbook and keep it for future reference. Although it does not and cannot cover every specific question, it has a good foundation for identifying what is important. The contents of this handbook have been presented and reviewed by the Prairie Valley CSD and Southeast Webster-Grand CSD Board of Education and has been accepted as a part of their administrative policy.

This handbook is an extension of board policy and is a reflection of the goals and objectives of the Board. The Board, Administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language profanity, or obscene gestures or language. This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities

whether the violation occurred while school was in session or while school was not in session. Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts and interferes with

the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The school reserves and retains the right to modify, eliminate, or establish district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the high school Principal for information about the current enforcement of the policies, rules or regulations of the school district.

SCHOOL STAFF

All school staff personnel including bus drivers, custodians, cooks, associates, substitute teachers, student teachers, secretaries and teachers are to receive the same high levels of respect appropriate for those who have committed their lives to the education of our youth.

ANNUAL ASBESTOS NOTIFICATION

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

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the Soviet States. The properties of asbestos made it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

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

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

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Southeast Webster-Grand Community School District and Prairie Valley Community School 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/or 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 Greg Slininger, Principal; Southeast Webster-Grand CSD, 30850 Paragon Ave., Burnside, IA; 50521, 515-359-2235 or Lisa Willardson, Human Resources; Prairie Valley CSD, 1005 Riddle St, Gowrie, IA, 50543, 515-352-5571. Inquiries may also be directed in writing to: Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Building, Des Moines, IA, 50319-0146, (515) 281-5294.

NOTICE OF DISCRIMINATION

The Southeast Webster-Grand and Prairie Valley Community School District offers career and technical programs in the following areas of study:

- **Agriculture**
- **Business**
- **Family Consumer Science**
- **Health Science**
- **Industrial Technology**

It is the policy of the Southeast Webster-Grand Community School District and Prairie Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and/or 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 Greg Slininger, Principal; Southeast Webster-Grand CSD, 30850 Paragon Ave., Burnside, IA 50521, 515-359-2235 or Lisa Willardson, Human Resources; Prairie Valley CSD, 1005 Riddle St, Gowrie, IA, 50543, 515-352-5571

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The Southeast Webster-Grand Community School District and Prairie Valley Community School are committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the student in reasonable fear of harm to the student’s person or property.
 - (2) Has a substantial detrimental effect on the student’s physical or mental health.
 - (3) Has the effect of substantially interfering with a student’s academic performance.
 - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 60 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal and superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment.

The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

COMMUNICABLE AND INFECTIOUS DISEASES

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district's bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immuno-suppressed students is determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

For more information on communicable disease charts, and reporting forms, go to the Iowa Department of Public Health Web site: <http://www.idph.state.ia.us/CADE/Default.aspx>

ADMINISTRATION OF MEDICATIONS

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or to be an authorized practitioner, including parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.

SUBSTANCE ABUSE POLICY

Students are hereby notified it is a violation of the Substance-Free Workplace ("Workplace" is defined as the school buildings, grounds, and school vehicles) policy for a student to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any tobacco products, e-cigarettes, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204. This also applies to items that look like or are represented to be prohibited items.

Students who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the Board. The Superintendent retains the discretion to discipline a student for violation of the Substance-Free Workplace policy. If the student fails to successfully participate in such a program, the student shall be subject to discipline up to and including expulsion.

SUPPORT FOR STUDENTS WITH SUBSTANCE ABUSE PROBLEMS

Regrettably, students today may develop substance abuse problems or addictions. Prairie Valley and Southeast Webster-Grand Community Schools want to encourage students facing such problems to seek help. Toward this end, if any student approaches a school official and requests assistance with a substance abuse problem, the school will assist the student to find an appropriate treatment/counseling program.

The school official will refer the student to the principal and school counselor. The student's parents will be called and asked to participate in the process. The school will provide referral information to appropriate community resources for evaluation and counseling/treatment. The evaluation and subsequent counseling/treatment will be at student and/or parent expense.

STUDENT RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedures for filing a complaint, contact the Board Secretary, in the Central Administration Office.

Students' directory information may be released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year in writing if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, and heights and weights of athletes.

LEGAL STATUS OF STUDENTS

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record. Please notify the Office if the address or phone number changes.

CHILD CUSTODY

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned.

* However, if you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office as soon as possible. Unless we are aware of a court order AND it is on file with us, we will provide equal rights to both parties.

ARRIVAL AND DEPARTURE FROM THE BUILDING

1. School officially begins at 8:30. Students are expected to be in class by then. School ends at 3:30 (or 2:30 on Wednesdays).
2. Once students are on the school grounds, their conduct is subject to faculty supervision and the rules and regulations of the Southeast Valley Schools. Students should only be in the building before and after school when under the direct supervision of a faculty or staff member. Any student who defaces or damages school property will be disciplined and may be required to restore the item to its original value.

Students may not leave campus after arriving without permission.
3. If a student needs to be excused early from school, a written notice or phone call from his/her parents must be received by the Office prior to leaving.
4. Once classes begin, students and visitors must enter through the designated door and sign in at the main office.
5. Students who are in the building before or after school are to be attending school activities and/or be supervised by a teacher or school sponsor.
6. Students are to park in the designated student parking areas only. Parking inappropriately and/or blocking entrances, exits, or traffic flow subjects a vehicle to be towed at the owner's expense.
7. We ask that you always wait, when you drop off your child(ren), to make sure they have entered the school doors completely and safely before you leave.

MOTOR VEHICLES

All students are cautioned about the responsibility that accompanies operating a motor vehicle. Law enforcement officials and parents may be notified of improper behavior. Also note that a student who drops out of school may have their driver's license legally revoked. Students are to avoid driving on Riddle Street to avoid the congestion of buses and younger students being dropped off for school and for the safety of all students, staff, and community members. Unsafe or illegal driving habits will be reported to the legal authorities and/or disciplined through the Principal. During school hours, students are not to be in or drive a motor vehicle, without permission from school personnel.

Student parking is available in the student parking lot and is expected to be in orderly and safe manner. Failure to follow parking guidelines may result in towing the vehicle at the expense of the owner. Student parking in the shop area will be permitted only for vehicles actually being used for class requirements on that day. Students are not to park in the "Designated Staff Parking Areas" which include the street parking to the south of the high school building.

PICKING UP STUDENTS FROM SCHOOL DURING THE SCHOOL DAY

We ask that all parents (or designated persons) who are picking up their child from school, come into the school office to do so. The students will wait in the office for the adult. If there are extenuating circumstances, please call the office so we can try to make other arrangements. This helps us keep your child as safe as possible.

