

NEVADA MIDDLE SCHOOL STUDENT/PARENT HANDBOOK for 2011-2012

- R Responsibility
- O Organization
- A Achievement
- R Respect

**PBIS Mission: To create a positive, proactive learning environment
where students manage their behavior to achieve academic success.**

NEVADA SCHOOL DISTRICT'S MISSION STATEMENT: "Preparing learners today for tomorrow."

Nevada Community School District Board policies referred to in the handbook may be found in full on the district's website. If you would like to review a paper copy of a policy, you may request one from the Superintendent's Office or the School Board Policy Book is available at the Nevada Public Library.

BOARD POLICIES @ www.nevada.k12.ia.us/business/board/boardpolicy

This handbook contains many guidelines which help the school run smoothly. Often, students and parents are not as familiar with the handbook as the staff anticipates. If a student chooses not to read the entire handbook, the NMS staff encourages you to be familiar with the following guidelines.

General Expectations for All Students:

- Each student should be familiar with the building-wide Expectation Matrix.
- Each student should be free from harassment in class, in the hallways, in the locker room, on the bus, and on school grounds.
- Each student should be treated with respect and in turn has the responsibility to treat others the same.
- Each student has the privilege to participate in curricular and co-curricular activities as long as s/he has met the District's requirements.
- Each student should bring his/her concerns about school matters to the attention of the staff or administration.

1. ACADEMIC ELIGIBILITY (Policy 503.7)

Students in grades 7 and 8 must pass ALL classes to be eligible for all extra curricular activities. Anyone deemed ineligible academically falls under the Code of Conduct and is ineligible for all public performances. A student may practice, but may not travel with the team or perform. These guidelines include eligibility for sports, fine arts, student council, and competitions where the student represents Nevada Middle School.

Grade checks will occur every three weeks. If a student is failing one or more classes, s/he will not be eligible to compete for the next three week period (next grade check). At the end of the three-week period, if the student is passing (D- or higher) all classes, s/he will be considered eligible for the next three-week period.

Coaches/ sponsors will be informed by the principal which students are ineligible and weekly updates will also be provided to coaches. We also hope to offer Study Table / Tutoring on Monday through Thursday from 3:20 – 4:00pm for 7th and 8th grade students.

Grade Check Dates

Sept 19	Nov 21	Feb 6	Apr 16
Oct 10	Dec 12	Feb 27	May 7
Oct 31	Jan 16	Mar 26	May 29

If a student is ineligible, s/her must continue to practice with the team (attend band or chorus), but s/he may not dress for games, travel with the team, or sit on the bench during games.

If a student fails a class 4th quarter and is participating in baseball or softball, s/he will be ineligible from May 29 to June 17 and then will be eligible from June 18 to the end of the season. If Summer School is offered, the student would need to attend Summer School to become eligible.

2. ATTENDANCE, AM, TARDY, and MAKE UP WORK

- All students are expected to attend school on a daily basis. If a student is sick or has an appointment, the parent should call before 8:00am (382-2751 ext. 5) and report the student's absence
- School starts at 8:10AM and ends at 3:18PM.
- Before 8 AM, students should be in the gym, in the cafeteria, or outside -- not roaming the halls.
- Students are expected to be in their seats prior to the 8:10 bell ringing. Arriving after 8:10 is considered TARDY. On the 3rd tardy in a quarter, a referral is assigned.
- Homework may be requested after the second consecutive day the student is absent. Parents may request homework when they call in the morning.
- Generally, students will have 2 days per day absent to make up work.

3. ANTI-HARASSMENT / BULLYING / CYBERBULLYING (Policy 502.10)

Bullying, harassment, and cyberbullying are violations of the school district policies. **All students have a right to attend school without being bullied, put down, or made to feel inferior.**

Students who feel that they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to "STOP".
2. Inform a school employee of the situation.
3. Complete an anti-harassment/ bullying form.

4. BEFORE and AFTER SCHOOL GUIDELINES

Although we have students who arrive at school as early as 7:00 AM, students are not supervised until 7:30AM.

Students may be in the following areas before 8:00 AM:

- in the gym sitting down
- on the playground
- in the cafeteria
- in a room with teacher permission

The pod doors will not be opened until 8:05 AM. A staff member must grant permission before a student can go into the classroom area prior to 8:05 AM. Students are not to be roaming the halls/or sitting in the halls blocking doorways. If a student creates a problem, s/he will not be allowed in the building until 8:05 AM. Parents will be notified concerning this problem.

After school, students riding the bus should go directly to the bus lines. Students riding bikes home or walking should leave after school. Students participating in after school extra curricular activities should report to their assigned practice areas. Students working with teachers should be working with a teacher.

Students should not be in the building after 3:30PM unless they are supervised by a staff member.

5. CELL PHONES, TEXT MESSAGING, and ELECTRONICS

Even though many NMS students have cell phones, iPods and other electronic devices, there is no reason for a student to use them during the school day without a staff member's permission.

- Cell phones & media devices (iPod, games, etc.) should be turned off from 8:10 AM to 3:18 PM and left in a locked locker or checked into the office. These items could be used appropriately in the gym or cafeteria before school starts.
- Do not carry your cell phone/electronics with you during school hours.
- Cell phones, including text messaging and cell photos, are not allowed in the locker rooms.
- Text messaging should NOT occur at school.

- Improper use of electronics will lead to them being taken away and turned in to the office.
 - * 1st Offense - Cell phone/electronics returned to the student at the end of the day.
 - * 2nd Offense - Student will be assigned a referral and cell phone/electronics will be returned to the student at the end of day
 - * 3rd Offense - Cell phone/electronics will be kept in the office until a parent picks it up.
- Parents are encouraged to monitor and be aware of their student's use of these devices.

6. CHEATING / PLAGIARISM

- Students are expected to do their own work.
- Cheating by providing information to other students, looking at another student's schoolwork, copying other's work, copying from other sources including electronic and technological sources, or similar forms of cheating will not be tolerated.
- Discipline for cheating/plagiarism includes a failing grade for a specific assignment, loss of class credit, referral, and/or suspension.
- Plagiarism is considered to be a Code of Conduct violation.

7. DRESS and APPEARANCE

All students will be expected to dress in a clean and respectable manner. We will try to be respectful of your tastes as long as you do not abuse the privilege by drawing attention to yourself.

Clothing items that are vulgar, have obscene slogans on them, or are likely to cause a disruption to the efficient and orderly operation of the school will not be tolerated. Any student wearing inappropriate clothing may be asked to change, turn the clothing inside out, or entirely remove the clothing, if possible. If this is not possible or if a student refuses to change or reverse the article of clothing, the student's parent may be contacted and asked to come pick up the child from school for the remainder of the day. The principal or counselor may also take a student home to change clothes.

Our intent for these limits is for students to understand that school is a workplace, and what may be appropriate outside the workplace may not be appropriate at work.

Examples which will result in the student being asked to change include but are not limited to:

1. Extremes in attire and/or appearance will not be tolerated such as halter tops, low cut tops, excessively tight shirts, midriff shirts, short shorts, face paint, or non-permanent hair color.
2. Shirts should have one strap on each shoulder, cover the navel, and touch the top of the pants.
3. Undergarments should not be visible.
4. Suggestive clothing that exposes navels, cleavage, or other appendages should not be worn.
5. Clothing items that are controversial, have double meaning, or have obscene slogans on them will not be worn.
6. Clothing advertising alcohol, illegal drugs, and tobacco are not to be worn to school.
7. Caps/hats, headgear, chains, or bandanas will not be worn in the building. Headgear for religious purpose will be allowed.
8. A student may be asked to wear a belt if his/her pants are falling below the waistline.
9. Appropriate footwear is required at all times.

School sponsored events or special days might include any of the above dress items.

8. DRINKS, CANDY, and GUM

- Food and drinks are restricted to the cafeteria, unless permission has been given.
- Opened beverages should not be brought into the building or kept in lockers.
- Pop, energy drinks, or carbonated drinks are not allowed in the cafeteria during breakfast or lunch.
- Eating candy, gum, food, or drinking pop will not be allowed in the hallways or classrooms without teacher permission and may result in referral.
- Grade levels may have additional expectations.

9. FOOD in the CLASSROOM

Food distributed to students during the school day must be prepackaged, ie individually wrapped items or in a sealed package (box or bag). Safe and healthy snack ideas could include, but are not limited to: individually sealed cheese sticks, crackers, graham crackers, goldfish crackers, Ritz Bitz, Chex Mix, yogurt tubes, pretzels, animal crackers, fruit snacks, fresh fruit or vegetables.

