

MMCRU Royals

Parent-Student

Handbook

2019-2020



School Colors: Blue/White

School Mascot: Royals

WELCOME TO MMCRU!

Welcome to the 2019-2020 school year at MMCRU! This handbook was compiled to enable you to be aware of the traditions and requirements that have made this an outstanding school and community. The administration, Board of Education, teachers, and staff share in the commitment to strive toward excellence in all our academic and extra-curricular activities to enable all students to reach their full potential. The ultimate goal of education is to help all students achieve their maximum success by facilitating the growth of each individual student. Allowing students to become productive citizens for future generations must be a top priority. Working together we can reach this goal and achieve the maximum success possible for each individual.

We hope this handbook will provide the necessary information to enable you to understand the policies, procedures, and goals, which are necessary for orderly function of the school. With this thought in mind, we expect all students to be thoroughly familiar with the content of this handbook. If at any time you do not understand, need a clarification, or have a question about the procedures and policies of the school, please bring them to any administrator. We also encourage you to bring new ideas and improvement suggestions to our attention for consideration.

Best wishes on a successful 2019-2020 school year!

Mr. Dan Barkel
Superintendent of Schools
dan.barkel@mmcruroyals.org

Mr. Travis Sprague
PK-4, 9-12 Principal (Marcus)
travis.sprague@mmcruroyals.org

Mr. Toby Young
PK-8 Principal (Remsen)
toby.young@mmcruroyals.org

Handbook information is subject to change. Any changes will be documented and relayed to all stakeholders through memorandum and web based postings.

Table of Contents

Philosophy	9
Definitions	9
General Overview and Jurisdictional Statement	9
Equal Educational Opportunity	10
Grievances	10
Complaints Regarding School Procedures, Policy, or Personnel	10
Marcus-Meriden-Cleghorn & Remsen-Union Grievance Procedure—Title VI, Title IX, and Section 504	10
Multicultural, Nonsexist Education Program	11
Homeless	11
Annual Notification of Non-Discrimination Policy Statement	12
School Board Members	12
Review of Curriculum and Materials	12
Inspection of Educational Materials	12
Human Growth and Development Curriculum	12
Registration	12
School Fees	12
Yearly Forms	12
Activity Passes	13
Attendance	13
Elementary Attendance Policies	14
High School Attendance Policies	14
Excused Absences	14
Unexcused Absences	15
Truancy	15
Absence Makeup Work	15
Excessive Absenteeism:	15
Tardiness	16
Attendance Checks	16
Returning to School after Absence	16
College Visits, Military Physicals or Visits, Job Shadow	16
School Cancellation Information	16
Inclement Weather	16
Emergency Bus Routes	17

School Day	17
Times	17
Morning MMCRU High School:	17
Arrival and Dismissal	17
Elementary School	17
MMCRU High School	17
Leaving School during the School Day	18
High School Hall Passes	18
Telephone Use during the School Day	18
Visitors/Guests	18
Lost and Found	18
Flower/Balloon Arrangements and/or Gift Deliveries	18
Driving and Biking to School	18
Elementary Parties (Other than School-Sponsored)	19
MMCRU Academic and Social Services	19
Special Services and Programs	19
Student-At-Risk Plans	19
Counseling Program	19
Section 504	20
Student Health	20
School Nurse	20
Student Illness or Injury at School	20
Excused from Recess (Elementary)	21
Excused from PE	21
Administration of Medication	21
Immunizations	21
Physical Examinations	22
Student Insurance and Hawk-I	22
Health Screening	23
Communicable and Infectious Diseases	23
Safety	23
Playground Guidelines (Elementary)	23
Emergency Drills	23
Asbestos Notification	23
School Information	24

Posting of Information	24
Announcements	24
Phone Mailbox	24
E-mail Addresses	24
Enrollment Options	24
Open-Enrollment	24
Foreign Exchange Students	24
Dual-Enrollment Students	25
Alternative Education Program	25
Correspondence Courses	25
Post-Secondary Enrollment Options and Concurrent Enrollment	25
Post-Secondary Enrollment Options and Concurrent Enrollment Textbooks	25
Student Records	25
Educational Records	25
Checkout Sheets for End-of-School-Year or Transferring Out	26
Procedures for Students Who Transfer To and From MMCRU	26
Student Photographs	26
Legal Status of Student	26
Student Academics	26
Grade Reports	26
Middle School & High School Grading System	27
Middle School & High School Grading Scale	27
Semester Exams	27
Students At-Risk	27
Standardized Tests	27
Homework	28
Cheating	28
Honor Roll	28
High School Privilege Program	28
Academic Letter	28
Open Lunch	28
Open Campus	29
High School Class/Graduation Information	30
Class Loads for High School Students	30
Physical Education Waiver Options	30

Graduation	30
Diplomas	30
Valedictorian/Salutatorian	31
Student Organizations and Activities Overview	31
Courtesy at Athletic & Other Events	32
Switching Sports	32
Dual Participation	32
Assemblies	32
High School/All School Pep Rallies	32
Field Trips	33
Student Publications	33
Dances	33
National Honor Society	33
Meetings	33
Officers	34
Dues	34
Service Projects	34
Selection Process	34
Induction Ceremony	34
Appeals	34
Student Government	35
Student Council	35
Student Activity Academic and Behavioral Eligibility	35
High School Academic Eligibility Policy	35
High School Eligibility Definitions	36
Academic Standards Beyond the State Standards	37
MMCRU Teacher/Parent/Community District Organizations	37
School Improvement Advisory Council (SIAC)	37
Parent Volunteers	37
Equity Committee	37
MMC and RU Foundations	38
MMCRU Music Boosters	38
MMCRU Boosters	38
Fundraising Information	38
Fundraisers	38

High School Student Funds and Fundraising	38
School Transportation	38
Bus Rules	38
Bus Stop	39
Pep Bus	39
Extracurricular Bus Trips	39
Use of District Facilities	39
Open Gym Policy	39
Walking in the Winter	39
School Property	40
Care of School Property	40
Student Lockers	40
Lunch Program and Lunch Room Guidelines	40
Cafeteria	40
Library	42
Attire	42
Dress Code	42
Dress Guidelines	42
Elementary Guidelines	43
PE Attire	43
Prohibited Items	43
Restricted Items from School and/or Classroom	43
Illegal Items Found in School or in Students' Possession	44
Internet and Technology Use Policy	44
Appeals Process	45
Technology Use In The Classroom	45
Capturing of Video/Photos/Audio at School or School Activities	45
Discipline	46
Elementary Discipline Code	46
Middle School & High School Discipline Code	46
Violations	46
Middle School & High School Detentions and Suspensions	47
Procedures of Disciplinary Action	47
Procedures for Suspensions	48
Expulsion of a Student	48

Expulsion Procedure	48
Middle School & High School Behavioral Expectations	49
Marcus-Meriden-Cleghorn & Remsen-Union CSD Good Conduct Policy	50
Good Conduct Policy Guidelines	51
Penalties	51
Exemptions	52
Academic Consequences	52
Due Process	52
Level One: Superintendent	52
Level Two: Board of Education	52
General Due Process Provisions:	52
Harassment	53
Sexual Abuse and Harassment of Students by Employees or Students	53
Initiations, Hazing, Bullying or Harassment Policy and Procedures	54
Harassment of Teacher by Student	55
Humiliation	55

Philosophy

The Board of Directors of the Marcus-Meriden-Cleghorn & Remsen-Union Community School District is committed to a philosophy of service to children. The objective of this philosophy is committed to help each child develop into a mature individual and contributing member of society. The Board believes that this objective can best be met through a school program wide enough in scope to encompass the intellectual, physical, civic, social and aesthetic education of children.

The Board of Directors realizes that an effective public school program must be directed toward the common needs of all children; however, the Board believes the emphasis must lie always on the unique needs of each individual child. In addition, the Board also believes that an atmosphere must exist where each child is free from any form of harassment (physical, sexual or mental) whereby they will have the opportunity to meet their fullest potential.

The Board of Directors recognizes that the guardianship of public education is a trust and an obligation--that the goals of education and the goals of democracy are fundamentally the same. For that reason, the Board considers that its philosophy and objectives can best be realized when the educational program is directed through written Board policies, policies that are based on the Constitution, the state statutes, federal and state regulation, and the specific needs of this school district.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title such as superintendent or principal, also means that the individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, and whether they are an event or an activity, or whether they are held on or off school grounds. The term "school day" is defined as 8:15 a.m. to 3:25 p.m.

The Marcus-Meriden-Cleghorn and Remsen-Union Community School District maintains that a majority age student, by his/her voluntary attendance in school, accepts the same responsibility for governance as for those students under the age of 18. Therefore, the same rules of school operation apply to all students regardless of age. It is further provided that adult students be aware that certain adult "privileges" are not acceptable student conduct; and that, as with all adults, some things are acceptable in some places but not acceptable in others.

General Overview and Jurisdictional Statement

This handbook is an extension of Marcus-Meriden-Cleghorn & Remsen-Union school board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language, nor shall they display public acts of affection while in the school building or at a school activity.

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

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

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

Equal Educational Opportunity

The Marcus Meriden Cleghorn CSD and Remsen-Union CSD prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, sexual orientation, gender identity, or socioeconomic status. The District also affirms its commitment to providing equal opportunities and equal access to District facilities. For additional information on nondiscrimination policies, contact Mr. Dan Barkel (712)-376-4171, email dan.barkel@mmcruoyals.org or write to the District office at 400 E. Fenton Street, Marcus IA, 51035.

The Marcus-Meriden-Cleghorn & Remsen-Union Community School District, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The building principals and/or school counselor is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Mr. Dan Barkel at 712-376-4171.