***All visitors must check in at the Office upon arrival (PS-12)**

Due to COVID-19, we ask that parents feel welcome but only visit school when absolutely necessary. We ask that they notify the office when doing so and wear a visitor pass during the visit. Because parent attendance in classes could be disruptive, please make arrangements through the building principal to do this. Under normal circumstances, others (friends, relatives, etc.) will not be allowed to visit and attend school. Special permission would have to be secured from the principal in advance. Any approved visitor will be expected to adhere to the Southeast Valley High School dress and conduct codes. Other people (alumni, friends, etc.) should not be in the building during the school day unless under the direct supervision of a staff member and with specific prior permission from the principal.

(TK-8)

Parents are welcome at Southeast Valley Schools. We suggest that you contact your child's teacher in advance to arrange a suitable time. We have found that visits of about an hour or less in length are best for everyone. Visits are not recommended during the first and last 2 weeks of the school year due to beginning year adjustments and ending year testing. We request other children not accompany the parent(s) on visits so this can be a special time for you and your student.

If you are visiting to have lunch with your child, please contact the office as soon as possible so we can have a meal prepared. If you choose to eat lunch with your child during your visit, please stop in the office and pay first. If you are bringing food in from home or a restaurant, we will arrange a private place (not in the cafeteria) for you and your child to eat together. *Please remember we are a peanut-aware school.

Students who attend other schools will not be allowed to have a sustained visit to classrooms. Oftentimes this is requested when other schools are on vacation, etc., and friends and relatives wish to attend a day or two with our children here. This is disruptive to school routine and special attention and time are taken from the students enrolled.

LEAVING THE BUILDING OR SCHOOL GROUNDS

Students are not to leave the school grounds or be in the parking lot during school hours without securing proper approval and signing out in the Office. Failure to do so may result in detention or other appropriate disciplinary consequences at the discretion of the Principal. Students are not allowed to leave the building for materials, homework, clothes, walkouts/protests, etc. **during the day without permission from the office.** Students who leave the building without permission will not be allowed back in the building for the rest of that school day. Parents will be contacted as soon as reasonably possible after the student leaves.

For other reasons deemed necessary by the principal or designee, parents will be called before the student will be released. If a student must leave the building during the school day, he/she must:

- a. Get permission from the Office and sign out.
- b. Upon returning to the building, check into the Office.

Students who leave without permission are not eligible to return and ride the bus home or attend evening activities.

CALLING IN MESSAGES TO STUDENTS DURING THE SCHOOL DAY

Parents are asked to call in any messages that need to be relayed to your child(ren) **at least an hour before the end of the school day.** *End of day messages received after this time may not be able to reach the child(ren) by the time they are dismissed* as messages are sent out at this time and the end of the day is a very busy time in the school office and classrooms. Please help ensure that your child receives your message by phoning it in before 2:30 PM.

DRESS CODE

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment. Students are expected to adhere to reasonable levels of cleanliness and modesty that does not disrupt the school or educational environment. This includes, but is not limited to, bare midriff, exposed cleavage, exposed undergarments, excessive make-up/facial markings, hats, and shorts/skirts of inadequate length.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol and tobacco; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Shoes must be worn; appropriate shorts are permissible; coats, sunglasses, caps, bandanas, and hats are prohibited during the school day. The Principal or Designee makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to appropriately modify or change their clothing. Failure to do so may result in suspension. Flip flops are not allowed at recess due to possible accidents that could occur.

GRADUATION REQUIREMENTS

(9-12): During the four years of high school the following minimum requirements must be achieved (52 credits):

6 credits Mathematics 8 credits English 6 credits Social Studies 6 credits Science
2 credits Health 4 credits Phys Ed

19 elective credits - plus 1 credit financial literacy (Careers, Financial Literacy, or Personal Finance)

COURSE REQUIREMENTS (9-12)

9th - 11th grades

English 1A&1B / English 2A& 2B	Physical Science A/B
Biology A/B	Math 9/High School Experience
Algebra IA	World History A/B / American History A/B
World Area Studies (1 trimester.)	Health I and II
Physical Education	Electives

12th grade

American Government (1 trimester)

English and other electives

Graduation from Southeast Valley Schools shall be subject to the following guidelines:

Credits for non-academic subjects will be given as follows:

Physical Education—4 credits in four years, ½ credit per trimester. Required areas of study shall include successful completion of: English—8 credits in four years, to include English 1A and 1B and English 2A and 2B and 4 other credits. Math—6 credits in four years. Science—6 credits in four years, to include Physical Science, Biology and two other credits. Social Studies—6 credits in four years, to include World Studies, World History, American History and Government. Health—2 credits. A student will need to earn 20 elective credits (including financial literacy) in addition to the 32 required credits.

(9-12)

Graduation requirements are outlined in the Southeast Valley High School Course Registration book.

Students who have completed the Board of Education's requirements for graduation will receive a diploma, and these students who have completed all checkout requirements and obligations are eligible for graduation activities. Students who are short the required credits needed for graduation may transfer up to, but not more than 5 credits of approved courses from other educational institutions such as ICCC or an accredited correspondence school. Credit will be granted after the course is completed and verification of a passing grade is made to the high school. When the appropriate classes are passed and the proper credits are achieved, Southeast Valley High School will then grant the student a regular diploma.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team will determine whether the graduation criteria have been met.

(K-8)

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

POST-SECONDARY ENROLLMENT OPTIONS (9-12)

The Post- Secondary Enrollment Options Act allows juniors and seniors and identified TAG students to enroll part time at an eligible community college, state university, or private college or university. The act has a dual purpose: to promote rigorous educational pursuits and to provide a wide variety of options for students. The Iowa Department of Education mandates that students demonstrate proficiency (41%) in reading, mathematics and science on their most recent Iowa Assessments to be eligible for Senior Year Plus classes. This requirement does not apply to Career and Technical Courses. If a student is not proficient in one or more content areas of reading, mathematics and science the local school board may establish alternate but equivalent qualifying performance measures. Such measures may include, but are not limited to additional administrations of state assessment, portfolio of students' work, student performance rubric or "end of course" assessments. Students interested in participating in this program should contact the Guidance Counselor. Continuing eligibility to enroll in future online or face-to-face ICCC classes is contingent upon receiving grades of C or better for each class attempted. Students who receive grades lower than a C in any concurrent enrollment course will not be considered for enrollment in future classes of that sort apart from a formal appeal that describes the reasons for the poor performance and the plan to overcome the problem. The final decision on the appeal rests with the high school principal.