10. HOMEWORK COMPLETION

Homework completion is an EXPECTATION at NMS! Refer to your grade level packet for specifics.

Bottom Line: Do your homework daily! Hand your homework in on time! If not, lose points. Just Do It!

11. INTERNET USE/ MISUSE (Policy 605.6, 605.6R1, 605.6E1)

The use of the Internet at school is a privilege and not a right. Student use is for educational purposes only. Students who inappropriately use the Internet, access inappropriate sites, or vandalize/ abuse technology will lose privileges, may be held responsible for replacing equipment, and may receive a Code of Conduct violation.

Basic No's for Student, School Internet Use:

- No personal email is allowed at school
- No downloading music from the Internet
- No posting to Facebook or MySpace or other social networking sites
- No accessing inappropriate sites

12. LATE START MONDAYS

Professional Development will be held on the second and fourth Mondays of most months from 7:30 to 9:30AM. School will start at 10:10AM on these Mondays. **Students are asked not to arrive at school before 9:30AM on these days. Breakfast will not be served on these Late Start Mondays.**

13. LOCKERS

- Students are provided with a lock and locker in the hallway and in the PE locker room.
- Use the lock and do not "jam" the locker or give your combination to others.
- Do NOT to keep valuable items (electronics, cell phones, cameras, money, etc.) in an unlocked locker. You are welcome to bring items to the office and checked in for safe-keeping.

14. PBIS MATRIX

Positive Behavior Intervention and Supports (PBIS) is based on Clear Expectations, Comprehensive Instruction, Consistency, Levels of Support, and Rewarding Positive Behaviors. The building-wide PBIS Expectations Matrix for Cafeteria, Classroom, Hallway, Bus, Playground, Assemblies, Restrooms, and AM/PM Behavior will be taught, practiced, and reinforced through specific lessons and reinforcements. See the appendix for the matrix. See next page for full matrix.

15. POWERSCHOOL

Parents may check grades, assignments and projects using PowerSchool. Parent Passwords and Instructions are given out in the fall to 5th grade parents and to all students/parents new to the school. Additional password handouts can be mailed on parent request.

16. REFERRAL

Students may have their Cub Card signed for not making good choices, not meeting classroom expectations, not meeting team or school expectations, tardies, or behavior. Referral will be held as restricted lunch periods; see grade level/ course handouts and the PBIS matrix for more details. Excessive referrals may lead to parent meetings or in-suspension. See next page for Referral Form.

ANNUAL IMPROVEMENT GOAL for 2011-2012

Annual improvement goals for the Nevada Community School District reflect continuous improvement. Student performance will meet or exceed the expectations set by the Iowa Department of Education in the areas of reading comprehension, math total, and science as measured by the Iowa Tests of Basic Skills (ITBS), Iowa Collaborative Assessment Modules (ICAM), and other district curriculum measures.

Nevada Middle School has set the following goals that impact students for 2011-2012

1. Increasing Academic Proficiency
2. Implementing Professional Development Initiative
3. Providing a Safe and Friendly School Environment
4. Rewarding Positive Behaviors

MIDDLE SCHOOL BELL TIMES

REGULAR SCHEDULE

In Bell	8:05	
Period 1	8:10	- 8:53
Period 2	8:56	- 9:39
Period 3	9:42	- 10:25
Period 4	10:28	- 11:11
Period 5	11:14	- 11:55/12:00
5/6/MA - 5th Period		6th Period Class
6th L	11:11-11:40	11:43-12:30
5th L	11:15-11:45	11:48-12:30
MA L	11:20-11:50	11:53-12:30
Period 6	11:55	- 12:30
8/7 L	11:55-12:30	
7/8 L	12:02-12:30	
Period 7	12:35	- 1:22
Period 8	1:25	- 2:08
Period 9	2:11	- 2:54
Homeroom	2:57	- 3:18

2 HOUR LATE START SCHEDULE

In Bell	10:05	
Period 1	10:10 – 10:40	
Period 2	10:43 – 11:13	
Period 5	11:16 – 11:52	Class for 8 th grade
	11:16 – 11:57	Class for 7 th grade
6th Lunch	11:13 – 11:40	Class 11:43 – 12:27
5th Lunch	11:18 – 11:45	Class 11:48 – 12:27
MA Lunch	11:23 – 11:50	Class 11:53 – 12:27
Period 6	11:55 – 12:24	Lunch for 8 th grade
	12:00 – 12:27	Lunch for 7 th grade
Period 3	12:30 – 1:00	
Period 4	1:03 – 1:33	
Period 7	1:36 – 2:06	
Period 8	2:09 – 2:42	
	Announcements	2:40
Period 9	2:45 – 3:18	

2:15 P.M. DISMISSAL SCHEDULE

In Bell	8:05	
Period 1	8:10	- 8:49
Period 2	8:52	- 9:31
Period 3	9:34	- 10:13
Period 4	10:16	- 10:55
Period 5	10:58	- 11:38
5/6/MA - 5th Period		6th Period Class
6th L	10:58-11:28	11:31-12:13
5th L	11:03-11:33	11:36-12:13
MA L	11:08-11:38	11:41-12:13
Period 6	11:38	- 12:13
	6A-11:38-12:13-8/7th Lunch	
	6B-11:43-12:13-7/8th Lunch	
Period 7	12:16	- 12:56
Period 8	12:59	- 1:34
Period 9	1:37	- 2:15

2:00 P.M. DISMISSAL SCHEDULE - PT CONF.

In Bell	8:05	
Period 1	8:10	- 8:49
Period 2	8:52	- 9:31
Period 3	9:34	- 10:13
Period 4	10:16	- 10:55
Period 5	10:58	- 11:38
5/6/MA - 5th Period		6th Period Class
6th L	10:58-11:28	11:31-12:13
5th L	11:03-11:33	11:36-12:13
MA L	11:08-11:38	11:41-12:13
Period 61	1:38	- 12:13
	6A-11:38-12:13-8/7th Lunch	
	6B-11:43-12:13-7/8th Lunch	
Period 7	12:16	- 12:51
Period 8	12:54	- 1:24
Period 9	1:27	- 2:00

Additional handbook topics are listed in alphabetical order.

ACCIDENT PROCEDURE

From time to time during the school day or during school-sponsored extra curricular activities, a student will have an injury requiring medical attention. The supervising adult will assess the situation and determine whether the student can travel safely with another person to the nurse's office or whether the nurse will need to travel to the student. The nurse will assess the situation and determine the following: the student returns back to class; the parent needs to be called; and/or if emergency services are required.

If an ambulance and/or the EMT's are called, the parent will be contacted immediately. If emergency services are warranted, Story County Medical Center will be used unless the EMT's or parent have stipulated otherwise. If emergency services are not warranted, the nurse may still contact the parent and recommend that the student sees a doctor.

ACTIVITY CONFLICTS

The Nevada School District provides a wide variety of activities from which the students may choose to participate. Because such a large number of students participate in such a wide variety of activities, we may have situations wherein a conflict occurs. It is the responsibility of the activity sponsors to try to resolve these conflicts as best as they can. It is our belief that these decisions concerning student participation should be made by the sponsor and not the student. The policies and guidelines that we have chosen to implement are as follows:

1. Participation in State competitions takes precedence over any other activities that are in conflict with that State competition.
2. If activities are added to a date where other activities have been scheduled, the original activity on the master calendar takes precedence. Qualifiers for this guideline are:
 - a. Rescheduled school district events by the athletic director due to bad weather. State competitions that are scheduled on top of master calendar dates, etc. have equal footing with the first activity on any particular date.
 - b. If a coach or activity sponsor wants to add an extra activity that has not been previously scheduled, the guideline is different. The original activity on the master calendar takes precedence.

ADMISSION CHARGED FOR EVENTS

NMS, as well as most other schools we play, charge admission to middle school athletic events. The NMS charge at home events is \$2.00 for adults and free to students. High School admission is \$3.00 for students and \$5.00 for adults. A student picture Athletic Pass may be purchased for \$40.00 which allows the student into high school sanctioned athletic events. Athletic passes may not be used for district or State sponsored events.

ANTI-BULLYING /HARASSMENT INVESTIGATION PROCEDURES (Policy 502.10R1)

Individuals who believe that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor or principal; and
 - Prepare a written report, keep a copy and give another copy of the report to a teacher, counselor or principal.

Anti-Bullying - COMPLAINT PROCEDURE

An individual who believes that the s/he has been harassed or bullied should notify the counselor or principal. The investigator may request that the student complete the Anti-Bullying/Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, pictures, or items produced by electronic transmission. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator or the principal has the authority to initiate an investigation in the absence of a written complaint.