Grievances

Complaints Regarding School Procedures, Policy, or Personnel

Although no member of the community shall be denied the right to petition the Board for redress of a grievance, complaints shall go through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board operations only. An individual who has a complaint concerning instruction, discipline, or learning materials shall present their complaints to school personnel in the order as indicated:

1. Teacher or direct staff member involved
2. Principal or other supervisor in the line of responsibility
3. Superintendent of Schools
4. The Board of Directors

Any complaint about school personnel will be investigated by the administration before consideration and action by the Board. The Board of Directors shall strongly encourage that this chain of appeal be followed. No appeal will be heard by the Board of Directors and no charges against the employees will be investigated or acted upon the Board unless reduced to writing, signed by the party bringing the same, and presented to the Board through the Superintendent of Schools.

Marcus-Meriden-Cleghorn & Remsen-Union Grievance Procedure—Title VI, Title IX, and Section 504

Any student or employee of the Marcus-Meriden-Cleghorn & Remsen-Union Community School District shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Act*,

Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Level One - Principal or Immediate Supervisor (Informal and Optional - may be bypassed by the grievant): Any employee or student with a grievance of discrimination on the basis of sex, race, national origin or disability may first discuss it with his/her principal or immediate supervisor, with object of resolving the matter informally. A student with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with his/her teacher, counselor or building

Level Two - Title VI, Title IX and Section 504 Compliance Officer: If the grievance is not resolved at level one and the employee or student wishes to pursue the grievance, the employee or student may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from date of the event-giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence.

Level Three – Superintendent: If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. The Superintendent or his/her designee will render a decision within ten (10) working days after the receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination. NOTE: In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students. Rather, it is a means of inviting student communication on matters of concern to the school and its students, short of having to engage in disruptive behavior in order to be noticed and to have grievance redressed.

Title VI, Title IX and Section 504 Compliance Officer

NAME: Mr. Travis Sprague (Title VI and Title IX) or Toby Young - RU (Section 504)

Multicultural, Nonsexist Education Program

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Homeless

The MMC & RU Community School District recognizes the need for a Homeless liaison. The MMC & RU School District has outlined the definition of "Homeless child." According to MMC & RU Board policy, a homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. For information or to file information, please contact the MMC homeless liaison or RU homeless liaison, Mrs. Kayla Schroeder.

Annual Notification of Non-Discrimination Policy Statement

The Marcus Meriden Cleghorn & Remsen-Union CSD prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, marital status, color, creed, religion, gender, age, disability, sexual orientation, gender identity, or socioeconomic status. The District also affirms its commitment to providing equal opportunities and equal access to District facilities. For additional information on nondiscrimination policies, contact Mr. Travis Sprague (712)-376-4171, email travis.sprague@mmcruroyals.org or write to the District office at 400 E. Fenton Street, Marcus IA, 51035.

School Board Members

A term for school board is 4 years. If you wish to run for the school board, you must live in the district you wish to represent with the exception of an at-large position. If interested in running for a position, contact the Board Secretary for dates to file nomination papers with the County Auditor, and any questions concerning district boundaries.

Review of Curriculum and Materials

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal in any of the district buildings.

Human Growth and Development Curriculum

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Registration

School Fees

The school district charges fees for certain items, such as class materials and class dues. Waivers of fees may be requested.

	<u>PK-3</u>	<u>4-12</u>	<u>Adult</u>	<u>Second Entrée</u>	<u>Extra Milk--Daily</u>
Daily Breakfast Fee	\$1.35	\$1.35	\$1.35		\$0.25
Daily Lunch Fee	\$2.40	\$2.65	\$2.65	\$1.50	\$0.25

<u>Type of Fee</u>	<u>Semester Charge</u>	<u>Yearly Charge</u>		<u>Type Fee</u>	<u>Semester Charge</u>	<u>Yearly Charge</u>
Book Rent		\$45.00				
Instrumental Fee (Including Percussion)	\$30.00	\$60.00		Compass		\$2.50
				Geometer		\$4.00
	K-12	Adult	Family			
Activity Pass	\$45.00	\$80.00	\$210.00			

Yearly Forms

General Registration/Family Information: Parent must verify for accuracy and complete any changes. This is needed to assist the school in parental contacts. This field trip form replaces individual permission slips for small trips in our district. Outside the district field trips still have individual permission slips, and those will be sent home before each

outing. Students in grades PK-2 can participate in milk break every day. By signing the form you agree to have your child participate and will be charged the amount listed in the form.

_____ **Emergency Forms:** At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office at their child's building if the information on the emergency form changes during the school year.

_____ **Computer Internet Use Policy:** Parent's must sign off on student use of computers. The sign off is contained in the registration packet. Failure to sign off means the student may not have access to computers at school.

_____ **Handbook/ Good Conduct Policy Form:** Signing this form means that both the parent and student have received the handbook and Good Conduct Policy and agree to abide by the policies.

_____ **Heads Up Concussion Forms:** Iowa Code Section 280.13C requires that annually, every student (grades 7-12) and their parent/guardian must receive and sign the concussion and brain injury information sheet titled, "Heads Up: Concussion in High School Sports" before the student is able to participate in interscholastic sports, cheerleading, and dance in any way (practice or competition). This form acknowledges receipt of this letter.

_____ **Photo release permission:** Photo for use on web page, local paper, or school paper.

_____ **Medical Form:** Any medical history and ongoing medical condition that the school needs to be aware of to assist the student. Forms not received by September 30 will result in a student being excluded from school until forms are complete.

_____ **Home Language Survey:** Survey given to all parents to ensure compliance with state and federal reporting standards

_____ **Extras for School Breakfast/Lunch:** Permission form for school lunch and breakfast extra items

Activity Passes

The MMCRU Activity Pass is good for all home events **except:** State-Sponsored activities (per IHSA and IGHS AU guidelines), War Eagle Conference Tournaments, Archery Tournaments, Prom Grand March, and Drill Team Night. All non-participants of the pending event are required to show an activity pass or pay on a per event basis. Activity Pass Card Holders may utilize a digital copy of their activity pass in the form of a picture on an electronic device. Final authority shall lie with the ticket taker if the file or image is not clear. Activity Passes must be shown at the entrance to the activity or you will be required to pay for entry.

Attendance

A student's attendance record becomes a part of his/her permanent record maintained by the school. Prospective employers and educational institutions contact school officials to find out what type of attendance record a student had while in school.

The ultimate purpose of education is to help students to become effective citizens in a democracy. To develop and to accept the responsibilities and obligations of good citizenship will help the student to participate successfully in the world of tomorrow. We hope that he/she will participate in MMCRU's varied activities and to find those things within our school that will prepare a student to live a better life and to take his/her place in this complex society. Remember that success in school or anywhere will be directly proportionate to an individual's efforts. It will be the policy of the MMCRU to expect regular attendance on the part of its students. Being a student is a child's occupation. The school expects a student to put education first. Students need to attend class regularly and to be on time in order to receive maximum benefit from the instructional program.

Research studies demonstrate a positive correlation between good attendance records and good achievement in specific subject matter areas. Furthermore, students with low absence rates tend to develop a more responsible attitude, develop more self-discipline, display more satisfaction with school, and achieve greater success in school endeavors. Good attendance habits also will help when entering the job market later.

Absences always cause some disruption in the educational progress of the student. While it is possible for a student to make up much of the work missed, it is impossible to completely compensate for the missing discussions and instructors contributions. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of other pupils who are regular and prompt in attendance.

Students are required to be in attendance 175 days a year. Students that are truant may be reported to proper authorities for legal purposes. The only absences that count in these five days are "Truancies." Truancy will be defined as: "failure to attend school as required without reasonable excuse for the absence." All undocumented absences are considered truant. Parents or guardians will be informed in writing that the student has an undocumented absence or truancy.

Students that leave school for any reason, excused or unexcused, will sign out of the office. Failure to do so may result in disciplinary action including but not limited to detention, Saturday School, and suspension. Each subsequent offense will yield a greater consequence.

A student that returns after an absence must be in attendance no later than the start of 5th Period to be eligible to participate in or attend extracurricular activities. A student absent due to a prearranged appointment, funeral or school activity may participate that day. If the absence is because of a medical appointment, they must return with a signed note from the doctor/physician. Events such as music concerts are exempt since the event is co-curricular.

MMCRU administration has the final say on determining excused and unexcused absences.

Elementary Attendance Policies

A student will be marked tardy if he/she arrives in the classroom after 8:25 a.m. A child will be counted absent if he/she attends class for less than two hours in any half-day period.

Every absence or tardy must be accounted for by the teacher. Please notify the school as early as possible in cases where the absence is planned. If a student is absent because of emergency or illness, please call the office before 8:30 a.m. If communication with the school is not made, the principal or office staff will contact the parent. A note must follow every absence from home stating the nature of the absence.

After a child has accumulated five absences in a semester, the school nurse will contact the parent to determine if there is a health-related reason for the large number of absences. After ten absences, a doctor's note will be required for future absences. A meeting may also be held between parent/guardian and school personnel to develop a plan to prevent further absences, which could be cause for retention.

High School Attendance Policies

Students will be charged with a half day/day of absence for absences that are a period or more in length. This follows federal guidelines for attendance reports. All absences from school will require an admit form that is issued by the office to get back into class and will be classified into one of the following categories: excused, unexcused, and truant.

Parents are expected to notify the school prior to 9:00 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused. Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent. Any absence not reported will be treated as an unexcused absence. These will remain as an unexcused absence until proper documentation is provided.

Excused Absences

Those that meet both school and parental approval. Some examples are illness, funerals, doctor/dental appointments, emergencies at home, and other absences when permission has been granted in advance. (All students must return from a doctor/dental appointment with a signed slip by proper medical personal stating you received medical care) If a note is not provided, the absence will be viewed as unexcused.

Examples of excused absences include but are not limited to:

- Medical documented illness (from a doctor or the school nurse)
- Medical documented appointment (from a physician, dentist, etc.)
- Funeral
- Court documented appointment (from Juvenile Court, DHS, etc.)
- School sponsored trip or activity (Admit slip required)
- College Visit (Admit Slip and Guidance Counselor approval needed)
- Religious Observances as noted in advance

A student that is aware in advance of an absence should get an admit slip, complete assignments according to instructor's directions, and return the slip to the office. Failure to return the admit slip prior to absence will result in disciplinary action including detention, Saturday school, or suspension. Each subsequent offense may yield a greater consequence.