ACADEMIC INTEGRITY

Students are expected to do their own work. That is the best way to learn and the best way to assess learning. Anything less is cheating. Students who submit work that is not original to them without citing sources as required are guilty of plagiarism. Cheating of any form is not acceptable at Southeast Valley. Such work will not receive credit. At the teacher's discretion the student may be given an opportunity to complete the same or similar task for full or partial credit. Exact criteria will be given to the student before the work begins and the offer will be communicated to a parent/guardian and the principal. Failure to complete the offered opportunity will result in a zero for the original assignment.

FINALIZING GRADES/INCOMPLETES

1. Any student not meeting requirements for completion of a course because of extenuating circumstances will be given an "Incomplete" grade. Incomplete grades must be made up within 2 weeks after the end of a grading period unless the teacher grants an extension with the approval of the Principal. If any work is not completed at the appropriate time, a zero will be given for that assigned work and figured proportionately into the final grade. If an "F" is received by a student, it is a final grade and not subject to change. This will be reflected in the ineligibility and restricted study hall procedures.
2. No credit will be given for assignments or work which is not completed on time or not handed in.
3. The instructor will notify the Principal's Office to have a grade changed from an "I" (Incomplete) to the letter grade earned upon course completion.
4. It is to the advantage of the student to get all incomplete grades made up as soon as possible. It is the responsibility of the student to work out a plan with the instructor for completing the course requirements.

COURSE CHANGE AND DROP PROCEDURES

1. Students may change a class in their schedule within the first 4 days of a trimester. If the class is dropped after the 7th day, students may receive a failing grade for the class that will be reflected on their transcript.
2. Before any change in class schedule can be made, the student must have the approval of the Guidance Counselor and notification must be made to the specific instructor of that course. Parents will be notified as well.
3. Any student not classified as a full-time student must work out a schedule with his parents and the Guidance Counselor and it must be approved by the Principal. That student will not be eligible for extracurricular activities.

CLASS RETAKES (9-12)

Students who receive an “F” in a course will need to retake the course in order to receive credit. The initial grade of “F” will remain on the permanent transcript and subsequent grades will be added as completed, including credit if earned. Students who receive a passing grade in a course may retake that class in order to increase learning opportunities and/or skills with the provisions below:

CLASS RETAKES (9-12)

- 1) The student initiates the process by filing a “Request to Retake a Course” form through the Guidance Counselor’s Office.
- 2) The new grade replaces the old grade, regardless of positive or negative change.
- 3) No additional credit will be given for the course.
- 4) Classes initially receiving a B- or above may not be retaken for replacement.
- 5) A maximum of two credits of passed classes may be retaken in high school.
- 6) Final approval is subject to overall interpretation of the Guidance Counselor and Principal team.

Students who receive a passing grade in a course may request to audit that class in order to increase learning opportunities and/or skills. No credit or grade will be earned.

STUDENT GRADE APPEAL PROCESS- Iowa Central Community College

Appeals of ICCC grades are out of the control or influence of staff at SVHS. Responsibility for the appeal rests with the student. Final decisions are the responsibility of ICCC as described below.

A student who believes a course grade he/she has received is inaccurate may seek an appeal as follows:

1. Within 60 Calendar days following The end of a course, the student will inform the instructor in writing of questions concerning course grade. The writing will address questions concerning the criteria and procedures the instructor used in determining the grade, the process by which it was assigned, and to request error correction, if any, in the grade.
2. Within 14 calendar days after the instructor’s receipt of the student’s written questions, the instructor will offer to meet with the student to attempt to resolve the questions concerning a grade.
3. If after the discussion with the instructor, the student believes that the grade is still inaccurate, the student will meet with the department Dean. This meeting must be scheduled within 10 calendar days after the instructor has offered to meet with the student. Before meeting with the Dean, the student will submit in writing to the Dean his/her questions regarding the grade. The Dean shall meet with the instructor and the student separately and/or together in an effort to resolve the questions regarding the grade.
4. If the steps above do not resolve the questions concerning the grade, the student may submit his/her written questions concerning course grade to the Vice President of Instruction no later than 10 calendar days after meeting with the Dean. Within 14 calendar days after receipt of the written questions from the student, the Vice President of Instruction will submit to the student, the instructor, and to the Dean a written decision concerning the appeal of the grade.
5. If the appeal is not resolved to the student’s satisfaction, the student may within 10 calendar days of the receipt of the Vice President of Instruction’s findings request, in writing, that the College President review the appeal. The President will review the appeal and take such action as he/she deems appropriate including, but not limited to, the recommendation of action to the Board of Directors.

HUMAN GROWTH & DEVELOPMENT

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instruction is adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

FULL TIME STUDENTS

All students must be enrolled in 4 credits of classes each trimester, **plus physical education unless the PE requirement has already been met or waived.** Credit Recovery periods collectively count as one class. Additionally, all students, including athletes, will take physical education unless exempted on an individual basis.

PART TIME STUDENTS

Any student who is enrolled in less than 4 credits of classes (plus physical education if needed) will not be considered full-time student and thus will not be eligible for participation in extracurricular activities.

EARLY GRADUATION

Students may graduate prior to the completion of grade twelve if the coursework required for graduation under Board policy, "Senior High School Curriculum", has been fulfilled. Students forfeit their extracurricular eligibility at the time of their completion of classes for early graduation. Students will be allowed to participate in the commencement ceremonies at the end of the school year.

REPORTS TO PARENTS

Grade reports will be issued three times during the year, at the end of each trimester.

Each building will hold Parent/Teacher Conferences twice a year.

Parents will be notified when their student(s) are receiving D's and/or F's, have shown a significant grade decrease, or a concern is expressed by the teacher.

Positive Progress Reports may also be sent to indicate improvement or positive achievement.

GRADING (3-12)

Southeast Valley High School follows a Standard Grading Scale for all classes. This scale is intended to create uniformity and consistency from class to class for the student to best understand the result of his or her efforts in class.

GRADING SCALE

Any class that uses the letter grade (A to F) system will apply this scale. Grades that are given for Dual Credit will be recorded based on the college/university grade. Grades of A+, F+, and F- are not given.

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

GRADE POINT AVERAGE

The cumulative, semester, and quarter GPA will be figured using +'s and -'s on the following basis:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Grades from an incoming transfer student will be adjusted to match the Southeast Valley grading system.

ELEMENTARY REPORT CARDS (TK-4th)

Academic and social growth of each student are monitored on an individual basis.

TK - 2 student progress is recorded by using the following grades: S (Skills demonstrated) P (Progressing) T (More time needed) N/A (Skills not graded this quarter)	Grades 3 & 4 utilize letter grades to show student progress. The grades used are: A (excellent) B (above average) C (average) D (below average) F (failing)
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CLASS RANK (9-12)

All classes will have class rank figured collectively starting with the Class of 2018.