Anti-Bullying - INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. The School Resource Officer may also be included in interviews when deemed necessary. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal.

Anti-Bullying - RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. Parents may be included in meetings or contacted over the phone. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

ATTENDANCE

In order to clarify the various types of absences the following definitions will be used:

- A. **Excused absences:** When a parent calls the school to report their child's absence. Excused absences include, but are not limited to, personal illness, family emergency, death in the family, recognized religious observances, medical and dental appointments, school activities, or family trip.
1. A student arriving at school after one hour after the school day has begun will be considered absent for one-half day.
 2. A student is considered absent for the full day if s/he does not arrive at school by 1:30 PM.
 3. A student is considered absent for one-half day if s/he leaves school prior to 1:00 PM.
 4. A student leaving school for an appointment for more than one hour during a one-half day period will be considered absent for one-half day. (There will be no charged absence for one hour or less).
 5. The students must arrive at school before noon to participate in an extra curricular activity that day.
 6. Excessive absences: When in the judgment of the principal, a student is absent an inordinate number of days, the principal may take the following actions:
 - a. Request a note from a doctor after an absence of three or more consecutive days.
 - b. Request a home visit by the principal, nurse, counselor, the School Resource Officer, and/or the police.
- B. **Unexcused absences:** A student will be marked "unexcused" if the parent does not report the child's absence.
- C. **Truancy:** No parent response to the school's attempt to contact or failure to attend school. (Policy 501.10) Truancy is the failure to attend school without a reasonable excuse. Truancy includes:
1. Absent for five or more days without an acceptable excuse (unexcused absences). These days will be cumulative through the school year and do not need to be consecutive.
 2. Chronically tardy in coming to school - being late to school ten or more times during one school year without an acceptable excuse.
- D. **Activity Participation:** Students who are not in school all day due to illness or unexcused absences cannot practice, participate, or attend in any after school or evening activity. In order to participate in practice or an event, a student must arrive at school no later than noon.

ATTENDANCE PROCEDURE (Policy 501.3R1)

Attendance Letter Sent at 5 days of absence

Mediation Request sent to County Attorney at 8 days of absence

Excessive tardies may result in an attendance plan, a family meeting, mediation, or school resource involvement.

TARDIES

Tardies – Late to School: Students arriving late (after 8:10 to 9:10) will be considered tardy and need to check in the office and get a pass to class. On a student's third late to school in a quarter, a referral will be assigned. Referral will be served during restricted lunch or after school.

Tardies – To Class (Periods 1-9 and Homeroom): The grade level team will determine and post the definition of "tardy to class". Grade levels teams will also determine and communicate the consequences for "tardy to class". Refer to Grade Level Expectation for specific grade-level procedures.

ALTERNATIVE CLASSES

A source of remediation for students in 7th and 8th grade failing a subject(s) may be assigned to an alternative class whether that be a tutoring class or repeating a required class. Parents will be notified on these changes. When possible, 5th, 6th, and multiage students will be assigned to smaller study halls, often with ISU tutors.

Students performing below the 50th percentile on ITBS Reading Comprehension will be assigned to a Reading Exploratory Class for one rotation.

BEVERAGES and BEVERAGE MACHINES

The water/ juice machine is available in the cafeteria for students throughout the day. To meet the Healthy Kids' Act, no carbonated beverages or energy drinks will be sold during the school day and should not be left opened in lockers. It is important that empty bottles/cans are disposed of properly.

Students are asked not to bring beverages into the school.

BIKES/ MOPEDS/ SKATEBOARDS/ SCOOTERS

Mopeds/bikes, roller blades, scooters, skateboards, and bikes are all great ways to get to school. However, once a student arrives at school, the student is not expected to be using the skateboard, scooter, roller blades, bike and/or moped. These devices should not be taken on and off the school grounds while waiting for school to start.

Mopeds are to be parked in the east parking lot. Bicycles are to be parked in the bicycle racks north of the middle school. Roller blades may be stored in the locker. Scooters and skateboards may be stored in the office or in the teacher's room.

Skateboarding is not allowed on school property from 7:00 AM to 4:00 PM. Students need to be respectful of school property, personnel, other people, and drivers.

BOOK BAGS, BACK PACKS

See your grade level expectation sheet for specific grade level requirements.

BUSES and BUS PASSES

The school operates buses for people who live in certain areas of the city of Nevada and outside of town. The school bus is an extension of the classroom and students are requested to behave on the bus as they do in the classroom. The bus driver has a very serious responsibility, and we are in a position to support him/her in order that he or she may transport students with a minimum of risk to them. If a student's behavior on the bus is so disturbing that the driver cannot give full attention to his/her driving, we will take steps to correct the situation. If necessary, we will inform the student that he/she must find other means of transportation. Students should be aware that some buses do utilize cameras and these tapes may be used to discipline students.

Due to the number of students riding the buses, bus passes to ride a different bus are very limited. A parent must call the bus barn (382-4067) to request a bus pass or send a written note to the middle school office.

Basic Bus Rules include:

1. Follow the driver's directions at all times.
2. Be courteous and respectful at all times to the driver and other riders.
3. Sit in your assigned seat, facing forward with your feet on the floor.
4. Remain seated while the bus is moving.
5. No food or drinks should be eaten on the bus without the driver's permission.
6. Talk in a normal tone and volume.
7. No items should ever be thrown from the bus.
8. Do not extend any part of your body or any items through an open window.
9. Do not litter on the bus or at bus stops.
10. Bus aisles need to remain clear at all times.
11. Use of illegal items (weapons, tobacco, alcohol, etc.) will not be tolerated and Code of Conduct and/or involvement of the SRO or Nevada Police Department may be involved.

CELL PHONES and TEXTING

Cell phones should be turned off (and not just left on "vibrate") from 8:10AM to 3:18PM and left in a locked locker or checked in at the office. Do not carry your cell phone with you. Cell phones, including text messaging and cell photos, should **not** be used at school during listed times. **Text messaging is NOT to occur at school.**

All cell phones, camera and other recording devices are strictly prohibited at any time in locker rooms or restrooms. Any prohibited device found in locker rooms or restrooms will be confiscated and a parent will need to pick it up.

The first violations of the cell phone guidelines will result in a warning and a meeting with Mrs. Schmidt. The cell phone will be returned to the student at the end of the day. A second violation in the school year will result in a referral. If a third violation results, the cell phone will be kept in the office until a parent picks it up, and the student will not be allowed to bring the phone back to school.

Cell phones, text messaging, Instant Messaging, and blogs often cause problems for students including cyberbullying. Parents are encouraged to monitor and be aware of their student's use of these communication devices.

CHEATING / PLAGIARISM

Students are expected to do their own work. Cheating by providing information to other students, looking at another student's schoolwork, copying other's work, copying from other sources including electronic and technological sources, or similar forms of cheating is not tolerated.

Cheating incidents will be investigated. Discipline may include a failing grade for a specific assignment, loss of class credit, and/or suspension. Plagiarism is considered to be a Code of Conduct violation.

CODE OF CONDUCT (Policy 503.4)

All middle school events will follow the standards as set up by the school board, the administration, and the athletic director. Participating in activities in the Nevada Middle School is a privilege that is extended to all students, and this privilege may also be taken away. Participants will be required to be in good standing as far as the regular school day is concerned. It will be assumed that all members of each team will be a good representative of their school at all times. Students must be in attendance for afternoon classes in order to participate in an after school or evening activity.

The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules as well as for violation of school district policies, rules, or regulations. All students participating in an extra curricular activity will be asked to sign the Code of Conduct guidelines.

COMMUNICATION TOOLS

- **DAILY BULLETIN** An abbreviated Daily Bulletin may be found on the website, PowerSchool, and on the phone system. The website bulletin also includes driving directions to our away athletic events.
- **EMAIL** Provide teachers with an email address for homework updates, reminders, and grade checks.
- **POWERSCHOOL** - Parents may check grades, assignments and projects using PowerSchool.
- **WEBSITE** www.nevada.k12.ia.us
Check the webpage for homework assignments, upcoming tests, and project deadlines. The web site also has a number of help links.