Suspensions from class [*either in-school suspensions or out-of-school suspension*] will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up missed work.

Unexcused Absences

Those that are without an accepted excuse by the school. If a student is unexcused more than five times per semester, he/she may be subject to suspension or other disciplinary action. Unexcused absences will be subject to discipline including but not limited to detention, Saturday school, or suspension. An attendance plan may also be developed by the school and parent/guardian to ensure that proper attendance protocol is followed.

Examples of unexcused absences included but are not limited to:

- Missing the bus
- Senior pictures
- Clothing issues
- Skipping class
- Other avoidable absences.

Truancy

Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The principal will also determine what, if any, disciplinary action is appropriate which may include, but not be limited to: detention, Saturday school, or suspension. Each subsequent offense may yield a greater consequence. The principal has the latitude to assign make-up time before or after school for truant students.

Absence Makeup Work

A student will be allowed two days to make up work when one day is missed. A student who misses consecutive days will have one day added to makeup work. Student attendance will be monitored daily. It shall be the student's responsibility to meet with each instructor and complete assignments in accordance with the instructor's directions.

Excessive Absenteeism:

Excessive absenteeism is defined as any absence (both excused or unexcused) beyond ten days or individual class meetings per semester. When a student has been absent from school or a class six times during a given semester, the student's parent will be contacted via telephone or mail regarding the students' attendance. A student missing **eight (8)**

days of school during a semester will require a meeting with the principal, student, and parents/guardians to discuss attendance and formulate a plan of action to correct the behavior. The student will be required to coordinate all assignments with the instructor and failure to make this arrangement may result in loss of credit for work.

Tardiness

A tardy will be given to any student that fails to be in the classroom in accordance to the teacher's room procedures. A tardy shall be designated as such and recorded as one when a student is not present when the bell rings to begin class. If a student is greater than five minutes late, the student is considered absent. A tardy is not given to a student when the student possesses a signed hall pass from another teacher.

Teacher Tardy Guidelines	
Tardy #	Consequence
1	Verbal warning – teacher documentation
2	Verbal warning – teacher documentation
3	Teacher documentation; parent contact; teacher assigned detention - 30 minute detention
4	Teacher documentation; parent contact; teacher assigned detention - 30 minute detention
5	Teacher documentation; parent contact; teacher assigned detention – 1 hour detention

All tardy reports are recorded in the student's permanent record. Tardy reports are run the first day of every week by the principal. Students will be meet with on an individual basis regarding their discipline. If the student needs to correct a tardy report, the student is responsible for coming to the office to correct an unexcused tardy. A student must provide documentation, from an instructor or staff member. Each level constitutes a tardy to a given class period.

Attendance Checks

Attendance checks will be done daily. Student attendance will be reviewed for both absences and tardies. All attendance is available online through the JMC online parent access.

Returning to School after Absence

- The student shall meet with teachers and get assignments (student's responsibility).
- All assignments shall be completed within a reasonable time after returning from the absence in accordance with instructor directions.
- Assignments given prior to the student being absent shall be completed under the direction of the instructor.
- Student absences due to activities, field trips, or college visits will not be subject to the nine-day rule. A student who is suspended from classes for any reason shall not have this time counted as part of the nine days missed.
- Students who return prior to the end of the school day shall report and sign into the office.

College Visits, Military Physicals or Visits, Job Shadow

Students may make request to make visitations by contacting the counselor. If the military or school initiates the request, the student shall meet with the counselor and inform him/her of the request and get a leave request. The counselor will set up visitations. Job shadowing may be set up through the counselor or through a classroom teacher. Schoolwork shall be completed in accordance with the classroom instructors. The request shall be signed by instructors and returned to the office prior to leaving. These will count as excused absences.

School Cancellation Information

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the following radio or television stations. The missed day may have to be made up at a later date

Radio Station	FM Station	AM Station		TV Station	Channel
KLEM (Le Mars)		1410		KMEG (Sioux City)	14
KCHE (Cherokee)	92.1	1440		KTIV (Sioux City)	4

KICD (Spencer)	107.7	1240			
----------------	-------	------	--	--	--

Parents may check for updates on e-mail. KTIV notifications will also be utilized for notification. To register for these services, please visit <http://www.ktiv.com>. At the high school level, a text message will be distributed to student subscribers and users will be notified via social media (Facebook, Twitter, Remind).

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. If school is dismissed early due to poor road conditions, students are expected to leave the school grounds within 15 minutes of dismissal.

Emergency Bus Routes

Alternative bus routes will be run during adverse road conditions. Routes will be assigned to primary hard-surfaced roads and in some cases, well-graded/maintained secondary roads. Announcements to enact the emergency bus routes will be made using the same stations as inclement weather. The route driver will contact riders to give time of pick up and site of pick up in case of emergency.

School Day

Times

MMCRU Marcus Elementary School

MMCRU Remsen Elementary School

MMCRU Middle School

Start 8:15 AM

Finish 3:25 PM

MMCRU High School

Start 8:15 AM

Finish 3:08 PM

The Marcus/Remsen shuttle will run in the morning from approximately 7:55-8:05 AM and after school from approximately 3:10-3:20 PM.

Morning MMCRU High School:

Students shall park in the south parking lot and come in the south door. The south door will remain unlocked until 8:15 AM. Students being dropped off may enter the north door by the office. Students may not bring any outside beverages or food into the hallways or classrooms. If a student brings lunch it must be in a lunch container or paper bag. Breakfast and lunch will be eaten only in the lunchroom. Students arriving from open campus or outside courses shall not bring food into the building, or on school grounds.

Arrival and Dismissal

Elementary School

Elementary students should arrive at school no earlier than 7:30am. Students are not to enter the building before that time unless they have special permission from their classroom teacher or the principal. Parents should understand that prior to this time there is no school supervision or responsibility for non-bus students. Students are to go directly home after dismissal. Students must bring a note if they will not be following their normal dismissal plans. A note must be sent to the bus driver when students ride a different bus than usual. Students should be dropped off, or picked up from school on the east end of the elementary building. Please do not block the bus lane. The traffic flow should run from west to the east.

MMCRU High School

Students may be present on school grounds before 8:00 a.m. or after 3:45 p.m. only when they are under the

supervision of an employee or an extracurricular activity sponsor. Students may be at school waiting for an activity to begin, but shall be in the commons area only unless supervision is provided in another area. Parents should drop off students on north side of building to enter main north door. Students are not permitted in the elementary building and shall not pass through the designated elementary areas either before or after school.

Leaving School during the School Day

Prior to leaving school for any reason, students must have a note or phone call into the high school office. This will be verified by office staff and/or the building principal. Failure to do so will result in the absence being an unexcused absence. Students may request to leave school for medical appointments, court appearances, or funerals. A student who becomes ill shall report to the school nurse or to the office. Before the student is sent home due to illness, the school will make every attempt to contact parents or emergency numbers provided for the student. If parents cannot be reached, the school may have the student stay at school until someone can be reached. Students must report to the office to sign out and then sign back in when returning to school. Failure to do so may result in the absence being an unexcused absence for the periods affected.

High School Hall Passes

Students traveling outside of the classroom during the day to any other location on campus shall utilize a hall pass. Students detained by an instructor or other school personnel may call or send a pass with the student to their next period verifying their attendance. The student shall be responsible for showing the office that a tardy is excused by an instructor. If the student fails to take care of this the tardy will be marked as unexcused. Violation of study rules or use of hall pass may result in loss of privileges, detention or suspension.

Telephone Use during the School Day

Only in emergency situations are students removed from class or another school activity to receive a telephone call. Students who use the phone and are late to class will be given a tardy. Students should check the message board outside the office for notice of telephone messages. Parents and families should refrain from calling personal cell phones during school hours as to not distract the educational environment.

Visitors/Guests

Visitors to the school grounds must check in at the front office. Students may make a request for visitors to accompany them in the classroom. Teachers reserve the right to refuse student guests in the classroom. Visitors to the elementary should limit the visitation to 2 hours. Visitors at the junior/senior high school must be pre-arranged and they may not visit a classroom while tests are being taken. Exceptions may be made if in the best interest of the student. The principal makes the ultimate decision regarding visitation to the classroom.

Lost and Found

Students who recover or find lost items should turn in the item to the office. Items will be stored on the lost and found "table" through the end of the semester. If the item is valuable, it will be placed for safe keeping in the office. Students who have lost an item should check with the office as soon as the loss is discovered. Items not claimed will be disposed of in a timely manner.

Flower/Balloon Arrangements and/or Gift Deliveries

Flower/balloon arrangements and/or gift deliveries for students at the high school will be accepted in the office. Students will be notified to come to the office after school hours to pick up the items. Students will not be allowed to receive the delivery before the end of the school day.

Driving and Biking to School

Students may drive their car to and from school, but parking on school grounds is a privilege. Students' vehicles at the high school should be parked in the south parking lot with all vehicles parked facing north or south. Cars should be

parked two rows deep in the lot with parking in paved area only. Cars should be parked so all vehicles may leave without interference or cars being moved. Cars and the south parking lot are off limits to student access during the school day. Students must request permission from the principal if they need to go to their car during the day.

Students who wish to drive and park a vehicle on school grounds must register the vehicle at the beginning of the school year. Mopeds must be parked in the north parking lot away from the car parking, and bikes are to be parked in the bike rack only. Sidewalks are off-limits to all types of transportation. Students parked improperly will be asked to move their car, and if a student is late for class, he/she will be counted as tardy. Students observed driving improperly in the parking lot may be denied the privilege of parking on school grounds and/or may be reported to law enforcement. Students may not ride bikes, other than their own.