HONOR ROLL (5-12)

Three different honor rolls will be utilized: 3.67 and higher; 3.33-3.66; and 3.00-3.32. The G.P.A. will be calculated mathematically. Honor Rolls will be used for each trimester.

ACADEMIC LETTERS (9-12)

A student will receive an academic letter after having been listed on the trimester honor roll for any four consecutive trimesters and a bar for each subsequent trimester on the honor roll.

NATIONAL HONOR SOCIETY (9-12)

All sophomores, juniors, and seniors are eligible for selection to the National Honor Society if they have achieved a cumulative grade point average of 3.00 or higher. A Southeast Valley High School faculty committee will vote on those eligible from GPA on the basis of Scholarship, Leadership, and Character. The NHS committee has final approval of all appeals of NHS decisions.

2020-2021 SCHOOL FEE PAYMENT

Concurrent Enrollment/PSEO Classes--\$25 class fee per course will be charged to cover costs of college.

Concurrent Enrollment Refund – during 1st semester - \$20.00/ no refund during 2nd semester.

Activity Ticket – Students \$45/year, Adults \$80/year, Family \$150/year, Senior Citizens (65 and up) \$70/year

Band Uniform Deposit (9-12) – \$15 per year (refunded when uniform is properly returned with dry cleaning receipt attached).

Band Instrument Rental (5-12) – \$40 per year (\$25 per year for percussion).

Driver's Education: (8-12) Offered through an outside agency such as Iowa Central or Teen Driver and taught locally. Fees are determined by the outside agency and will be communicated to the student body. The fee must be paid at the time of sign-up for Driver's Ed.

ACTIVITY NIGHT

Wednesday night of each week is designated as activity night. The school will attempt to avoid scheduling events after 6:00 p.m. on Wednesday night if at all possible.

ATTENDANCE POLICY

Regular school attendance is one of the most important components of a successful education. The Principal or Designee will make a judgment as to whether an absence is excused or unexcused. Students must be excused by the parent/guardian via a phone call or note prior to returning to class. In cases where the parent did not know about or approve the absence, the student will be considered TRUANT and disciplined according to handbook policy. Iowa does have compulsory attendance laws as well.

The Iowa Department of Education has defined chronic absenteeism as missing more than 10% of school days. There are 60 school days in each trimester. Any student who is absent from a class in excess of 7 times in a trimester may be removed from that class. (9-12) Classes which meet less than every day (cycle day classes 135 or 246) will be based on a proportional scale and use 3 absences for classes in place of the 7. The student and the parent will receive written notification upon the 4th and 7th absences (2nd and 3rd for cycle day classes). Absences due to school related and school supervised activities do NOT count toward their total. Absences due to court proceedings or suspensions do not count toward their total. Serious or prolonged illness, extended hospitalization, or other extenuating circumstances will be taken into consideration. A committee of teachers, an administrator, and a counselor will help to decide the consequences for attendance issues, with teacher input.

1. All absences require that the parent/guardian contact the school. This should be done on the day of the absence as early as possible. They need to inform the Office of the absence, give their permission for the absence, and state the reason for the absence.
2. When absences are known about in advance, the student is expected to get all assignments and work made up prior to the absence. It is the student's responsibility to contact the teacher to secure the assignment.
3. For Unexcused Absences or Truancy, **the student will receive less credit for work missed during the absence period. The credit received will decline the longer it takes to complete missed work.**
4. For Excused Absences, the student is allowed the number of days missed plus one in order to complete assignments missed during the absence.

WORK RELEASE

Students in grades 11-12 may be granted a work release and/or modified schedule. This must be approved by the Principal, Guidance Counselor, parent, and employer. The necessary form may be obtained from Guidance Counselor. Participation is subject to receiving passing grades in all classes and is subject to removal at the discretion of the Guidance Counselor and/or Principal. Any student on work release will be required to enroll in MOCE to earn credit while working.

OPEN CAMPUS

Seniors may apply for open campus if they have one or more study halls at the beginning or end of the school day or two or more within the school day. Each trimester requires a new application and approval. Parent approval must also be obtained. The principal will determine eligibility based on grades, attendance and tardy history, and discipline history.

If open campus is approved, students must still attend all scheduled classes, activities and meetings. Students may choose to not exercise their open campus privileges in order to remain in a study hall or work with a teacher by appointment without surrendering their open campus privileges. Students who choose to stay are required to follow expected procedures and remain for the whole period.

Students who have open campus privileges may not remain on school property, including the student parking lot, except as noted above. Students will eat during their assigned lunch shifts. Any misuse of open campus that results in a violation of law or school expectations, including unexcused absences or tardies, may result in school disciplinary consequences including but not limited to loss of open campus privileges. Seniors who have more than 3 tardies in a week will lose open campus privileges for 3 weeks without a tardy. Tardies during the 3-week loss of privilege restart the suspension of privilege time. Seniors who have accumulated 10 tardies in a trimester will lose their open campus privileges and also risk not being allowed those privileges in the following trimester.

Parents have the right and opportunity to approve/disapprove participation in open campus at the beginning of each trimester and may revoke their approval at any time. Parents assume responsibility and liability for their seniors while that child is away from school upon granting their permission for open campus.

TRUANCY POLICY

Absences without parental knowledge or approval will be considered a "Truancy" and disciplined in the following manner:

- A. First Offense Student may be assigned Detention(s) or Suspension for time missed.
 - B. Second Offense Student may be assigned Detention(s) or Suspension for two times the time missed.
 - C. Third Offense Student may be assigned Suspension corresponding to the absence.
 - D. Fourth Offense Student may be assigned multiple days Out of School Suspension.
- AND Expulsion procedures may be recommended to the Board of Education.

TARDIES TO SCHOOL

The Office will make a judgment as to whether it is an excused or unexcused tardy. A phone call or note from home might help in their determination. A student who receives 3 or more unexcused tardies during a trimester **may** be issued a one-half hour detention. Excessive tardies to school in a trimester will trigger a review of the student's progress in the class(es) missed to determine whether the student will be dropped from those classes or not. Students who are persistently unable to arrive at school on time may be placed on a plan that turns them away for those days.

TARDIES TO CLASS

Teachers will track tardies to their individual classes and will be handled by the individual teacher. Chronic tardies to class will become a discipline issue and will result in a referral to the office and subsequent consequences that could include detentions, suspensions, or being dropped from the class.