CURRICULUM INSTRUCTION

The basic instruction program of the Nevada School District shall include the courses required for each grade level by the School Board. The instructional approach will be nonsexist and multicultural and include the components of the Core Curriculum. Signed into law in 2008, the Iowa Core adds detail to the state's standards by specifically identifying essential skills and concepts for kindergarten through 12th grade students in literacy, mathematics, science, social studies, and 21st century skills. The Iowa Core was originally called a curriculum, but is not a set of courses or specific classroom materials like a traditional curriculum. It identifies the skills Iowa students must have and the concepts they must know in the areas listed above. In addition, it provides guidance and support for teaching and learning in Iowa classrooms. All Iowa school districts and accredited nonpublic schools are required to implement the Iowa Core by 2014-2015.

DENTAL SCREENING

House File 906 requires Iowa's kindergarten, ninth grade, and high school transfer students to receive dental screenings. High school student dental screenings must be completed by a dentist or a dental hygienist and the dental form must be returned to Nevada High School.

ELECTRONIC DEVICES or "KID STUFF"

Items that distract or disturb others should not be brought to school. Water guns, rubber bands, firecrackers, laser pens, or pagers are not allowed at school without special permission. The first time a nuisance item is confiscated, student may retrieve the item after school in the office. The second time an item is confiscated, it will not be returned to the student; parents may pick up items in the office.

Electronic items such as iPods, CD players, walkman, game boys, etc. may be used before school (until 8:00AM) in the gym, cafeteria, or outside or after school. Cell phones are for after school or after practice needs. All electronic items should be kept in locked lockers during the school day or checked into the office.

Please keep in mind these items are the responsibility of the student and should be kept in a locked locker during the school day. The school is not responsible for the ongoing safekeeping of a student's electronic devices unless they are checked into the office for safe-keeping.

EMERGENCY DRILLS (Policy - 804 Series)

Periodically, the school holds fire, tornado, and evacuation drills that are required by law. Teachers will notify students of the procedure to follow in the event of a drill and be posted in each room. The drills are a serious matter and should never be taken lightly. **DO NOT RUN.** As it is necessary to listen and follow directions, it will be necessary that students remain quiet as they proceed to their destinations.

A student who pulls the fire alarm or calls in a false alarm, in addition to being disciplined under the school district's policies, rules, and regulations may be reported to law enforcement officials.

EVACUATION PROCEDURES (Policy - 804 Series)

In the event that the school receives a threat, students will be evacuated to a safe location in the community. To ensure the safety of all staff members, everyone will leave the building. Therefore, we will be unable to call parents to notify them of the evacuations. If parents arrive at an evacuation site, an invitation will be extended to the parent to join his/her child, but students will not be released from the evacuation site until the superintendent or his designee gives the "all clear."

We will have fire and tornado drills throughout the year and at least one evacuation. Although these are practice situations, students need to follow adult directions and proceed to the proper location quickly, calmly, and quietly.

EVACUATION PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS (Policy - 804 Series)

Students who have special needs will have individual evacuation procedures designed for them. Teachers who work with each student will be notified of the individualized evacuation plan(s). A copy of the individualized evacuation plan will be kept on file in the student's cumulative record and by the homeroom teacher. Parents are to notify the school of special considerations for their child in regard to emergency evacuation.

EXTRA CURRICULAR ACTIVITIES

All students participating in any of these activities must have a current physical and signed Code of Conduct on file before they can practice and participate. In addition, a variety of clubs activities may be offered year to year.

Activities include 7th & 8th grade

- boys' and girls' basketball, football, cross country, wrestling, track, cheerleading
- girls' volleyball, softball
- boys' baseball
- Jazz Band, Choir, Swing Choir
- 5th through 8th grade Band, Musicals
- Student Council, K Kids, Builders Club, Yearbook

FAMILY NIGHT

Nevada Community School officials will not schedule a school event on Wednesday evening, which is kept open for family functions. Students will conclude school activities and must be out of the building by 6:00 PM. This policy starts on the first day of school and ends after Memorial Day. Teachers are asked to give students ample notice prior to a Thursday test or project being due.

FEES

Student Fees: Student fees are approved by the Board of Education and are part of the registration process. The district's fee waiver also applies to student fees. Contact the Superintendent's Office (382-2836) for information on Free and Reduced Lunch and/or Fee waiver application information.

Athletic Uniform Fees: Sports uniforms are for 7th & 8th grade athletes and may be picked up at the MS office. Uniforms may be purchased or "rented." Uniforms purchase price is \$30. A \$30 deposit is required to "rent" a uniform. When the uniform is returned at the end of the year, the \$30 deposit will be mailed to parents.

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals for the school district. Prior to attending a field trip, parents will be notified about the event. Parents will need to notify the teacher if they don't want their child attending. A permission slip may be requested in some cases and any required fees must accompany the permission form. A

general field trip permission form is signed by the parent at the beginning of fifth grade and returned to the student's homeroom teacher.

Students are responsible for getting assignments when they are absent from class for any reason. For special field trips or student activities such as Science Fair or History Day, work should be completed prior to going unless other arrangements have been made with classroom teacher(s).

FIGHTING

Fighting is never permitted at the Nevada Middle School. Any student caught in the act of fighting, instigating a fight, creating ill feelings between students or engaged in rough and unnecessary horseplay may receive a suspension, referral, and/or parental conference.

GRADING and REPORTING to PARENTS

Report cards are given out every nine weeks. Letter grades will be given to keep parents informed of their child's progress. Mid-term reports will be mailed home approximately the fifth week of each quarter. Many teachers send home grade updates every three weeks; contact your teacher(s) for more information. All incomplete grades must be made up one week after the reporting period has ended unless provisions have been made with the principal.

Semester grades will be determined by averaging the letter grade from each of the two quarters; see Grade Level Expectation handout for more information. Please use PowerSchool to review academic progress.

GRADING SCALE and GPA SCALE

GRADING SCALE		GPA SCALE
A	100 - 93%	4.00
A-	92 - 90%	3.67
B+	89 - 87%	3.33
B	86 - 83%	3.00
B-	82 - 80%	2.67
C+	79 - 77%	2.33
C	76 - 73%	2.00
C-	72 - 70%	1.67
D+	69 - 67%	1.33
D	66 - 63%	1.00
D-	62 - 60%	0.67
F	59% and Below	0.00

HALL PASSES

Students leaving class during class time should have a signed pass, an initialed pass in his/her assignment book, or be carrying a classroom locker/ restroom pass.

HEALTHY KIDS ACT

Healthy Kids Act Senate File 2425 requires school districts to ensure that physically able students in grades K-12 engage in physical activity. For students in grades 5-8, the requirement is 120 minutes per week, in which there are at least five school days. At the middle school level, physical activity may be met through physical education class and "recess" time. At the middle school, "recess" is considered the last ten to fifteen minutes of the lunch period.

HOMEROOMS

Grade level teams will determine activities during this time period. Homeroom will be used for class meetings, homework help, character lessons, assemblies, and other special events.

INCENTIVES

Each grade level team uses a PBIS or ROAR tickets and incentives. Incentives include homerooms, grade level, and building incentives. Team programs will be described at the beginning of the year and reviewed at least quarterly.

INSUBORDINATION

Insubordination is defined as “refusing to obey.” If a student chooses not to comply with an adult’s request, this could be considered insubordination. Insubordination includes belligerent and/or blatant disrespect to adults. Students who are insubordinate may receive marks, referral, or suspension. On-going insubordination will result in student/ parent meeting.

INSURANCE

Parents who would like more information about purchasing school health and accident insurance should contact the school nurse at 382-2804. The district encourages all students participating in inter-scholastic athletics to have some type of insurance.

INTERNET USE (Policy 605.6, 605.6R1, 605.6E1)

The use of the Internet must be in support of education and research and consistent with the District educational objectives. The use of the network and equipment is a privilege and may be taken away for violation of Board policy or regulations. As a user of the Internet, students may not engage in online gaming, download music, software or games, use online radio or video services, engage in instant messaging or chat rooms, etc. Students will not intentionally access or download any text file or picture or engage in any conference that includes material that is obscene, libelous, indecent, vulgar, profane or lewd. The full Board Regulation may be found at the end of the handbook or on the district website.

LEAVING SCHOOL DURING SCHOOL HOURS

If it should become necessary for a student to leave school during the school day, the student must secure permission to leave. Regardless of the reason for leaving, it is imperative that the office has a record of the student having left. **PLEASE DO NOT LEAVE DURING SCHOOL HOURS WITHOUT CHECKING OUT IN THE OFFICE!** If a student becomes ill or has an accident, the nurse will notify the office.

If a student needs to be excused, parents need to call the office or send a note asking that the student be excused. The student needs to get a pass from the office.

LOCKERS and LOCKS

Lockers are for the student’s convenience and are the property of the school. Please keep them as clean as possible. We will have scheduled locker clean-outs throughout the year.