Elementary Parties (Other than School-Sponsored)

Invitations to parties and other social gatherings should be sent through the mail if classmates of your child are intentionally excluded. If all classmates are invited, students are welcome to distribute the invitations at school. This policy is necessary to continue to promote a positive school climate in the elementary grades. The parent must inform the bus driver in advance if additional students are to ride home with their child to attend a party. The bus driver may find it necessary to deny a parent's request if extra seating is unavailable on the bus. In addition, please send a note to the classroom teacher informing him/her of the child's plans.

MMCRU Academic and Social Services

MMCRU shall provide appropriate educational programs for all students who shall include, but not be limited to, students with Individual Educational Plan Program, Talented and Gifted Program, Students at Risk Programs (STARS), Students with 504 Plans Program, and Title I Reading Program. For more information on each program, contact the building counselor.

Special Services and Programs

The following services are available upon request by parents or teachers for students:

1. Audiologist	2. Guidance Counselor
3. Occupational and Physical Therapists	4. Resource Room
5. School Nurse	6. School Psychologist
7. School Social Worker	8. Speech/Language Pathologist
9. Talented and Gifted Program (Search)	10. Athletic Trainer

A team consisting of the principal, special education consultant, social worker, speech/language pathologist, special education teacher, and referring classroom teacher meet on a regularly scheduled basis to assist in the identification and programming for students who may have special needs. Before the initial testing is conducted and before initial placement is made in special education, the parent must give written consent. A meeting or staffing will be held with the parent and the multidisciplinary team to discuss the results of the data collection and/or assessments were used, which were given to determine the child's current level of development. If the child is eligible to receive special help, a written plan will be drafted stating who is responsible for which goals.

Student-At-Risk Plans

All buildings within our school district have a Student-At-Risk plan. Parents and/or teachers may refer a student to an At-Risk program for assistance. The program is to help students both academically and socially. Please contact the building counselor for more information.

Counseling Program

The mission of the Counseling Program is to develop a partnership with students, parents, staff, and community to

promote academic, career, personal, and social skills needed to succeed throughout life. The guidance office maintains confidentiality.

Section 504

Students who are ineligible for special education under Iowa's Rules for Special Education yet who have a physical or mental handicap which substantially limits one or more major life activities (including learning) may be disabled under Section 504. Section 504 Regulation, 34 CFR Section 104.35(a) requires that a district evaluate any person who, because of a disability, needs or is believed to need special education or related services. If it is determined that a student is disabled under Section 504, the district must develop and implement the delivery of all needed services and/or accommodations to enable him/her to participate in the general education program. The following grievance procedure should be used to resolve complaints concerning a student's rights under Section 504.

1. An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
2. Such claims must be made in writing and filed with Mrs. Kayla Schroeder (MMC) or Ms. Kayla Foresman (RU), 504 Coordinators
3. A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
4. The coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
5. An individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing, may conduct the hearing.
6. The local school district shall give the parent, student, or employee full and fair opportunity to present evidence related to the issues raised. The parent, student, or employee may, at his or her own expense, be assisted or represented by individuals of his or her choice, including legal counsel.
7. The local school district shall make its decision in writing within fifteen (15) days after the hearing.
8. The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

Student Health

School Nurse

The hours for the school nurse in Marcus & Remsen will be from 8:00 a.m. until 3:45 p.m. Monday through Friday.

Student Illness or Injury at School

If a student becomes ill during school hours and the nurse is in the building, the student will be evaluated by the school nurse to determine an appropriate plan of action. If it is determined that the student needs to go home, the nurse will contact their parent/guardian for transportation arrangements.

If a student is feeling ill during school hours and the nurse is not in the building, the student will report to the office to be evaluated. The nurse may be consulted as necessary to determine an appropriate plan of action. If it is determined that the student needs to go home, the office staff will contact their parent/guardian for transportation arrangements.

If a student is feeling ill and has an attendance contract, the school nurse will be consulted before sending the student home. If the school nurse is not available, the administration will be contacted to determine an appropriate course of action.

If a student does not follow these guidelines and leaves school without being evaluated, the absence will be determined by administration.

Excused from Recess (Elementary)

All students will be expected to participate in outdoor recess activities unless they bring a written excuse from parents requesting that they stay indoors. In most cases, a child who is too sick to go out for a few minutes at recess is too sick to be in school. If an excessive number of requests are received, the principal or school nurse may request a note from your family physician.

Excused from PE

All students are required to participate in physical education class. If a child cannot participate in PE for a day, the nurse must approve it. If a child cannot participate for any length of time, there must be a doctor's written request. Doctor's request shall provide a period of time for release from PE. Parents may excuse a student from PE for a one-day period; any extended time must be by doctor's statement. A student may be excused from PE class for religious reasons, or if they have a waiver for academic purposes.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Students may carry prescription medication only with the permission of the parents and principal. The school must know the medication a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Notification should be given to the school nurse concerning students using inhalers. The student may keep the inhaler, but should let the nurse know that he/she is using an inhaler.

Medication is held in a locked cabinet and distributed by the school nurse or authorized building representative. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for the parent. Parents are encouraged to ask the pharmacist for two bottles of medication: one for home and one for school. In this way the student will have the medication, and will not have to worry about forgetting it at home or at school. Medication taken three times a day or less should not be sent to school (unless the time is specifically ordered by the physician). Doctors will agree that before school, immediately after school and before bedtime is an adequate schedule for three-times-a-day medications.

The nurse has the proper form for your doctor to fill out. See your nurse or the administrative offices if a form is necessary. In the case that a student must receive medication at school, it is preferred that medication be delivered to the school by a parent or guardian. Check with the school nurse for alternatives.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or make arrangements with the principal.

The Iowa immunization law requires parents to vaccinate their children, according to dosing and age requirements, against dangerous diseases such as diphtheria, tetanus, pertussis (whooping cough), measles, rubella, and polio, as a condition of enrollment in any elementary or secondary school in Iowa. Prior to starting school, students must present an Iowa Department of Public Health Certificate of Immunization signed by a health care provider stating that the student has received the immunizations required by law. Only for specific medical or religious purposes are students exempted from immunization requirements, and must provide the school with the proper exemption form. Students transferring into the district are eligible for provisional enrollment, allowing up to 60 days for immunization records to be transferred from the previous school. Students who do not provide a certificate of immunization, provisional

certificate of immunization, or certificate of immunization exemption on the first day of school cannot attend. This law applies to home schooled students as well. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

Recent additional required immunizations by grade/age are as follows:

7th Grade:

Tetanus, Diphtheria, Pertussis (Tdap) Vaccination requirement: Beginning the 2013-2014 school year and thereafter, students entering 7th grade and above if born on or after September 15, 2000, shall have a one-time dose of tetanus, diphtheria, acellular pertussis (Tdap) vaccine.

Meningococcal requirement: Beginning the 2017-2018 school year and thereafter, students entering 7th grade born on or after September 15, 2004 shall have one dose of meningococcal conjugate vaccine.

12th Grade:

Meningococcal requirement: Beginning the 2017-2018 school year and thereafter, students entering 12th grade born on or after September 15, 1999 shall have two doses of meningococcal conjugate vaccine; or 1 dose if 1 dose was previously received when the student was sixteen years of age or older.

Dental health requirement:

Students entering into Kindergarten and 9th grade are required to have a dental screening and the dental screening form must be completed and signed by the dental provider and given to the school nurse. Religious and financial hardship exemptions are allowed. The requirement does not include preschool or homeschooled students.

Mandatory Lead Blood testing requirement:

All students entering into Kindergarten must have at least one blood lead test completed and results must be given to the school nurse. Religious and low risk exemptions are allowed.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students in grades 9-12 who participate in athletics, cheerleading or drill team are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform prior to start of the activity. Failure to provide proof of a physical examination makes the student ineligible. It is recommended that seventh grade students get a complete physical since they are starting their first year in interscholastic activities.

The school district encourages all parents of seventh grade students to get a thorough physical exam from your doctor. This is the start of extracurricular activities and is a precaution to avoid any medical problems.

Student Insurance and Hawk-I

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the principal's office. Student athletes must have health and accident insurance in order to participate in extra-curricular activities or athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, height, and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to: mumps, measles and chicken pox.

Safety

MCCRU Schools emphasizes safety for all students in the school district. Students should be concerned for their own safety and the safety of others. Students who observe a situation that indicates a risk of injury or harm to themselves or others should report this immediately to a teacher or administrator. Students should walk and not run in the hallways or to the lunchroom area, observe traffic laws around the school and obey traffic signs.

Students who wish to have assistance in solving a conflict or problem should contact the guidance office, the nurse, or any staff member. Students should expect school to be a safe place where they can learn and have fun with their friends. If a conflict arises, students should seek help and not allow the situation to get out of hand where harm may come to the student or others. Teachers and staff members are here to help.

Playground Guidelines (Elementary)

Students who do not follow the guidelines outside of their classroom will be corrected immediately by the observing staff member. A list of consequences may be obtained in the office.

- Follow directions the first time they are given.
- Name-calling, foul language, teasing and poor sportsmanship are prohibited.
- Rocks and other harmful objects will not be thrown.
- Fighting is prohibited.
- Use equipment properly.

Emergency Drills

Periodically the school holds emergency drills. At the beginning of each semester, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms will be disciplined under the school district's policies, rules and regulations, and may be reported to law enforcement officials.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos present in the schools and to act as a guide in formulating asbestos management policies for the schools. All buildings have removed some of the asbestos-containing materials from the premises. However, there are still some asbestos-containing materials in the buildings. These materials are all properly covered, and any holes, cuts, or tears have been repaired.

A program of inspection has been implemented to insure that wrappings and covers are maintained in good condition and that appropriate precautions will be followed if it is necessary to disturb the materials for any reason. There are asbestos management plans for each building, and they are available for review if desired. There are asbestos-containing materials in the buildings as follows:

High School: Floor tile, transite board under windows, stage lights, and pipefittings, covers in tunnels, & hall ceiling tile.

Elementary: Transite boards outside.

School Information

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least two days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials. Materials shall be posted only in places designated.