CELL PHONES (9-12)

Before and after school high school students will be allowed to use their personal electronic devices in the school building. Cell phones or other personal devices may be used for texting between classes (passing time) and during lunch. Personal devices may be used in the classroom or study hall only with the permission of the supervising teacher or adult in charge. If the student cannot comply with the directions given by the supervising teacher or adult in charge concerning personal electronic devices, devices may be confiscated and either returned to the student at the end of the school day or held until a parent is able to pick up the item. Teachers may request students to place electronic devices in a holder during class, to limit disruptions to class.

CELL PHONES (K-8)

Cell phones are part of our society and some families may even have cell phones for their elementary aged students. If a child has a cell phone, it needs to be on "silent" and kept in their school bag in their locker. Please be aware that our lockers do NOT lock (K-8). If a child needs to use a phone or a parent needs to contact the child for/with an urgent message, the school office has a phone for students to use and for parents to call.

Transmitting inappropriate messages/pictures are not only against school rules, some messages and/or pictures could provide a basis for further consequences from school and/or legal officials. Just because you did not make the message or take the picture, forwarding it does not mean you cannot receive consequences for those actions. Having inappropriate texts, messages, pictures, etc. on a phone or other device can be considered like possessing other forms of inappropriate materials.

** Please talk with your child about sharing, loaning, and or borrowing another person's cell phone.*

*** If a phone is taken from a child's possession for inappropriate use, the parent will need to come in to school to have it returned to them.*

**** The school and/or its employees are not responsible for lost, damaged, or stolen cell phones and other items.*

SOCIAL NETWORKING SITE & HANDHELD TECHNOLOGY DEVICES USE

For the purposes of this policy, “Social Networking Sites” is defined to include, but not limited to, such social networking sites as Facebook, SnapChat, Instagram, Twitter, or any other site used as a means of communicating between users or for sharing thoughts, images, videos, or any other form of expression. For the purposes of this handbook, “Handheld Technology Devices” are defined to include portable two-way telecommunication devices including, but not limited to, cellular telephones with or without cameras, laptops, netbooks, MP3 players, beepers, walkie talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and/or transmitting and/or receiving images, such as cameras, as well as any new technology developed for similar purposes.

Southeast Valley High School extends to students the privilege to possess, display and use Handheld Technology Devices, or utilize Social Networking Sites by any technological means, during passing time between classes, during meal times, and before or after school, provided such Handheld Technology Devices or Social Networking Sites are not displayed, activated or used during class time, unless the classroom teacher allows the use of Handheld Technology Devices or Social Networking Sites for educational purposes or to communicate with a student’s parent or guardian. Classroom teachers are not authorized to give permission for students to use Handheld Technology Devices or Social Networking Sites to communicate during class time with students outside of the teacher’s class, nor are students otherwise authorized to communicate by any means with students outside of the student’s class during class time. Except as permitted by the classroom teacher, all such devices must be turned off and in a locker, backpack, pocket, or similar enclosure during class time. Exceptions will be made for students with specific needs that require such devices under a “504 Plan,” pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; as per their Individualized Education Program “IEP”; and during a medical or security emergency, if a supervising school official is not in communication with emergency responders, or the student is unaware that a supervising school official is in communication with emergency responders.

Handheld Technology Devices are to be turned off (powered off) or set on silent during class time. Students may have Handheld Technology Devices turned on vibrate during authorized times of use. Students may be held responsible for the transmission of all messages, images, video or other forms of communication sent from their Handheld Technology Device or Social Networking Sites. Students are encouraged to utilize passwords on Handheld Technology Devices and Social Networking Sites, and are discouraged from sharing those passwords with other students. Students should lock or logoff Handheld Technology Devices and Social Networking Sites when they are not in use. Students are further discouraged from sharing Handheld Technology Devices with other students.

While the sharing of Handheld Technology Devices between students is discouraged, if a student violates this policy while using another student’s Handheld Technology Device (“Student Borrower”), school staff will return the device to the student who owns or whose relatives or guardians own the device (“Student Owner”), and give the Student Owner one warning. However, if the Student Owner knew that the Student Borrower was violating or intended to violate this policy, or the Student Owner previously received a warning regarding another student’s use of his/her device, school staff may discipline the Student Owner under the appropriate Consequences section of this policy. School staff may discipline the Student Borrower under the Consequences section of these rules.

Handheld Technology Devices or Social Networking Sites may not be used in any manner that will cause a substantial disruption to the educational environment. This includes activity on such devices or sites at any time or location.

The school district or administration will not be responsible for the loss, damage, destruction, or theft of any electronic device brought to school or a school field trip or extracurricular activity. The school district or administration will not be responsible for financial charges relating to student Handheld Technology Devices at any

time, to include during times of confiscation. Student use of personal Handheld Technology Devices for permitted educational purposes or to communicate with school staff or other students is optional.

Use of Handheld Technology Devices or Social Networking Sites on field trips or at extracurricular activities will be at the discretion of the teacher/sponsor/coach.

Students found to be using any Handheld Technology Device or Social Networking Site in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to reasonable discipline, perhaps beyond that discipline referenced in the Consequences section of this policy, and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will/may not be allowed to possess any Handheld Technology Device following the incident on school property for a period of at least 1 week, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and rest rooms at ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator. Students violating this rule shall be subject to reasonable discipline, perhaps beyond that discipline referenced in the Consequences section of this policy, and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will not be allowed to possess any Handheld Technology Device following the incident on school property for a period of at least 1 week, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

Consequences

1st Offense

Upon the first offense during any school year, the student's Handheld Technology Device(s) will be confiscated by the student's teacher or other District personnel and taken to the principal's office. A disciplinary referral will be written, and the school will send notice of the violation to at least one of the student's parents/guardians. The student must pick up the Handheld Technology Device(s) after reviewing the policy with the principal or the principal's designee.

2nd offense

Upon the second offense during any school year, the student's Handheld Technology Device(s) will be confiscated by the student's teacher or other District personnel and taken to the principal's office. A disciplinary referral will be written. The student's parent/guardian must pick up the Handheld Technology Device(s) from the principal's office following a conference.

Further Offenses

Upon any further offenses during any school year, the student's Handheld Technology Device(s) will be confiscated by the student's teacher or other District personnel and taken to the principal's office. Any further offenses **may** result in the student's loss of his/her Handheld Technology Device(s) for 1 month. The student's parents/guardian must pick up the student's Handheld Technology Device(s) at the appropriate time. A student may be required to leave his/her Handheld Technology Device(s) in the main office at the beginning of each school day for a specified period of time once this number of offenses has been reached.