Lockers will have locks on them this year, and we expect students to appropriately use the locks and lockers. Do not use your own lock. If you are keeping valuable items such as electronics, cell phone, calculator, etc. in your locker, your locker should be locked.

Lockers will be randomly inspected to insure that they are being maintained and used appropriately. Students may be invited to be present during random locker inspections. If a student is not present during the inspection, at least two adults will be present during the inspection.

Do not slam or deface locker doors. It should not be necessary to go to lockers between each class. Students should not share lockers.

Students may not put up posters in their lockers that would be objectionable to a reasonable person of either sex. Examples of unacceptable posters or pictures could include: posters that picture men or women with little or no clothing; drug, alcohol, tobacco posters. Teachers have the authority to confiscate the inappropriate poster and turn it into the principal’s office. Students may appeal their poster being confiscated through the principal; decisions of the principal shall be final.

LOST and FOUND

Numerous items are "lost, misplaced, dropped, or left" and never retrieved. Clothing items will be displayed on the main hall tables/ bulletin board or in the cafeteria. After three weeks, items not claimed will be donated. Found items should be brought to the office.

MEALS – BREAKFAST and LUNCH

Breakfast is available for all middle school students from 7:30 to 8:00 AM. Breakfast is not available if we have a late start due to weather or on late start Mondays.

The success of our lunch period depends upon a number of things:

1. An accurate count each day as to the number of people eating hot lunch. We need all students to accurately indicate their lunch preferences first period as well as when they are in the lunch line. This includes indicating if s/he wants an “extra main” or alternate.
2. NMS uses a computerized program for keeping track of number of lunches purchased.
3. Students are responsible for their own lunch card.

Students are responsible for their own lunch cards. Please keep in mind:

- Students should bring their money to the office before school and complete a deposit form.
- Students with a low or negative balance will have calls to parents and/or email reminders.
- A negative lunch balance and/or no lunch card will result in the student signing the book and sitting in the “no ticket line”. These students eat last.
- If a student has a negative lunch balance of \$5.00 or more, the student will only be allowed milk and something to eat. No students go without lunch, expect by choice.
- If card is lost or destroyed, a replace card may be purchased for \$3.00.

Lunchroom Guidelines:

- Walk to cafeteria, calmly and quietly.
- No budging, cutting, or saving places.
- Behave in an orderly manner.
- Use your own lunch card. Borrowing from a friend’s lunch account will not be allowed.
- All students should be sitting down to eat.
- Everyone is expected to clean up the immediate area where s/he is sitting and return your tray.
- All food should be eaten and finished in the cafeteria.
- Juices, Gatorade, and water are available for students to purchase as long as students follow the procedures posted. All items should be eaten in the cafeteria or the student needs permission to take unopened items to their locker.
- Ice cream is available for purchase on Fridays at a cost of 50¢.
- Students go outside after lunch or to the gym when weather deems it necessary.

Prices:

	<u>Regular</u>	<u>Reduced</u>	<u>Adult</u>
Breakfast	\$1.20	\$0.30	\$1.45
Lunch	\$2.20	\$0.40	\$2.80
Extra Milk	\$0.30		
Extra Main	\$1.25		

MEDIA CENTER

Books from the media center may be checked out and taken home, but they should be returned on time. If a book is lost, the student will be charged replacement cost. Rules for use of reading matter and audio-visual materials are available in the media center. Additional resources are located on the media website.

MIXER RULES – 7th and 8th Grade

1. An admission will be charged.
2. Mixer time is from 7:00 to 9:00 PM Please inform your ride home on the 9:00 pick up time.
3. Entrance to the party will be through the 7/8 grade doors on the west side of the middle school building.
4. Only Nevada 7th and 8th grade students may attend mixers.
5. Once the student is at the mixer, s/he is here. If the student leaves without permission from parents, teachers, or principal, s/he is out for the evening, and parents will be contacted.
6. Overdue library books, fees, lunch charges or referrals must take care of before the mixer.
7. Hallway tables by the media center will be used for a coat center.
8. Doors will close at 7:30 PM unless the student has special permission to arrive late.
9. Cell phones should be left at home and not used during the mixer.
10. Teachers and parents chaperone the mixers.

NOON HOUR

The only people allowed to leave the school during the noon hour are those students who live within a short walking distance of school and go directly home to eat. Permission will be granted only when a note signed by the parent is brought to the principal's office stating the parent gives permission for the student to eat lunch at home. These students need to sign out and in at the office each day.

NURSES, HEALTH SERVICES, and MEDICATION

Students seeking medical attention need a pass before going to the nurse except during the lunch hour. The service of the nurse is for the student's health, **PLEASE DO NOT ABUSE THIS SERVICE**. The nurse will send a student home if s/he becomes ill at school with parent permission or with parent's designated emergency contact's permission.

HEALTH SERVICE responsibilities for grades five through twelve is managed by one nurse shared between the middle school and high school. Not only is the focus on physical care for the students, but also on health promotion and health education. The complete school health program includes elements of health service, health education, and a healthy school environment to help meet the educational and health needs of the student population.

Some of the health services for students and staff include: screening programs, illness care, emergency care and first aid, health counseling, and communicable disease control. The school nurse will administer screening programs including vision, blood pressure, height and weight measurements, and pediculosis. The AEA audiologist may administer the hearing screening. Screenings are used to identify students with problems that might interfere with the learning process.

Another area of school health deals with health education. The school nurse is often a classroom presenter or serves as a resource for the classroom teacher. Programs are provided on subjects such as sex education, sexually transmitted diseases, communicable and chronic diseases, hand washing, dental health, growth and development and CPR.

MEDICATION

Students may need to take prescription or non-prescription medication during school hours. The school must have permission from parents/guardian and physician to take the prescription medication. Further, the medicine needs to be sent with the regular label from the pharmacist, plus the name and strength of the medicine. The request for non-prescription medication must also be signed by the parents/guardian. School personnel must administer all medication. The forms for administering medication can be picked up at the school nurse's office or your doctor's office. All medications should be taken to the office or nurse's office immediately in the morning. Students with asthma or other airway constricting diseases may self-administer their medication upon approval of parents, prescribing physician, and school nurse.

NCRC - NEVADA COMMUNITY RESOURCE CENTER

The Nevada Community Resource Center (NCRC) offers before and after school programs for students in grades EK – 6. Students attending NCRC may ride the Shuttle Bus from the middle school to the resource center. Contact the NCRC (382-1600) for schedule and activities available.

PERMISSION FORM

Middle school students and parents are asked to sign a permission form once during their student's middle school career. This form covers release of email addresses, publication permission, photograph use, field trip participation, and internet use agreement. Parents may limit any or all of these by submitting a written request at the principal's office. Staff are asked to check the permission list before releasing information.

PHYSICAL EDUCATION EXCUSES

Anyone to be excused from PE for more than one day must bring a written excuse from a doctor to the office and copies will be made and filed. A parent may write an excuse from PE for only one day due to illness or injury.

REFERRAL and RESTRICTED LUNCH

- Referral will be held Monday through Friday during lunch and recess in the form of a Restricted Lunch. See grade level expectations for details.

- Restricted Lunch will be served with a teacher. Two restricted lunches will be assigned for every referral. During restricted lunch, students will bring their lunches to the referral room along with work to complete. No talking will take place during restricted lunch. Lunch may also be a school sack lunch rather than the regular school lunch.
- Staff will contact a parent via phone call or email when a referral is assigned.

REMOVAL FROM CLASS

Students sent to the office for improper classroom behaviors will serve two referrals and may be assigned to restricted lunch. The teacher removing the student will contact parent and write the referral about the reason for removal within 24 hours to document the event.

SCHOOL CANCELLATION / WEATHER EARLY DISMISSAL

All school closings, delays, and early dismissals due to weather will be broadcast on the following:

TV	Channels 5, 8, 13
Radio	Channels 1040, 1430
School	website, phone message system, email School Alert

SCHOOL PERMIT – STUDENT DRIVING PERMIT

Middle school students who are 14 years of age, who have successfully completed an approved Driver’s Education Program and who meet the distance requirement could be eligible for a School Permit. However, unless extraordinary circumstances exist, the Superintendent will not approve a request for a School Permit until after the student has successfully completed the eighth grade.

SCHOOL RESOURCE OFFICER

The Nevada School District in cooperation with the Nevada Police Department has an officer working in the schools. SRO Synder’s roles are that of a liaison between law enforcement and the school, to assist in a variety of educational prevention topics, and to help with investigations. Officer Synder will work closely with the Mrs. Schmidt, Mr. Oleson, Mrs. Gindt, and Mrs. Heeren.