Announcements

Students are responsible for knowing the content of weekly/daily announcements. Students who wish to have an item included in the weekly/daily announcements must have permission from the principal. Announcements will be posted on the school's website. For subscription information, please contact the high school office. Teachers will make announcements available to the students. Students should check the TVs and white boards for additional announcements, class information, and activity information.

Phone Mailbox

To get information on the daily activities planned for 9th-12th students, call Marcus (712) 376-9400. This message is updated on a regular basis.

Information for elementary activities can be found by calling Marcus (712) 376-9401. When school starts late, is dismissed early, or is cancelled due to inclement weather or emergency, all messages will be cleared and callers will hear the schedule change only.

E-mail Addresses

A staff directory is available at the school's website (<http://www.mmcruroyals.org>) with current email and phone contacts for all district personnel. Parents may provide their e-mail address to the school and be placed on an e-mailing list that will provide school information via e-mail.

Enrollment Options

Open-Enrollment

Iowa's open-enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open-enroll to another school district must apply for open-enrollment by March 1 of the school year preceding the school year in which they wish to open-enroll. Students may request open enrollment at any time with good cause and meeting state law requirements. Open enrollment may result in loss of athletic eligibility for students open-enrolling. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

Foreign Exchange Students

Students who are foreign exchange students will be assigned to the junior class regardless of age or school year of attendance in home country. Students will take classes with the junior level classmates and can join in junior level activities. Exceptions to this rule can be made for students who are younger than the current junior class and will be

made by the building principal.

Dual-Enrollment Students

Home-school or home-school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual-enrollment students interested in participating in school activities or enrolling in classes should contact the Superintendent.

Alternative Education Program

A student may elect to take his/her educational program at an alternative school. This decision may be based on need for credits to graduate or an expulsion from MMCRU High School. A student must seek approval from the school before attending a program. The school must approve the program, and the school may request that a student pay for this program. No classes at MMCRU shall be missed to complete course work at the alternative school.

Correspondence Courses

Students may take correspondence courses to receive credit for any course that they have previously failed that is required for graduation. Students shall be limited to 3 semester credits (3 classes). If the course is taken to meet graduation requirements the course shall be completed by May 10 or the student will be unable to participate in graduation ceremonies. All course requirements and attendance at MMC takes priority over alternative and correspondence courses. Proper forms are available in the counselor's office.

Post-Secondary Enrollment Options and Concurrent Enrollment

Students in grades 9-12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The concurrent enrollment program, also known as district-to-community college sharing, promotes rigorous academic or career and technical pursuits by providing opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through community colleges. Per Senior Year Plus legislation, concurrent enrollment courses are offered through contractual agreements between community colleges and school districts within their service area. The school district does not pay for the costs of summer school classes. However, summer classes are eligible for credit.

Please note that many dual enrollment courses will start prior to the local high school calendar. Please be in communication with the guidance counselor and/or the community college representative to ensure that the course is being started on time in accordance to the local community college calendar. Students who withdraw (W) from a college class are not affected by the academic ineligibility requirements.

Post-Secondary Enrollment Options and Concurrent Enrollment Textbooks

Students will be responsible for acquiring the textbook associated with the course. The student will need to communicate with the community college associated to identify what textbooks and other required materials are needed. If a textbook is embedded or built into an online course, the student will be responsible for the actual cost billed to the school for the electronic text. This payment must be made prior to the start of the course.

Student Records

Educational Records

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

records or the procedure for filing a complaint, contact the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district in writing at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, degrees and awards received, year in school, dates of attendance, and heights and weights of athletes. Directory information will not be released for the purpose of financial gain.

Checkout Sheets for End-of-School-Year or Transferring Out

Students will be given a checkout sheet at the end of the school year or when transferring. This sheet is to help the school determine if all materials are turned in, all bills are paid, and all class work is complete. The sheet will be signed by each of the student's classroom teachers, coaches, school lunch secretary, librarian, and finally checked by the principal. Classroom teachers will not sign the sheet until the last period the class meets on the final day of school. Failure to properly checkout at the end of the year will lead to a withholding of credit/scheduling until proper checkout has occurred. Parents making written request for a student to be absent the last day of school should contact the office by phone and then send the written request.

Procedures for Students Who Transfer To and From MMCRU

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent, are given an opportunity to view the student's records that were sent and have a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

Students who desire to transfer out of MMCRU shall request a checkout sheet from the office. All classroom instructors shall sign this sheet. Records will be sent to the new school upon request from the school. Records sent will contain all current information in the cumulative folder, current grades, current individual education plans and health records.

Students who transfer into MMCRU shall fill out a form requesting transcripts and records from previous school. Students transferring into MMCRU High School from a non-accredited school will not be eligible for class rank until the student has been fully enrolled for four full semesters. A student who has more than 50% of his/her credits earned from the non-accredited school will not be eligible for academic honor during graduation.

Student Photographs

Student photographs will be taken on a date to be announced at the start of the school year. Parents will be provided information concerning photographs. There is no requirement to purchase any of the packages presented. Photographs are taken for use in an annual and for school records.

Legal Status of Student

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

Student Academics

Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students in grades 9-12 will also receive a midterm report at the 4 1/2-week point of each quarter. Report cards will be emailed at

midterm and quarter. Parents can request a printed copy from the front office as needed. Access to grades/attendance data is available 24 hours a day through the JMC online access system. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Grades for 3th-4th grades & 9th through 12th students are available online through JMC on the school's website. Please call the school to set up the account if you are interested in this option.

At the elementary level, report cards are sent home the Wednesday following the end of each quarter. Students in grades K-3 are asked to return their report card, within one week. A \$.50 fee will be charged for replacement of lost report cards.

At the high school level, students who receive an incomplete in a class must complete the class within five (5) school days after the start of the next quarter. A teacher may grant an extension with permission of the principal. At the end of the school year, the work must be completed within 5 weekdays after the last day of school. A teacher may grant an extension with permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

Parent-teacher conferences may be scheduled at any time during the school year by contacting the teacher. There will be regularly scheduled conferences in the fall, which is listed in the yearly calendar.

Middle School & High School Grading System

To determine a high school student's grade point average, all grades will be letter grades based on a 4.000 system. Teachers will give a semester exam or a cumulative project at the end of each semester.

Letter Grade	A+ or A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Point	4.000	3.667	3.333	3.000	2.667	2.333	2.000	1.667	1.333	1.000	0.67	0.0

All courses offered by MMCUR will be counted towards GPA calculations.

Middle School & High School Grading Scale

All high school originated courses will be subject to an identical school based grading scale.

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

Semester Exams

Each course for grades 9-12 will administer a final examination or final project at the conclusion of each semester. This examination or project will be weighted in nature to be more meaningful than that of a normal test or project. Teachers will announce the outline of the exam or final project no later than one week prior to the end of the semester. Semester exams will be administered on a special schedule. The semester final exam shall be 10% of the semester grade. Should a student fail to take a semester final, the student will receive a failing grade for the course because the student did not complete the requirements for the course.

Students At-Risk

Students that are at risk of failing a course may have a plan set up at any time by the instructor. Some options may include, but are not limited to; time before school, time after school, or other options.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district. Students are tested unless the principal excuses them.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in detention, loss of recess, removal from class, or a loss of class credit and failing grade in the class.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying another's work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit. Students that plagiarize work for any class project, paper, or homework will receive no credit for the work. Students must still complete the work as the process of learning still occurs. Plagiarizing is the passing off of another's work as your own.

Consequences for plagiarism are as follows:

1. Cheating or Plagiarism: Including but not limited to copying someone else's work, allowing someone to copy your work, supplying work to others, etc.
 - a. First Offense: Loss of all credit on the assignment, project, paper, test, or portion that applies. The teacher will notify the principal and parents of the incident. Students will also be ineligible for 14 calendar days – minimum two events.
 - b. Second Offense: Suspension and/or removal from the class with loss of credit. Students will also be ineligible for 28 calendar days – minimum four events.
2. Theft of Academic Materials: Theft of a test or answer key from a classroom or teacher workroom or use of a stolen document.
 - a. First Offense: Suspension from school and/or removal from the class with loss of credit. Students will also be ineligible for 28 calendar days – minimum four events.
 - a. Second Offense: Suspension from school with consideration given to the recommendation for long-term suspension or expulsion. Student will lose credit for the course. Students will also be ineligible 12 calendar months.

Students ineligible under this policy must attend all practices or rehearsals. The student will not ride with the team, or sit on the bench during the activity. They are to have no active role with the team/group during competitions.

Honor Roll

The MMCRU Middle School & High School will recognize students who excel in academics. Honor rolls will be published and displayed. A student receiving any grade below a C will not be included in the honor roll

Principal's Honor Roll: 4.00

High Honor Roll: 3.50-3.99

Honor Roll: 3.00-3.49

High School Privilege Program

Academic Letter

To earn an academic letter for a semester the following procedure is followed.

1. To earn the first academic letter a student must have a minimum GPA of 3.250.
2. The MMCRU School will give each letter winner a chenille MMCRU with the word "Academic" written across it for first-time letter winner. A certificate and a bar will be given with each letter earned.
3. Additional bars and certificate will be awarded after the first letter if the student has a GPA of 3.250 or higher.

Open Lunch

Campus is closed during the school day for all freshmen and sophomores. Beginning junior year, students may earn the privilege of walking/driving for their lunch period. Only juniors who have met the following standards will be allowed

open lunch.

All students who wish to utilize open campus must meet the following requirements:

1. Cumulative GPA of 2.50 on a 4.00 scale and maintain this GPA through the duration of open lunch.
2. Must be on track for graduation.
3. Not suffer from “excessive absenteeism.” In addition, no more than five tardy marks in the first semester.
4. Student shall have no suspensions and no more than two detentions during the first semester.