EMERGENCY DRILLS

Periodically the school holds emergency fire, tornado, and bus evacuation drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

RELATIONSHIPS

All relationships in and around school are expected to be kept at the highest social level. A display of affection in public is in poor taste. Affection between two people should be a private thing, not something that is flaunted in front of others. The school considers it proper to restrict the behavior of our students to that which is wholesome. Having arms around each other, hugging, kissing, etc. is not permissible. Students will be warned/parents notified/discipline assessed.

STUDENT LOCKERS

Students' lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. If a student uses a personal lock, a key or the combination must be turned into the office (5-12). The expenses to repair damage done to a student's locker are charged to the student. Lockers should be locked at all times. Students should not change lockers without permission from the Office. A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or school district policy, rule, or regulation has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers may be confiscated. Illegal items may be given to law enforcement officials. If the student is not present during the search of his/her locker, the search will be conducted in the presence of a second adult when feasible. Locker maintenance inspections are conducted periodically throughout the school year. The inspections are generally for the purpose of ensuring the lockers are clean and well kept. Prior to a maintenance inspection, students are given 24 hours' notice. If the student is not present during the search of his/her locker, the search will be conducted in the presence of a second adult when feasible.

FOOD AT SCHOOL (K-4)

Parents may be contacted about providing help/treats. Children may bring treats for birthdays, but birthday parties are not to take up academic class time. *All treats need to be pre-wrapped and unopened as a health and safety precaution. Treats that are homemade are not allowed due to allergy and other health concerns. Please remember that we are a peanut and tree nut aware school.

OUT OF SCHOOL PARTIES (K-4)

Due to potential social problems, we ask that students **do not hand out invitations to parties at school unless ALL students in class receive one.** Otherwise they should be mailed or handed out elsewhere (not at school or on buses).

BAGS (5-12)

Allowable bags/purses shall be no larger than 10" x 10" or string bags. All students are issued a locker with a combination for storage. PE lockers are available to students. Students will use these storage areas to secure their belongings.

PASSES (5-12)

Students should have a pass when going anywhere from a class or study hall. They are expected to go directly to and from the destination. If a student is found anywhere except where he/she is signed out to be, he/she will be restricted to Study Hall for a period of time. If a student needs to see another teacher, he/she should have a pass signed by that teacher prior to leaving Study Hall. If not, the student must contact the Office to secure permission. The Office will contact the teacher to get approval for the student to go. If the request is denied or the teacher cannot be located, the student will remain in or return to class or Study Hall. Students may be asked to fill out the pass—but it must always be signed by the faculty person.

DAILY ANNOUNCEMENTS (5-12)

Daily announcements will be communicated each day. These must be properly written and turned in to the Office by 8:20AM. The Office will provide each teacher a copy of the announcements through email. Written copies are available in the Office. Other announcements will only be made in cases of special need or emergency.

STUDENT INSURANCE

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Forms and letters of explanation are available to all students.

WEATHER INFORMATION

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The Principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

STUDENTS' RIGHTS IN CASE OF SUSPENSION

All students have the right, in cases of suspension, to procedural due process. This means that before you may be suspended for five days or less, the Principal must:

1. Tell you what rule you have broken.
2. Explain to you why he has reason to believe you broke the rule, if you deny having broken it.
3. Give you the chance to tell your version of what happened.
4. Notify your parents of the reasons for and length of your suspension.

You may be removed from school immediately, without any notice of hearing, if the Principal thinks your presence in school is a danger to people or property or may disrupt school. If this happens, you have a right to a hearing as soon as possible and no later than three school days after your removal.

EXPULSION OF STUDENTS

A student may be expelled only by the action of the Board of Education. This would include being excluded from school for the balance of the school year or up to 1 year with loss of all grades and credits for the incomplete time. The expelled student must apply for reinstatement to the Board of Education or the Administration prior to returning to school.

STUDENTS' RIGHTS IN CASES OF EXPULSION

All students have the right, in cases of expulsion, to procedural due process. This means that before you may be expelled from school, you must be:

1. Notified of the reasons for the expulsion, including an explanation of the rule the school thinks you violated; the length of the expulsion; and the date, time and place of the expulsion hearing before the Board.
2. Given the right to bring your own lawyer to the hearing, at your own expense; the right to question the person who recommended your expulsion; the right to present and question witnesses; and the right to make a statement on your own behalf.

Suspension and expulsion will not be imposed as an additional punishment for offenses punishable under the law, except when the offense was committed on school property or is so serious that the student's continued presence in school would clearly be a danger to the welfare, safety, or morals of the other students.

STUDENTS' RESPONSIBILITIES IN SUSPENSION AND EXPULSIONS

First of all, students have the responsibility to follow school rules. No law or legal due process rights will shield a student from suspensions or expulsions that are properly imposed under the policies of the Board and the rules of the school, and under the rights students have to fair procedures.

Secondly, if a student's conduct is dangerous to others, or continuously threatens to disrupt school, that student may be suspended immediately; so students have the responsibility not to behave in a dangerous or disruptive way, whether or not there is a specific "rule" about it in the school's handbook.

Thirdly, in presenting his/her side in suspension/expulsion cases, a student has the responsibility to follow the procedures the law prescribes for hearings before the Board. Students also have the responsibility to be fair, honest, and forthright.

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the Principal of a student's inappropriate bus conduct. High school students are expected to ride the entire route from home to high school and high school home (unless the school Office has a signed permission from the parent on file to deviate.)

Video cameras may be in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use. Students and parents **will not** be allowed to view the video unless the contents are subpoenaed as part of a legal procedure.

If there is an issue on the bus that concerns your child, he/she needs to communicate the incident directly to the bus driver BEFORE he/she leaves the bus, the day it happens, so that the bus driver can address it in a timely fashion. They may also let their teacher, counselor, or principal know, but they need to tell the bus driver that day. If the incident would involve the school day or be of a serious nature, the student should also inform his/her homeroom teacher and other school officials as needed.

TOBACCO, ALCOHOL, AND/OR CONTROLLED SUBSTANCES

Your habits and conduct, both in and out of school, are a reflection of your lifestyle. The staff, administration and Board of Education have great concern for the good conduct and health habits of all Southeast Valley students.

The use, being under the influence of, or knowingly being in possession of tobacco, alcohol, and controlled substances or drug paraphernalia on school property or at a school activity or event violates school policy. The normal consequences will be a suspension and notification of law enforcement which could lead to criminal charges. In addition, this violation may result in sanctions through the Southeast Valley High School Good Conduct Code.

COMPUTER/TECHNOLOGY ACCESS

Students must complete and return a technology use agreement before gaining access to school computers. Personal devices may use the guest wifi, not the student or staff wifi.