SEARCH AND SEIZURE (Policy 502.8)

The Board of Directors holds all school property in public trust. Without a search warrant, school authorities may search a student, student lockers, desks, or work areas or under the circumstances as outlined in the Appendix B to maintain order and discipline in the schools, to promote the educational environment, and/or to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials that cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

SNOWBALLS

Students are reminded that snow should remain on the ground and not thrown or kicked at others. Doing so may result in a referral.

SPECIAL EDUCATION

The Nevada Middle School special education program was developed according to Iowa Code 41.408(2)c and includes the following services: consulting teacher, co-teaching, collaboration, direct services, and special classes. The special teacher's caseload will be determined annually using the caseload worksheet. The district's special education coordinator is Mr. Walker. To review the District Special Education Delivery System Plan, contact superintendent's office.

STUDENT CONDUCT (Policy-503 Series)

An important part of the educational process is helping young people become aware of their rights and responsibilities that accompany those rights. The school has the duty to create an atmosphere in which self-discipline is approached both positively and productively.

Parents must be the first to foster self-discipline within the child at home; the school provides an environment in which this training can be developed further, enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others.

Inappropriate student conduct that causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on the school premises will be addressed.

Students should recognize that each of us must adhere to some minimum standards of conduct so as not to interfere with the rights and property of others. We expect students and employees to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others.

Public displays of affection not appropriate for the age level of the student are not acceptable. Consequences will be administered. Examples of public displays of affections (PDA) could include holding hands, touching, kissing, or other displays of affection that would be disruptive to the educational environment.

STUDY HALL

Study Hall is a class-like period. All students are expected to bring materials to complete independently and/or an AR book. General guidelines include:

- Be in your seat when the bell rings.
- Sign in and out with the supervisor using your assignment book or study hall log.
- Passes will be minimal - "Be There and Be Ready"! Think ahead and "Be Prepared"!
- One person out of study hall at time.
- Small group, quiet study teams may be allowed.

SUMMER SCHOOL

Due to budget cuts and restrictions, NMS has not offered a Summer School Program. Students who fail a class for the semester may be assigned to an alternative class or a specific exploratory class.

TAG : TALENTED AND GIFTED PROGRAM

The middle school offers a 5-8 Talented And Gifted Program (TAG). Students are identified through a matrix that consists of numerous tests and recommendations. Mrs. Beauchene is the TAG and Enrichment teacher at the middle school. Each TAG student has a Personal Education Plan (PEP). Numerous activities such as Math Counts, Battle of the Books, Invention Convention, and Lego Lab are available to TAG students and others as enrichment opportunities. For more information on the TAG Program, please contact Mrs. Beauchene.

TELEPHONE - STUDENT

The student telephone is available for school-related business before or after school or during lunch. The phone is being provided as a convenience for parents and students. Most calls should take only one to two minutes. This telephone is not for social calls. Students could also ask their homeroom teacher to use a classroom phone.

TELEPHONE MESSAGES AND ITEMS

Non-emergency telephone messages will be delivered to students at the end of the day. Items brought to the office by parents will be delivered to students as needed. Students expecting items may check in the office between classes or during lunch.

TEXTBOOKS

Use textbooks with care; keep them free from pencil and ink marks other than those prescribed by the faculty and free from other unnecessary defacement. Remember that a student is responsible for any damage to books or other school equipment issued to the student and must pay for all damages. The cost of any damage will be determined by the principal or by the teachers. A book cover may be required. Book covers are available in the office.

THEFT

If a student takes an item that does not belong to him/her, it could be considered theft. Thefts will be reported to the police to cover legal matters and suspension could also be assigned at school.

TOBACCO, ALCOHOLIC BEVERAGE, DRUGS (Policy 502.7)

The use or possession of tobacco, and the use, possession or distribution or being under the influence of alcohol, other controlled substances or "look-a-like" substances by students on school property or at school sponsored events or activities is strictly forbidden. Violation of this rule will result in disciplinary action, which may include detention,

suspension, Code of Conduct, and/or a recommendation for expulsion. Such violation may also be reported to law enforcement.

TOBACCO: Possession of or use of tobacco is not permitted on the school premises. Offenders will be dealt with according to School Board Policy. Consequences could involve suspension, parental conference, Code of Conduct, and/or notification of law enforcement.

ALCOHOL: Being under the influence or possession of any type of alcoholic beverage on the school premises or at a school sponsored function will be dealt with according to School Board Policy. Consequences could involve suspension, parental conference, and/or notification of law enforcement.

DRUGS: The use of drugs, pep pills, etc. is prohibited. The student will be suspended and dealt with according to School Board Policy. Parents and proper authorities will be notified. This includes the sharing of prescription medication between students.

VANDALISM

Destruction or misuse of school property is unacceptable. The student(s) may be held responsible for paying for damages, including labor to replace or repair the damaged property. Vandalism may result in suspension, a Code of Conduct, and/or involvement of law enforcement.

VISITORS, GUESTS, AND RELATIVES SIGNING IN

All visitors to the middle school should register in the office and wear a "Visitor's Badge". We are a friendly school and we welcome parents or guardians. However, former students, relatives, friends, etc. will not be allowed to visit classes in the Nevada Middle School unless the principal has granted permission. We encourage parents to join us for lunch.

WEAPONS (Policy 502.6)

Possession of weapons, dangerous objects, or "look-a-likes" in the school building or on the premises is prohibited. All weapons will be confiscated. If a school official feels an item not ordinarily deemed a weapon is being used by a student in a way threatening bodily harm to another, it shall be termed a weapon and confiscated. Disciplinary action may include a Character Infraction, suspension, Code of Conduct, and/or expulsion in accordance with Board Policy. Law enforcement officials may be contacted regarding the use or possession of a weapon.

A student may get permission from the building principal to display a weapon, dangerous object or look-a-like for educational purposes. Any item approved will be kept in the office except when the item is being displayed in class.

DISTRICT POLICIES @ www.nevada.k12.ia.us/business/board/boardpolicy

Nevada Community School District Board policies referred to in the handbook may be found in full on the district's website. If you would like to review a paper copy of a policy, you may request one from the Superintendent's Office or the School Board Policy Book is available at the Nevada Public Library.

ACADEMIC ELIGIBILITY (MS)	Policy 503.7
ANTI-BULLYING / HARASSMENT POLICY	Policy 502.10
APPROPRIATE USE OF TECHNOLOGY and INTERNET	Policy 605.6
ASBESTOS	Policy 804.4
CHILD ABUSE POLICY	Policy 402.2
CORPORAL PUNISHMENT	Policy 503.5
EXTRA-CURRICULAR CODE of CONDUCT	Policy 503.4
HOMELESS STATEMENT	Policy 502.16
INTERNET and TECHNOLOGY APPROPRIATE USE	Policy 605.6R1
NONDISCRIMINATION GRIEVANCE PROCEDURE	Policies 102.2, 102, & 102.1
OPEN ENROLLMENT	Policy 501.14
PARENT/STUDENT GRIEVANCE PROCEDURE	Policy - 600 Series
POSTING OF INFORMATION or SIGNS and DISTRIBUTION of MATERIALS	Policy 903.5
SECTION 504 OF THE REHABILITATION ACT OF 1973	Policy 102.E4
STUDENT RECORDS, DIRECTORY INFORMATION, and FERPA	Policy 506.2
TOBACCO FREE ENVIRONMENT	Policy 905.2

ASBESTOS (Policy 804.4)

Pursuant to the requirement of the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Asbestos Management Plan for each school building is available for review in each respective facility. A complete set of Management Plans is available for review in the District Administrative Office and on the website.

CHILD ABUSE POLICY (Policy 402.2)

School district personnel are encouraged and the law requires certified employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The building principal (Chris Schmidt-382-2751) and/or superintendent (James Walker-382-2783) shall be the designated investigator(s) for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the school nurses (Lesia Davis, Eileen Patterson) who shall be the alternate designated investigator(s) for such complaints.

If the designated investigator determines the complaint is founded, the designated investigator shall contact and turn over the complaint to local law enforcement authorities, who shall be considered level-two investigators.

CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION (CHAPTER 103)

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

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact Superintendent Walker. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

HOMELESS STATEMENT (Policy 502.16)

Students between the ages of 5 and 21 and who lack a fixed, regular or adequate nighttime residence; live on the street, in a car, tent or abandoned building or some other form of shelter not designated for living; live in community shelter facility; live with non-nuclear family members or with friends are considered "homeless" by the district's policy and qualify for additional assistance. Services include: immunization, free school breakfast and lunch, payment of school fees, support services to help students be successful, transportation to and from school.