Guidelines for Open Lunch

1. Open lunch will begin at the start of the second semester of a student’s junior year.
2. Students must be on time and present for all classes. If students fail to observe this:
 - 1st Offense: Warning
 - 2nd Offense: Loss of privilege for one week
 - 3rd Offense: Loss of privilege for nine weeks
 - 4th Offense: Open lunch privilege is revoked
3. Students coming to or leaving school are to operate their vehicles in a responsible manner. Students are not allowed to bring back food. Students are required to park in the south parking lot
4. Students on open lunch cannot permit any additional student to accompany them away from the building without authorized permission. Violators risk suspension of open lunch and may result in further disciplinary action.
5. Students with five or more absences/tardies from any one class period or day will have privileges removed for nine weeks.
6. If a student earns an “F” for midterm or quarter grading period, he/she will lose open lunch privileges until the next grading period (midterm or quarter must be passing).
7. Violation of the School Code of Conduct Policy will result in loss of open lunch privileges for nine weeks.
8. Any violation of this policy or other guidelines established by the administration may result in loss of open lunch privileges.

Students will be able to continue using open lunch privileges through their senior year of high school. This will include the opportunity for open campus.

The signature of the parent/guardian indicates that they are familiar with and approve of the guidelines of the open lunch plan and agree that those who not observe these guidelines should have the privilege taken away from them. Parents/Guardians may request at any time that open lunch privileges be withdrawn for the child. Additionally, students will not be granted open lunch privileges until they have signed a statement by both student and parents, which certifies that they have also read and understand the open lunch guidelines.

Open Campus

Seniors may earn the privilege of open campus during the second semester as decided upon by the administration and staff. This decision will be based on student attitudes, cooperation, grades and attendance. Seniors will be given a copy of the eligibility requirements and regulations governing open campus prior to the end of first semester. Seniors will be required to return a signed form to the office before open campus may start. It is possible to lose open campus if the student is not meeting the expectations. It is understood that any breaking of the good conduct policy, or other school policies, could negate the opportunity of open campus.

Academic Requirements:

1. The student has not suffered from “excessive absenteeism.” The student also shall not have more than 5 total tardies throughout the first semester.
2. The student has a cumulative GPA of 3.00 on a 4.00 scale and maintains this throughout the course of the open campus period.
3. If at midterm or at quarter, a student is failing one or more courses, they will no longer be eligible for open campus.
4. The student shall have no suspension (in school or out of school and/or more than three detentions during the first semester in order to be eligible.

High School Class/Graduation Information

Class Loads for High School Students

Students are required to have a class scheduled for each period throughout the day. Students who wish to add or drop a class must do so within three (3) school days after the start of the semester. Failure to do so within said time frame will result in a “WF” assigned and a failing grade for the semester. The principal’s and guidance counselor’s permission are necessary to add a class. Exception to the five-day rule may be made, however, agreement must be made with instructors involved in the class change. This would include instructors that would have to move students between sections due to the class change. Only semester long courses may be changed mid-year unless a significant academic hardship (D or lower). Required courses will still be taken full year even if a failing grade is earned at semester. Students are required to take at least four core academic area courses each semester (Math, Science, Social Studies, or English).

Physical Education Waiver Options

A student who has an academic load such that Physical Education is not possible may apply for a one-semester waiver. The student's schedule shall be such that Physical Education cannot be taken due to a schedule conflict. This decision will lie with the building principal and will be granted only in the case of a solid academic reason such as the involvement in more than one extracurricular activity, a zero hour class, multiple online courses or other such options.

If an eleventh or twelfth grade student is participating in an “organized and supervised athletic program which requires at least as much participation per week as one-eighth unit of physical education” at some time during one semester, quarter, or trimester in a school year, the student’s principal may excuse the student from physical education for semester per year, after consultation with the student’s guidance counselor. Iowa Code § 256.11(5)(g)(2); Iowa Admin. Code r. 281—12.5(5)“f”. This excusal must be requested by the parent, in writing and must occur during the semester for which the activity predominately resides. Documentation must be provided that the minimum physical activity requirements of 900 minutes per semester. If the student withdraws from the activity, the student must enroll in physical education. The office will provide a time log and form that will be used to document the required number of minutes.

Acceptable Activities include

Fall Semester: Football, Volleyball, Basketball (Boys and Girls), Bowling (Boys and Girls)

Spring Semester: Track (Boys and Girls), Golf (Boys and Girls)

Graduation

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving a suspension at the time of the graduation ceremony or other senior activities may not be allowed to participate. Students are not required to participate in the graduation ceremony. Any student not choosing to participate in the graduation ceremony should notify the principal at least two weeks prior to the scheduled ceremony date.

Students may opt for early graduation provided they have completed all required courses and have successfully completed the number of credits required for graduation. Any student anticipating mid-year graduation must make written application to the high school principal by August 1st of the start of their senior year with final approval granted by the Board of Education. Official approval will be made at the June board meeting. This timeline may be waived by the Board of Education when unusual circumstances prevail. When a student has been formally approved by the Board of Education for early graduation and has completed all requirements, that student will not be eligible to participate in any school activities during the second semester other than commencement exercises.

Diplomas

Diplomas

Each student who attends MMCUR will follow the following diploma plan.

MMCRU Diploma: (54 credits) Required: Math 6 credits (8th grade Algebra will not count for high school credit but will fulfill the Algebra I required course), English 8 credits, Science 6 credits, Social Studies 6 credits, PE 4 credits, Health 2 credits, Guidance 1 credit, Workplace Readiness 1 credit, Personal Finance 1 credit

****All students will be required to take 7 credits per semester**

Required: 35 credits

Elective: 19 credits

Math:

Required Courses: Algebra I, Geometry

Electives: Algebra II, Pre-Calculus, Calculus, Statistics, Business Math

English:

Required Courses: English 9, English 10, English 11, English 12 or Composition I/II

Electives: Writing I, Writing II, Journalism, Introduction to Literature, Modern Literature, World Literature

Science:

Required Courses: General Science, Biology

Electives: Chemistry, Physics, Integrated Physics, Environmental Science, Anatomy

Social Studies:

Required Courses: World History, U.S. History, Government

Electives: Economics, AP U.S. History, Early U.S. History, World Geography I/II, People and History I/II, Current Issues, Civics

Guidance:

Required: Careers 1 credit (1/4 credit per year enrolled)

Business:

Required: Workplace Readiness 1 credit, Personal Finance 1 credit

Physical Education

Required: PE (4 credits), Health (2 credits)

Must be enrolled each semester in school (unless given an academic waiver & participate in a sport)

MMCRU High School does not accept transfer credit from homeschool students. Homeschool transcripts will not be accepted as credit toward a MMCRU High School diploma.

Valedictorian/Salutatorian

Students will be selected for valedictorian /salutatorian honors based on their GPA ranking after eight semesters. The GPA will be figured to three decimal places. The principal will make the final determination after the final issuance of grades from the first eight semesters.

- Graduation Awards: Students are eligible for class Valedictorian/Salutatorian if they attended MMCRU the last 4 semesters of their high school career (junior and senior year).
- Valedictorian: student that is ranked #1 in his/her senior class according to GPA at the end of 8 high school semesters.
- Salutatorian: student that is ranked #2 in his/her senior class according to GPA at the end of 8 high school semesters.
 - Honor programs for valedictorians will be chosen by student with the highest ACT score then chosen randomly
- Graduation with Honors Distinction – cumulative GPA of 3.5 or above for the 8 semesters of high school.

Other graduation honors include:

Blood Drive: Red Cords

GPA 3.5 or above: Gold cords

Community Service: Silver Cords

ACT 25 and up: Silver Medal

NHS: Blue/Gold woven cords

ACT 30 and up: Gold Medal

FFA: Gold Stoll

4H: Green Cord

Student Organizations and Activities Overview

No student shall be required to participate in practice or any activity on Sunday. Wednesday is designated as family

night during the school year. The High School may have practices, but shall have all students released by 6:00 p.m. The school will attempt not to have student events scheduled. Events scheduled on Wednesdays by State Associations and the War Eagle Conference will be announced. Students shall be in school for at least the last four periods of the school day in order to participate in the activity that day. Exceptions may be made at the discretion of the principal.

Courtesy at Athletic & Other Events

Parents, faculty and staff must share the responsibility of teaching students appropriate behavior at activities. If a faculty or staff member observes inappropriate behavior it may have to be reported to an administrator. During events students are expected to:

- Be respectful and quiet during the national anthem.
- Be respectful and quiet during the performance.
- Stay seated until a natural break such as intermission, halftime, between games and etc.
- Be respectful and courteous to others.
- Demonstrate good sportsmanship to families, school, and community.
- No running around the parking area or the end of the football field.
- Students are shall not bring game balls to contest for alternative activities.
- Animals are not permitted at games or competitions per state guidelines.

Switching Sports

Students wishing to switch sports during the season may do so only under the following circumstances:

1. The switch may be made at any time of the season, but the student-athlete may not switch again during that season.
2. Students who do make the switch are restricted from participating in any events for the first two weeks, which would allow them to get in condition for that sport.
3. Individual coaches may or may not allow students to join the team after the start of the practices.
4. Special consideration may be given for verified medical reasons. This regulation does not pertain to students moving into the district after the start of the season.
5. Notice of the date of switch must be brought to the attention of the principal. The principal will determine the "active" date of the student-athlete.

Dual Participation

Students may request for permission to participate in two sports during a particular season. A student-athlete must declare a primary sport to the coaches involved. Activities of the primary sport will have precedence over the secondary sport, except in situations that involve a higher level of competition. For example, the state competitions have precedence over any district, or local competitions. Conference championship competitions will have precedence over local, regular season competitions.

Assemblies

Throughout the year the school district sponsors assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies may be assigned to an alternate site. Students may be assigned specific areas for seating at the assembly. The principal will dismiss students at the conclusion of the assembly.

High School/All School Pep Rallies

During the year the high school may have pep rallies to support various extracurricular activities. These pep rallies are considered part of the school day, and all students shall attend the pep rallies except for those students unable to, due to disciplinary reasons.

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 of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on the field trip or excursions are not considered absences from school.

While on a field trip, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a permission slip signed by the student's parent or guardian.