COLLEGE VISITS

Students may find it necessary to be excused from class to take tests or visit college campuses, or other schools. If possible these visits should be done outside of the time when classes are in session here at Southeast Valley High School. If not, the student must have approval of the parents and proper notification be made to the Office if an excused absence is to be allowed. College visits are limited to seniors (2 days) and juniors (1 day).

Additional days may be granted by the principal. These are counted toward the 10 absence rule.

VISITS WITH RECRUITERS

The Guidance Counselor will publicize when college, technical, or military recruiters will be here. Junior and Senior students are allowed to be dismissed from class to attend such visits. Students should only attend those they are legitimately interested in. Anyone who is abusing this privilege may be restricted from attending at the discretion of the Principal.

GUIDANCE AND COUNSELING

The purpose of the Guidance and Counseling program is:

1. To help students develop and implement educational plans.
2. To assist students with personal problems.
3. To help students to develop a realistic self-concept.
4. To provide assistance in vocational planning.
5. To work with students, parents, and teachers for the well-being and benefit of each student.

The Guidance Counselor does not tell the student what to do but merely provides assistance to the student in the decision making process.

In order to assist students, the Guidance Counselor's Office maintains files on the following:

1. Vocational and occupational information.
2. College catalogues and bulletins.
3. Trade schools, nursing schools, beauty schools.
4. Scholarships.
5. Area schools.
6. Technical schools

STUDENT ACTIVITIES

ACTIVITIES AND CLUBS

It is hoped that all students will get involved in the various clubs, organizations, and activities which are offered. All students participating in any co-curricular activity must have an eligibility form signed by the parent/guardian and returned to the Principal's Office prior to participation. These activities are governed by the Academic Policy and may be subject to Co-Curricular eligibility. They are also subject to the established rules of the individual organization.

ACADEMIC ELIGIBILITY (9-12)

Students are required to successfully meet the eligibility requirements of the State of Iowa, the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, the Iowa High School Speech Association, and/or the Iowa High School Music Association. Failure to do so will result in 30 days of ineligibility for state sanctioned events. SVHS treats an "Incomplete" as an "F" until completion; a "Withdrawal" is not considered failing for purposes of state eligibility.

ATHLETICS AND ACTIVITY RULES

The following rules and guidelines pertain to extracurricular activities in general and athletics in specific:

1. Spectator Bus and Activity Bus—If you ride a bus to an event or game, whether as a participant or spectator, you must return on the bus unless your parents/guardians personally make arrangements with the person in charge of the activity or the person in charge of the bus. All athletes/participants will ride to the game or event in the school vehicle unless extreme circumstances prevent this and approval is granted by the **principal** in advance.
2. A student must be in school attending class and/or regularly scheduled activities for at least the afternoon half (1/2) of the school day (defined as **THREE** class periods) on the day of a contest, practice, or performance in order to participate that night. (Exceptions may be granted at the discretion of the Principal)

VENDING MACHINES (9-12)

Students may purchase beverages in the commons vending machine during Study Hall.

The maintenance of the vending machine is the responsibility of the Student Council and its adult sponsor(s). The vending machine is closed each day during the serving of breakfast and lunch.

1. The vending machines will be operated in accordance with Federal Regulations (following the USDA Smart Snacks in Schools).
2. Anyone losing money in any machine is to report it to the high school office.
3. Vending machine privileges are not available for students assigned to a Study Lab.
4. The vending machine is considered a privilege and may be removed at any time at the discretion of the Principal.

DANCES AND PARTIES (9-12)

School functions sponsored by various high school organizations are held throughout the school year. All scheduled social functions must be approved by the class or club sponsor and the administrator.

Policies governing social functions are as follows:

1. There must be at least two teachers identified to chaperone the dance.
2. The president of the sponsoring class or club must submit a request form to the sponsor of the organization and to the Principal at least one week in advance. The adult chaperones must be arranged before the activity will be approved. These chaperones need to be reconfirmed two days in advance of the activity.
3. The president will submit to the sponsor the names of those appointed to the cleanup committee. This committee will put away the chairs, sweep the floor, and clean up in general. If a custodian is needed, the cost of his salary will be paid by the sponsoring group.
4. No Junior High students are allowed at Senior High School social functions.
5. Students outside of Southeast Valley High School will be admitted as dates provided
 - A. They are accompanied by a Southeast Valley High School student.
 - B. They provide identification verifying status as HS enrolled student (or HS graduate).
 - C. They provide identification verifying they are less than 21 years of age.
 - D. They have registered in the Principal's Office prior to the date of the event.
 - E. They are not restricted from activities/events of Southeast Valley High School.

***Each Southeast Valley student is allowed one guest and is responsible for their conduct.**
6. Former students will not be admitted unless they meet the criteria of a date as noted in #5 above.
7. Anyone who leaves the building will not be readmitted.
8. Appropriate dress will be predetermined and approved by the sponsoring organization and advisor.
9. Social functions will be scheduled predominantly on weekends. Dances will conclude by 12:00 midnight or sooner.(Any exception must be approved by the principal.)

10. Anyone showing evidence of having consumed alcoholic beverages will be detained and their parents/guardians will be notified. Law enforcement may also be contacted and a breathalyzer may be used to determine if alcohol has been consumed.
11. Anyone who has been refused admission or asked to leave because of alcohol or tobacco may not be admitted to future social events for the remainder of the school year.
12. In cases of improper behavior, a chaperone or sponsor of the sponsoring organization may ask the individual to leave.
13. All guests and visitors to school events are expected to observe the same rules of conduct as are the students of Southeast Valley High School.
14. Any destruction of property will be assessed to the sponsoring organization unless it can be recovered from the person(s) committing the damage.

SPECIAL EVENTS

JUNIOR-SENIOR PROM

The Junior-Senior Prom is held in the spring of the school year. The members of the Junior Class select the theme for the event, select the entertainment, and are responsible for all expenses incurred. If a student has not paid class dues or participated in the class fundraiser, he/she may be assessed a charge in order to attend.

HOMECOMING ACTIVITIES

The following includes the Homecoming events:

A. Selection of King and Queen

1. The senior class nominates five senior boys and five senior girls.
2. Student body (9-12) will vote to elect one boy and one girl.

B. The attendants from each class (9, 10, and 11) will be selected by class election. This shall be one boy and one girl.

C. Homecoming Week Activities

The Senior High Student Council and Cheerleaders, with the assistance of the Student Council Advisor, Athletic Director, Head Football Coach, Band Director, and Principal will determine these activities.

D. A student who is ineligible for co-curricular activities or is suspended from a class or school during a Homecoming activity may not participate in that activity (skit, coronation, etc.) in its entirety.