Contact Superintendent Walker or Mrs. Port at 382-2783 for more information on services available.

INTERNET and TECHNOLOGY APPROPRIATE USE (Policy 605.6R1)

The use of the Internet must be in support of education and research and consistent with the District educational objectives. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. Access to, or transmission of, any material in violation of District policy, rules, regulations, or local, state, or federal laws and regulations are prohibited. Use for commercial activities, product advertisement, or political lobbying is prohibited.

The use of the network is a privilege and may be taken away for violation of Board policy or regulations. As a user of the Internet, students may not engage in online gaming, download music, software or games, use online radio or video

services, engage in instant messaging or chat rooms, etc. These activities unnecessarily tax the network bandwidth and our computer hard drive space. Students will not intentionally access or download any text file or picture or engage in any conference that includes material that is obscene, libelous, indecent, vulgar, profane or lewd. If an employee or student gains access to a service that has a cost involved, the individual making that access will be held responsible for the costs.

All electronic mail (e-mail) will be handled through staff accounts. E-mail is not guaranteed to be private. The Technology Coordinator will have access to all mail. Messages relating to or in support of illegal activities, including but not limited to threats, harassment and fraud, may be reported to the authorities. E-mail cannot be used for political purposes, religious purposes, private purposes, or for commercial offerings of products or services for sale, or to solicit products or services.

Security on any computer system is a high priority, especially when the system involves many users. Employees and students may not use an individual's account without permission from that individual. Attempts to logon to the Internet or network as a system operator will result in permanent cancellation of user privileges. Any user identified as a security risk may be denied access to the district's computer resources.

Vandalism is a serious breach of the privilege of Internet and network use, and may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data. This includes, but is not limited to, the uploading or creation of computer viruses or breaching security measures. Students and employees will be responsible for replacing any damaged equipment.

Use of the Internet is a privilege, not a right. Failure to abide by local, federal, and state laws and regulations, or by District policy and administrative regulations governing use of these resources may result in the suspension and/or revocation of system access for a period of up to one year. Additionally, any student violation may result in discipline up to and including expulsion. Employee violations may also result in discipline up to and including dismissal.

Students may request reinstatement of privileges within 7 days of suspension or termination. This request must be in writing and delivered to the building principal. The request will be reviewed by that principal and the Technology Coordinator who will reply to the request within seven days of receipt. All privileges will be suspended during the appeal process.

If the decision does not meet with the student's satisfaction, the student may appeal the decision, in writing, to the superintendent. The superintendent will reply to the request within seven days. If the decision of the Superintendent does not meet with the student's satisfaction, the student may appeal, in writing, to the Board. The Board will discuss the request at their next scheduled meeting and reply to the student.

NONDISCRIMINATION GRIEVANCE PROCEDURE (Policies 102.2, 102, & 102.1)

It is the policy of the Nevada Community Schools to afford equal opportunity and not discriminate on the basis of race, religion, gender, age, sexual orientation, national origin, veteran status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

This equal opportunity for participation by all persons includes but is not limited to employment, career advancement, educational programs, activities and experience.

It shall also be the policy of this district that the curriculum content and instructional materials used will reflect the cultural and racial diversity present in the United States and in this community. The objectives of a multicultural nonsexist curriculum and teaching strategy is to reduce stereotyping and eliminate inequality based on race, religion, gender, age, national origin, sexual orientation, veteran status, or disability.

Any student, parent of a student, or employee of the Nevada Community School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI, Title IX, or Section 504. Inquiries of concerns regarding the grievance procedure may be directed to James S. Walker or Nancy Port (382-2783), 1035 15th Street, Nevada, Iowa 50201, or to the director of Civil Rights Commission, Des Moines, Iowa, and/or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

OPEN ENROLLMENT (Policy 501.14)

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

1. September 1, 2011 - Last date for Open Enrollment requests for students entering Kindergarten in the fall of 2012.
2. March 1, 2012 - Last date for regular Open Enrollment requests for the 2012-2013 school year.

Parents/guardians of Open Enrollment students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents/guardians should be aware that the Open Enrollment may result in the loss of athletic eligibility. For further details, contact the Superintendent's Office at 382-2783.

PARENT/STUDENT GRIEVANCE PROCEDURE (Policy - 600 Series)

One of the goals of the middle school staff is to provide honest responses about student successes and failures in the classroom and school building. Also, we wish to have open dialogue with students and parents about concerns s/he may have heard or seen relating to the classroom, programs, or other topics.

If the student or parent has a complaint, please go directly to that individual and express the concern(s). If the problem/concern is not resolved, please follow the chain of command: Teacher, Principal, Superintendent of School, then the Board of Education.

POSTING OF INFORMATION or SIGNS and DISTRIBUTION of MATERIALS (Policy 903.5)

Distribute information or posting of signs on school property must receive approval by the building principal. This applies whether the information deals with school-sponsored or non-school sponsored activities. Signs or posters should be attached with masking tape or staples; do not use scotch tape.

SECTION 504 OF THE REHABILITATION ACT OF 1973 (Policy 102.E4)

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill the obligation under Section 504, the Nevada Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Nevada Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If there are questions, please contact James S. Walker, the Section 504 / ADA Coordinator for the Nevada Community School District at (515)-382-2783.

STUDENT RECORDS, DIRECTORY INFORMATION, and FERPA (Policy 506.2)

Federal Family Education Rights and Privacy Act (FERPA): This federal law protects the privacy of student education records and provides for access by parents to permanent school records and an opportunity to challenge any contents, which may be inaccurate, misleading, or inappropriate. FERPA rights are annually published in the district newsletter at the beginning of the school year and may be found on the district website.

Directory Information: The following information may be released to the public in regard to any individual student of the Nevada Community School District as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing to the middle school principal.

Information released may include: name, address, telephone listing, date & place of birth, major field of study, participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student and other similar information.

TOBACCO FREE ENVIRONMENT (Policy 905.2)

In the best interest of students and adults, the Board of Directors has established a smoke free environment in all school buildings and on all school grounds. Knowing that smoking is physically addictive, all persons will be provided the opportunity of breathing clean air in the district's public buildings.

All school district owned or operated buildings shall be off limits for smoking at all times. The ban is extended to all persons. This includes all school-sponsored events as well as non school-sponsored events. Persons violating this policy shall be asked to refrain from smoking. Persons failing to abide by this request shall be required to leave the school district premises immediately. School district personnel failing to abide by the request will be subject to disciplinary action.

COMPLETE DISTRICT POLICIES

ACADEMIC ELIGIBILITY (Policy 503.7)

MIDDLE 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 quarter;
- For students in athletics, music, or speech activities, be under 16 years of age;
- Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.
- Any student not passing all subjects at the end of the quarter will be declared ineligible in accordance with the Nevada Community School District policy as follows:

1. Any student not passing all subjects at the end of the grading period will be declared ineligible to compete/participate until midterm of the succeeding quarter. If the student is passing at midterm, then they will regain their eligibility status. If the student is still failing, then they will remain ineligible for the remaining days of the quarter.

2. At the end of a grading period that is the final grading period in a school year, any student not passing all subjects will be ineligible to compete/participate in interscholastic baseball or softball. The student will be assigned to summer school, if they pass summer school, then the student will regain their eligibility beginning at the start of the next school year. If the student fails or does not attend summer school, then the student will be ineligible for the first quarter of the succeeding school year.

Marks of incomplete will be assigned a letter grade by the classroom teacher following a period of two weeks. This period may be administratively amended based on medical conditions, family emergencies, and other extenuating circumstances.

Students requiring special education 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 staffing team, towards the goals and objectives on the students IEP or accommodation plan.

ANTI-BULLYING / HARASSMENT POLICY (Policy 502.10)

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board is 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. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the District.

The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but 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. Harassment against employees based on the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the District.

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 or 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. "Volunteer" means an individual who is not a paid employee but who has regular, significant contact with students.

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

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

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

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

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

According to Chapter 280.28(5) of the Iowa Code, any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

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

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs. The training will include how to recognize harassment and what to do in case a student is harassed. It will include proven effective harassment prevention strategies. The superintendent shall report to the Board on the progress of reducing bullying and harassment.