Field trips will be proposed by staff and reviewed by administration. Note that not all trips will be approved as individual factors such as fundraising, costs, and degree of educational content will be evaluated.

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student's speech or expression. A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with existing laws and district policies. Copies of the school district publication code can be obtained from the superintendent.

Dances

The principal must approve school-sponsored dances at least two weeks prior to the dance. Students who leave a dance are not allowed to reenter the dance without teacher/sponsor escort to and from destination. Even though these are dances, students are still expected to behave at all times with decency and modesty. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules and regulations are asked to leave the dance and school grounds.

- All high school dances will be open to MMCPU High School students and their dates.
- No junior high students may attend a high school dance.
- High school students may not attend junior high school dances.
- Dances on Friday and Saturday nights must conclude by midnight. Dances on school nights must end by 11:00 p.m.
- All students must sign up outside guests in the office before the end of school on the day of the dance.
- Students serving suspensions or expulsions will not be allowed to attend the dance.
- Students who are academically ineligible (per state guidelines) are not allowed to attend dances.

Admittance to dances will be closed one hour after the stated starting time unless prior arrangements have been made with the principal. Dances following other extracurricular events will have a starting time one-half hour after the conclusion of the event. High School dances will be held in the commons except for prom. Students may not congregate around the admissions table. If you have not paid to enter you will be asked to leave. Criteria for the selection of King and Queen or other honorees should be given to the principal and made known to the school prior to the dance. Students who graduate early must be a date of a MMCPU student before they will be allowed to attend.

National Honor Society (By-Laws and Selection Procedures)

Meetings

Regular chapter meetings will be held monthly. Meeting times will be decided at the organizational meeting in the fall. Special meetings to plan projects may be needed.

Officers

The chapter elects three officers at their organizational meeting in the fall:

- President (meet with the adviser 2-3 days prior to the regular meetings to plan the agenda for these meetings and then conduct the meeting)
- Secretary (write minutes for each meeting, word process, and distribute copies to each member and the adviser within 2 days of this meeting)
- Historian (collect newspaper clippings, photos, etc. related to NHS and place in the NHS scrapbook)

Dues

There are no dues for members. A one-time fee after selection is collected to cover the cost of pins, membership certificates, and membership cards.

Service Projects

The chapter will do at least one group service project each semester. Each individual member will do at least one individual service project each semester. The individual service projects will be reported at the end of the school year to the adviser for inclusion in the annual report.

Selection Process

All sophomores, juniors and seniors who have a minimum grade point average of 3.0 as of the end of the first semester of the current school year receive activity information forms. To be eligible for further consideration, the student must complete the form by an assigned date. In addition to the required grade point, three other criteria must be met. They are character, leadership, and service. Successful achievement in these categories is evaluated by the MMCRU high school faculty. A point system has been devised which each faculty member uses to evaluate each applicant on those three qualities. A community based service project could be used to evaluate the criteria for NHS inclusion. Faculty members are not required to evaluate students with whom they are not familiar. Points are averaged and the results are reviewed by a final selection committee appointed by the principal. The final selection committee evaluates each candidate and makes the final decision on selection.

These categories are further defined as follows:

- Character: Character is the product of constant action and daily striving to make the right choice. By demonstrating such qualities as reliability, honesty, and sincerity, the student may prove by example, that s/he values character.
- Scholarship: Scholarship means a lifetime commitment to learning. A student is willing to continually expand his/her knowledge through extra effort in reading and diligent study.
- Leadership: Leadership should exert a wholesome influence on the school. The student takes the initiative in class and school activities and strives to train and aid others to attain the same objective. A leader has self-confidence and will go forward when others hesitate, yet is willing to yield one's personal interests for the interest of others.
- Service: Service can be expressed in the routine of the day's work in helping others. It might include willingness to work without monetary compensation or recognition for the benefit of those in need. A student may also volunteer his/her time and abilities to the creation of a better tomorrow.

Induction Ceremony

The Induction Ceremony and reception will be held in the early part of the second semester on a date to be determined with the administration.

Appeals

Appeals should be addressed in writing to the principal.

Student Government

Student Council

The student council provides for student activities, serves as training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration. Each class shall elect up to two students as student council representatives. The entire student body will elect one senior to serve as student council president.

Each class will elect the class offices of president, vice president and secretary/treasurer to run the business of the class. These officers must be a current member of the class, have academic eligibility, and at the time of the election shall be eligible in accordance with the Good Conduct Policy. The officers will conduct class meetings, set up committees, and work with class sponsors on class projects. All elections will be conducted in the spring. Student council representatives, class vice-presidents, and class secretary/treasurers may hold only one student government office during a given school year.

To run for the office of student council president, a senior student must have a cumulative GPA of 2.000 and 20 signatures of students in high school on a petition. The petition with approved signatures must be returned to the office before the student's name is placed on the ballot.

To run for the office of student council representative, a student must have a cumulative GPA of 2.000 and must have 10 signatures of his/her classmates on a petition. The petition with approved signatures must be returned to the office before the student's name is placed on the ballot. Teachers/staff will select one male and one female representative from each class.

To be placed on a ballot for a class office, a student must sign up on a self-nomination sheet in the office and the position he/she wishes to campaign. All self-nominees will be placed on the ballot.

Student Activity Academic and Behavioral Eligibility

High School Academic Eligibility Policy (In Accordance with the Rules of the IHSAA and IGHS AU)

In accordance with state mandates:

- Student must be enrolled and in good standing at a member school
- All contestants must be under 20 years of age
- All contestants must be enrolled students of the school in good standing and shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281-Chapter 12. Course work taken from a post-secondary institution and for which a school district or accredited nonpublic schools grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two semester school year.
 - Each contestant shall be passing all course work for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub rule, "grading period" shall mean the period of time at the end of which a student in grades 9-12 receives a final grade and course credit is awarded for passing grades.
 - If at the end of a grading period, a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive days.
- A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, toward the goals and objectives on the student's individualized education program.

- A student who meets all other qualifications may be eligible to participate in inter scholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board, which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- A student is academically eligible upon entering the ninth grade.
- A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NSAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with the permission from the school's administration and the respective collegiate institution's athletic administration.
- No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

High School Eligibility Definitions

The school district shall abide by the regulations established by the state of Iowa.

Definitions:

- A grade of "I" shall be regarded as an "F" if not changed within five school days following the end of a grading period.
- A grade of "W" shall be regarded as a grade of "W" when grades are issued.
- "Compete" means participating in an interscholastic contest or competition, and includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game warm-up exercise with team members. "Competitor" does not include any managerial, recordkeeping, or other non-competitor functions performed by a student on behalf of a member or associate member school.
- The "grading period" for MMCRU students shall be when the grade is recorded for the transcript, either quarter or semester.
- Passing shall mean the student has a grade of "D-" or better when grades are recorded.
- Ineligibility will begin when the grades are made available to students.
- Credit course work shall be all subjects that require a passing grade where credit is awarded toward meeting graduation requirements. Driver Education does not receive credit and may not be used to meet eligibility requirements.

A student's period of ineligibility at the end of the semester shall start the day after report cards are issued for a period of 30 days. A student not currently participating in an activity will start the time of ineligibility with the next activity the student participates in and with the first starting date for competition.

- Example: Student participates in football only and receives an "F" at the end of first semester. The student would start the period of eligibility for 30 consecutive calendar days starting with the first date for competition for football. If the student opts to participate in track in the spring the 30 days will start with the start of track season. The student must complete the season in good standing for the 30 days to apply.

Academic Standards Beyond the State Standards

(Semester Eligibility)

All MMCRU students must take and pass all course work. A student will be allowed only one full time study hall per semester. All courses (exception driver education or audit courses) must receive a passing grade at the end of a semester or the student will be declared ineligible for a period of 30 calendar days. If the grade is in the spring semester, the period of ineligibility will be 30 calendar days for summer participation. A student that does not participate in summer activities will start the period of ineligibility with the start of competition for the next activity the student participates in during the next school year. The eligibility of a student is determined by the date of the issuance of report card. The student receiving a failing grade may not participate for 30 calendar days the day after reports are issued. A student not participating in an activity at that time will start the period of ineligibility with the starting date for competition for the next activity the student participates for a period of one full school year.

(Quarter Eligibility)

A student that receives a grade of “F” at the end of a nine-week period will be declared ineligible for a period of ten school days after the issuance of report cards. (Note above for issuance date). A student that receives a grade of “I” (incomplete) will be given five days to get work done to receive a letter grade in the course. If the letter grade is an “F” the student will be declared ineligible on the sixth day and remain ineligible for a period of ten school days. A student that receives a grade of “F” at the end of the fourth quarter will be ineligible for a two-week period if participating in summer activities. This would be from Saturday until Friday at 12:00 PM if report were issued on Friday.

A student may receive an “F” at the end of the nine-week period, but still pass the course for the semester. In this case the student would still be declared ineligible for ten school days or as mentioned for summer activities. If the student passes for the nine weeks, but fails the semester the student is subject to the semester term of eligibility.

A student may be passing at the end of a midterm, but fail the nine weeks and would be declared ineligible as stated. It will be the student’s responsibility to check with the instructor to determine if the student is passing. Teachers may require written plans for students based on work requirements.

(Grade Report Eligibility)

Grade reports will be run every week beginning the third week of the quarter through the end of the quarter. Students that receive a grade of “F”, or “I” will be ineligible for a period of time until the grade in the course is satisfactory. The student must have a passing grade in the course before the student regains eligibility. The principal will notify the coaches/sponsors of the eligibility of the student with the report coming every Monday. Teachers must report to the coach and principal if the student gets to a passing grade. A new report will be run every week.

MMCRU Teacher/Parent/Community District Organizations

For more information about each of these organizations, please contact any building level office for additional information.

School Improvement Advisory Council (SIAC)

Parents, community members, and school personnel meet to discuss programs, provide feedback, share ideas, and brainstorm ways to maintain a quality education program and positive climate.

Parent Volunteers

Parents may volunteer to help at activities or in classrooms at all levels.