DIPLOMAS/GRADUATION

One graduation ceremony will be held for all seniors at the Gowrie gym. Each student graduating will receive a diploma and will have the same diploma cover.

GRADUATION ACTIVITIES

To participate in graduation ceremonies, students must have all bills owed to the school district paid in full.

The class selects their graduation announcements in September or October. The student pays for these upon delivery, which is usually in March or April. Senior pictures should be taken before October 1. Students are required to bear all costs of Senior pictures. Caps and gowns are purchased at student expense, payable upon delivery.

Customarily (if class funds allow) the cost of flowers, composite picture, and/or cap and gown may be paid (all or in part) from class funds. The Senior Class will select ushers from the Junior Class. Appropriate behavior and dress is expected at the Commencement Ceremony. **It is HIGHLY recommended students dress nicely for commencement.** If misbehavior occurs, the diploma may be withheld and that student would have to meet with the School Board in order to receive it.

YEARBOOK

Staff members will be members of the Yearbook class or be taking the class as an Individual Project. These staff members are responsible for selling advertisements and yearbooks, planning and organizing layouts, photography, and meeting deadlines.

CHEERLEADERS

Varsity and Junior Varsity (if numbers warrant) cheerleaders will be selected for football, basketball, and wrestling. Students in grades 9-12 will be eligible. Tryouts will be held according to rules established by cheerleading advisor(s). As ambassadors for the school, the highest level of conduct and citizenship is expected from cheerleaders. All decisions about participation levels and who will travel to away events are made by the head coach.

SOUTHEAST VALLEY SCHOOLS GOOD CONDUCT CODE

Statement of Philosophy:

It is a privilege and an honor to participate in the full range of co-curricular and extracurricular activities in Southeast Valley Schools. Students who participate in these activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school.

Students who participate in co-curricular and extracurricular activities will conduct themselves appropriately at all times both on school grounds and away from school. Students must abide by school board policies which describe illegal, immoral or unhealthy activities.

Students who fail to abide by the rules may be subject to some disciplinary measures. The principal shall keep all records of violations of the Good Conduct Policy. The superintendent, or designee, along with the Board of Education will adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set forth by the school district for participation in an activity.

Student Agreement:

Before participation in any activity is permitted, all students and parents/guardians of students wishing to participate in co-curricular and extracurricular activities shall receive a copy of the Good Conduct Rule, and they shall sign an agreement indicating that they understand and will abide by the rules set forth in the policy.

Activities Included Under Good Conduct Policy:

Grades 7-12 athletics, music, speech, drama, cheerleading, dance team, student council, and other elective offices, such as FFA, FCCLA, NHS, Homecoming Royalty, as well as other positions where a student represents the school district in a public manner. (**State or National Organizations may have stricter requirements than our local policy. In any of these cases, the stricter guidelines will be applied**)

Violations of the policy prior to the end of the student's 8th grade school year will not be carried forward when a student enters high school.

Academic Eligibility:

To be eligible for an activity, students participating must:

- *be enrolled or dual-enrolled in school
- *have earned passing grades in all classes the previous trimester
- *have earned passing grade in all classes in the current trimester
- *for student in athletics, music, or speech activities must be under 20 years of age
- *for students in athletics, music or speech activities must be enrolled in high school for **twelve (12)** trimesters or less
- *for students in athletics, may not have been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally
- * students must have met all transfer requirements, (if the student is a transfer student,) or be eligible under state law and regulations if the student is open enrolled

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan.

Good Conduct Policy:

To retain eligibility for participation in Southeast Valley High School co-curricular and extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Policy will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Policy for any of the following behaviors:

- *possession, use, or purchase of any alcoholic beverage
- *being present with knowledge, intent and/or control thereof where alcoholic beverages are consumed illegally, also as defined by the Code of Iowa. This includes "lookalike" beverages or illegal drugs.
- *possession, use or purchase of tobacco products, regardless of age. This includes electronic cigarettes and other "look alike" products.
- *possession, use or purchase or attempted sale/purchase of illegal drugs, or unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs
- *engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting, fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the acts
- *exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, hazing or harassment of others.

If a student transfers in from another school in Iowa or out of state and the student had not yet completed a period of ineligibility for a violation of the Good Conduct Policy in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

Penalties:

Any student who voluntarily admits to a coach or school personnel of an alcohol, tobacco, and/or substance use or abuse problem, not related to any conviction, accusation, or observation will NOT result in any loss of extracurricular eligibility provided that student participates in an approved recovery/treatment program.

Any student who, after a hearing before school administration, is found to have violated the Good Conduct Policy, during the school year, or summer, is subject to a loss of eligibility as follows:

1st Offense Within the Student's High School Career—1/3 of the scheduled games/dates/performances. (Rounded down for first offense.) A student's highest level of participation will be used to determine the amount of events missed. In addition, 10 hours of community service must be performed prior to the suspension being complete. The community service must be approved by the principal prior to starting.

2nd Offense Within the Student's High School Career—2/3 of the scheduled games/dates/performances. (Rounded up for second offense.) A student's highest level of participation will be used to determine the amount of events missed. In addition, 20 hours of community service must be performed prior to the suspension being complete. The community service must be approved by the principal prior to starting.

3rd Offense Within the Student's High School Career—One calendar year of ineligibility. In addition, 30 hours of community service must be performed prior to the suspensions being complete.

4th Offense Within the Student's High School Career—Permanent Ineligibility

The ineligibility period starts upon the finding of a violation of the Good Conduct Policy if the student is eligible for and currently engaged in an extracurricular activity, and if not, or if not completed during the activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.

An ineligible student shall attend all practices or rehearsals but may not “suit up” nor perform/participate.

If a student drops out of an activity prior to completion of the activity season, the full penalty or remainder of the penalty will be attached when the student seeks to go out for another activity.

If a student violates the Good Conduct Policy while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

Violations Occurring During Ineligibility:

If a student is ineligible at the time of a violation of the Good Conduct Policy, the penalty for the violation will not begin until the student regains eligibility. Ex: A student academically ineligible for 30 calendar days is found to violate the policy. When the student regains academic eligibility, the Good Conduct penalty will begin.

Academic Consequences:

There will be no academic consequences for the violation of the Good Conduct Policy, unless the violation occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct or immediate negative impact on the efficient operation of the school despite occurring off school grounds.

Letters and Awards:

Students may earn a letter from Southeast Valley High School if they violate the Good Conduct Policy the first time. Any violation beyond the first violation will result in no possibility of lettering.

Appeals:

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

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