The Board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook;
- Inclusion in the employee handbook; and
- Inclusion on the District's web site.

and a copy shall be made to any person at the central administrative office at 1035 15th Street, Nevada, Iowa 50201

APPROPRIATE USE OF TECHNOLOGY and INTERNET (Policy 605.6)

CODE # 605.6 APPROPRIATE USE OF TECHNOLOGY & INTERNET

The District provides opportunities for all students to become responsible, independent learners capable of making informed decisions in a democratic society as well as in the dynamic global community. This is accomplished by challenging each student with a rigorous and creative curriculum taught by a diverse, professional, caring staff and enriched through the resources and the efforts of families and the entire community. The purpose of the following policy is to extend these expectations to include appropriate uses of information technology resources.

Internet access is available to students and employees in the District. We are very pleased to provide this privilege, for the Internet offers vast, diverse, and unique resources. Our goal in providing this service to employees and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Along with this access also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control access to all materials. An industrious user may discover controversial information. While we discourage access to such material, through supervision and the use of filtering software, it is not possible for us to limit all access. The District firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of agencies, regional and state networks and commercial organizations. To ensure the smooth operation of the network, users must adhere to established guidelines regarding proper conduct and efficient, ethical and legal usage.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

Philosophy. Students of the Nevada Community School District (“District”) are encouraged to participate in co-curricular and extra-curricular activities so that they might gain from the positive educational benefits of participation in these activities. Participation helps students to learn the principles of fair play and sportsmanship, respect for others, rules and authority, enhances physical health and well being, the development of leadership, group pride, teamwork, self-confidence, discipline and the value of self-sacrifice. Students who participate in activities represent our school to the community and their conduct is one factor by which our school is judged. Students who wish to have the privilege of participating in school activities must conduct themselves in accordance with the Board’s Extra-Curricular Code of Conduct Policy throughout the year. This Extra-Curricular Code of Conduct Policy is in force twelve months a year both on and off school property.

Area/Scope. This policy covers any activity where a student represents the school outside the classroom including, but not limited to, the following: FFA, student government, athletics, instrumental and vocal music performances, drama productions, speech contests, public performances which includes graduation ceremony, co-curricular clubs, all-star contest and all- state performances, state contest, cheerleading, drill team, mock trial, academic decathlon, homecoming court and coronation.

Violations. It will be a violation of the Extra-Curricular Code of Conduct Policy for a student to commit any of the following acts:

- a. The commission of a crime under any governmental law or ordinance regardless of whether or not the student was cited, arrested, convicted, or adjudicated for the act(s) except laws and ordinances regulating the use of motor vehicles under which a violation is classified as a simple misdemeanor.
- b. The use, possession, sale, manufacture, distribution or purchase of tobacco products, alcoholic liquor, wine, or beer, any controlled substance as defined in Chapter 124 of the Code of Iowa, or any “look alike” substance.
- c. Repeated violations or serious violations of any written rule or regulation adopted by the Board of Education of the District.

Administrative Determination. When a school administrator becomes aware of an allegation that a student has violated the Extra-Curricular Code of Conduct Policy, the administrator will promptly investigate the factual circumstances and shall determine whether the student has violated the Extra-Curricular Code of Conduct Policy. The investigation and determination will not be limited by any formal rules of evidence or procedure. The student will be provided a face-to-face meeting with a school administrator. The student will be given notice of which rule they are accused of violating and the basis of that charge. After such notice, the student will be given an opportunity to explain his/her actions to the school administrator prior to any determination of violation by the administrator.

Notice to Student. The school administrator, upon making a determination that a student has violated this Extra-Curricular Code of Conduct Policy, will promptly mail or deliver to the student’s parent(s) or guardian(s) a written notice of the violation and describing the consequence to be imposed upon the student for the violation and the effective date on which such consequence will commence.

Appeals. The student, parent(s) or guardian(s) may appeal an administrative determination to the superintendent that a student has violated this Extra-Curricular Code of Conduct Policy. The appeal must be in writing and received in the Superintendent’s Office within three (3) calendar days of being notified of the violation. The superintendent will render his or her decision either upholding, modifying, or reversing the administrative decision with three (3) business days of receipt of the appeal in the Superintendent’s Office and said decision will be immediately mailed to the student’s parent(s) or guardian(s) (and to the student if the student is at least 18 years of age). The student, parent(s) or guardian(s) may appeal the superintendent’s decision by submitting his or her request in writing to the Nevada Board of Education within three (3) calendar days of being notified of the superintendent’s decision, and at least 24 hours prior to the time of the next Board meeting. The review by the Board will be in closed session unless the student’s parent(s) or guardian(s) (or the student, if the student is at least 18 years of age) requests an open session in writing. The grounds for review by the Board are limited to the following:

- a. The student did not violate the Extra-Curricular Code of Conduct Policy;
- b. The student was given inadequate due process in the investigation and determination; or
- c. The penalty is in violation of the Handbook Rule or Board Policy.

Any penalty for violation of this Extra-Curricular Code of Conduct Policy will remain in effect pending the Board’s

decision.

If the Board reverses or modifies the decision of the administration, the student shall be immediately eligible, as determined by the Board in its ruling, and the record of the ineligibility period and violation shall be deleted or amended in the student's school record as applicable.

Any submission in writing that is subject to a time period in this policy will be presumed to have been submitted in a timely manner to the appropriate administrative office if it is mailed and bears a postmark from the United States Post Office that is dated within the applicable time period. Any submission not bearing a postmark from the United States Post Office will be timely only if actually received by the applicable administrative office within the stated time period during the hours that said office is open for regular business. The date of receipt of any submission, whether delivered by mail or otherwise, will be noted on each submission by the staff of the applicable administrative office.

Sanctions. When the administration believes it is more likely than not that the student violated the Code of Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

First Offense within the Student's High School/Middle School Career:

- a. The student must self-report the violation to an administrator/coach/activities director or program director within 48 hours of the occurrence. The student must perform ten (10) hours of community service as approved and verified by the administration. The student will have 14 days to perform the community service and will maintain eligibility during this time.
- b. If the violation is for possession or use of alcoholic liquor, wine, beer, or a controlled substance, the student must participate in a minimum 7.5 hours, substance abuse education program. Verification of student participation and completion is provided by the program director to the activities director. Arrangements are to be made and fees paid by the student. The student will have two (2) weeks to enroll in the substance abuse education program and will maintain eligibility during this time.
- c. If the student fails to complete sections a. or b. above or fails to admit guilt when confronted with the evidence, then the student will be ineligible for 50% of the scheduled contest dates/events/performances and four (4) major fine arts activities (see section e. in Special Provisions).

Second Offense within the Student's High School/Middle School Career:

- a. The student must self-report the violation to an administrator/coach/activities director or program director within 48 hours of the occurrence. The student must perform 25 hours of community service as approved and verified by administration. The student will have 30 days to perform the community service.
- b. The student will be ineligible for 30% of the scheduled contest dates/events/performances and two (2) major fine arts events (see section e. in Special Provisions).
- c. If the student fails to complete sections a. or b. above or fails to admit guilt when confronted with the evidence, then the student will be ineligible for 50% of the scheduled contest dates/events/performances and four (4) major fine arts activities (see section e. in **Special Provisions**).

Third Offense within the Student's High School/Middle School Career:

The student will be ineligible for 100% of the scheduled contest dates/events/performances and all major fine arts activities (see section e. in Special Provisions).

Fourth Offense within the Student's High School/Middle School Career:

The student will be ineligible for 12 calendar months from the date of the violation.

Subsequent Violation:

The student will be ineligible for the remainder of the student's high school/middle school career.

Special Provisions:

- a. Self-reporting is defined as a student initiates a face-to-face conversation, live phone call conversation or e-mail to an administrator/coach/activities directors or program director and admits to a violation. The burden of proving that a student has self-reported will be on the student and not on the District.
- b. Percentages that do not divide evenly into the total number of contest will be rounded to the greater number.

- c. A student must complete the activity season they have started or no ineligibility will be reduced from the original sanction.
- d. In the case of athletic ineligibility, the sport must be one in which he/she has participated during the immediate preceding year.
- e. If a student's ineligibility begins at a point in the season or activity where less than the ineligible number of contests or performances remain, the ineligibility will carry over into the next season or activity.
- f. If a student transfers in from another school district, and has not yet completed a period of ineligibility for a violation of a Extra-Curricular Code of Conduct Policy in the previous school district, the student will remain ineligible for the same period of ineligibility as imposed by the previous school district.
- g. If a student is required to perform as a part of a grade (i.e., band or chorus), and that student violates the Extra-Curricular Code of Conduct Policy, the student will be withheld from the performance without any impact on the student's grade for the course. The student will be required to participate at the director's discretion.