Equity Committee

This committee reviews and assesses the equity plan.

MMC and RU Foundations

Endowment for school projects. This provides scholarships to MMC and RU students.

MMCRU Music Boosters

All parents with students in Band or Vocal Music are members. Parents may be asked to help in fundraisers.

MMCRU Boosters

All parents with students in any activity at MMCRU are members. Parents may be asked to help in fundraisers.

Fundraising Information

Fundraisers

If a patron questions the validity of a fundraiser, please contact the building administrator. All fund raising activities shall be approved by the administration.

High School Student Funds and Fundraising

Students may raise funds for school activities upon approval of the principal at least two weeks prior to the fund-raising event or the start of a fund raising campaign. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Organizations who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting the gift. The sponsor of the organization must submit a written proposal before any fund raising activity will be approved.

Students may solicit funds from teachers or employees outside the time they are on duty at school. Fund raising activities shall take place outside of class or activity time. Students who violate this rule are asked to stop. Violations of this rule may result in future fund raising activities being denied.

School Transportation

Bus Rules

These procedures shall apply to all routes, shuttles, and activity trips. Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, and chaperones are to follow the school district policies, rules, and regulations for all trips. Violations will be dealt with by informing the building administrator. The administrator will write up the violation, inform the student and parents of the violation, and will make a determination on the disciplinary action. Discipline may include, but not be limited to, a written reprimand, removal from school transportation or suspension from school. The student will be subject to disciplinary action in addition to the afore-mentioned areas.

- The vehicle must come to a complete stop before entering.
- Aisles are to be kept clear at all times.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Classroom conduct is to be observed by students while riding the vehicle.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet). Look in both directions and proceed to cross the road or highway only on signal from the driver.
- Waste containers are provided on all vehicles for riders' use.
- The use or possession of alcohol, tobacco, or a look-a-like substance is prohibited in the vehicle.
- The good conduct rule is in effect.

Riders:

- Must not extend arms or heads out of the windows at any time.

- Shall be at the designated loading point before the arrival time.
- Should assist in looking after the safety and comfort of younger riders.
- Remain in their seats while the bus is in motion.
- Must not throw objects inside or outside of the vehicle.
- Will not shoot items such as paper wads in the vehicle
- Will keep feet off the seats.
- Are prohibited from roughhousing, pushing or crowding.
- May be assigned a seat by the driver. Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Shall load or unload through the right front door. The emergency door is for emergencies only.

Bus Stop

Students shall stay back a safe distance from the bus stop. When the bus arrives students shall allow room for students to get off the bus. Students may board the bus by lining up in single file and waiting for the bus driver or supervisor to tell them to get on the bus. Students shall board in an orderly fashion. The driver, the supervisor, or the principal may assign students to a certain bus. Students that are a discipline problem may be told to report to the office by the driver or supervisor.

Pep Bus

The school district may sponsor a pep bus to transport students to school activities and may charge a fee for students to ride. Riding the bus is a privilege and can be taken away. Students riding this bus shall ride to and from the activity on the bus with no exceptions. The bus will not run if the cost to run the bus is not recouped through the ticket sales or sponsorship.

Extracurricular Bus Trips

MMCRU will provide transportation for groups participating in school-sponsored activities. Students riding on these trips shall abide by the bus rules as stated above. Individuals may request alternate modes of transportation by speaking with the principal. This may be granted under certain circumstances; the activity director may elect to have the student ride with the group. Students may ride home with parents upon signing out with the coach or sponsor. Any other arrangements must have prior approval by the principal.

Use of District Facilities

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Groups wishing to use the school district facilities should contact a building administrator. An adult sponsor shall be in attendance at the meeting or activity. School district policies, rules and regulations are in effect during these meetings. A fee may be charged in accordance with district policy and/or a fee assessed for custodial work. Any individuals or groups using the school must fill out a request form by contacting the school office and file it with the superintendent's office **before** permission will be granted. The school will not provide school equipment to individuals.

Open Gym Policy

MMCRU will abide by the rules of the Iowa High School Athletic Association in regard to open gym. Open gym will be at the high school unless posted otherwise. Students must have a supervisor when the gym is open. Students may not be in the weight room without supervision and must follow the rules as posted in the weight room. Open gym will be open to all students and the community when a teacher or staff member is available to supervise. The Athletic Director will post the dates and times for open gym in the main hall by the gym area.

Walking in the Winter

The school will be available during the winter months for those who would like to walk the hallways. Walking times are

from 6:45 to 7:30 a.m. and from 6:30 to 8:30 p.m. Please contact the school office staff if you would like to use this service so that the janitorial staff can be notified.

School Property

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials. An item checked out to a student is the student's responsibility and, if damaged, the student is responsible for repair or replacement.

Student Lockers

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

A student's locker can be searched whenever an administrator or teacher has reasonable and well-defined suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and well-defined belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean.

Each student will be assigned one locker. Bottles or cans open or sealed shall not be in the lockers at any time. Lockers will be kept clean of food, including wrappers and other packaging. Packed lunches shall be stored in lockers. The office will not refrigerate or store any lunch or food items. Staff will not microwave cold lunches either.

The student is responsible for items left in lockers that are unlocked. It is highly suggested that high school students put padlocks on their lockers. Students may check out a lock for use. A student that places an unauthorized lock on the locker may have the lock removed.

Lunch Program and Lunch Room Guidelines

Cafeteria

MMCRU operates a breakfast and lunch program for all students. Students may either bring their own lunches to school or purchase a lunch including milk. Second lunches may not be charged if account balance is less than \$0.

Lunchroom Rules

- Put silverware in designated pan.
- Put all waste paper products in trashcan.
- All uneaten food is to go through the window to the kitchen. If anything else goes in the trash can a sign will be posted, for example, chicken bones, banana peels.
- Leave the tables and floors around your place in a clean condition for others.
- Items on the center table are for all students to use. Leave container(s) in this area at all times.
- All food is to be consumed in the lunchroom only.
- Student account reaches zero a student may not charge a second lunch or extra milk.

Breakfast and Lunch

Breakfast will be served on regular school day mornings. Students should report to the lunchroom and eat breakfast in the lunchroom.

- Lunch is served in four shifts
- No food is to be taken from the lunchroom. Students shall eat in the lunchroom for lunch served there. Students that bring lunch may eat in the lunchroom.
- Food brought from home shall be in a paper bag or lunch container. No order-in or fast food allowed (this includes pizza, Subway, etc). Exceptions to this rule may be made by the building administrator.
- Students that do not eat shall remain in the commons area only. North, southeast hall and gym areas are off limits. Students may come to the office for information or if sent there by a staff member.
- Students must seek permission from supervisor for activities during lunch period.
- Students using abusive language or inappropriate behavior will be sent to the office and shall report to office personnel.
- All students shall enter the east doors by the library unless reporting to music lesson.
- Students may use juice machine before 8:25, after 3:15, or with special permission of school personnel.
- Elementary students will be dismissed from the lunchroom by the lunchroom supervisor.
- Lunchroom problems may result in detention or eating lunch alone if necessary.

Milk Break:

Students may participate in a milk break each day. A charge of \$.25 is made to each child's lunch account each day to pay for the milk. This charge is completely separate from the fee for lunch. Students qualifying for free and reduced lunch prices are also responsible for paying for the milk served during the milk break. This milk is **not** part of the free and reduced program.

Milk break is optional. If you do not wish to have your child participate, he/she may drink water while the others are having milk.

Beverage Policy

High School: Students may bring acceptable beverages into the building only if part of a regular lunch; beverage must be sealed and may be checked by supervisor. Beverages are available from the vending machines in the main hallway, and may be purchased by students between classes. Students may use the beverage machine that is on during lunch period. Beverages other than water may not be consumed in the classroom areas. Students shall not take beverages into classrooms or locker areas unless permission given by instructor. Pop or soda is not to be consumed in the commons during any meal period. Empty bottles are to be placed in the return box by the vending machine; all other trash should be placed in trashcans at various locations in the building.

Water Consumption/Water Bottle Policy

MMCRU recognize the importance of water consumption and encourages increased consumption of water throughout the day. Staff members should be particularly sensitive to student needs for water during periods of hot weather. Students shall be allowed to carry water bottles during the school day using the water bottle policy shown below. Teachers may need to call for extra water breaks too. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.

In addition, water sales should be a significant option through school vending and concession services. Water should be available during mealtimes, at least through water fountains.

Water Bottle Policy

When students bring water bottles for use during school:

- Water bottles must be clear and have secure caps.
- Students may not share water bottles.

- Empty bottles should, on a regular basis, be recycled (if appropriate), discarded, or taken home for sanitized reuse.
- Students misusing water bottles will be subject to disciplinary actions, which shall include, but not be limited to, written warning, detention, suspension from class or classes, Saturday school detention, in-school suspension, out of school suspension
- Teachers have discretion in determining classroom use.
- Water bottles may not be used in computer labs, science labs, and the library.
- Water bottles may not be re-filled during classroom instruction.

Library

The school library is available to students during school hours. The library is for study and research. It is not a place to socialize. Students are expected to return materials promptly and in good condition. When items are lost or severely damaged, parents will be informed of the **cost to replace** the item. If lost items are returned within the same school year, money will be refunded. Fines are charged to high school students for material overdue at **5 cents per day**. Student conduct in the library shall be the same as the classroom. The supervisor reserves the right to remove a student from the library or to inform the student that he/she may use the library only if needed for classroom research.

Attire

Dress Code

There is a strong connection between a student's academic performance, appearance and conduct. Inappropriate student appearance may cause a substantial disruption of the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. The staff will report any inappropriate attire to the building administrator or may request that the student report to the office and not be in the classroom.

While at school or activities, students shall be attired in accordance with the school dress code. Violations will be recorded and documented by the principal. Appropriate sanctions will be given to students who violate the school dress code. These shall include, but not be limited to, warning and change of attire, informing of parent, detention, or suspension.

Dress Guidelines

- Clothing, accessories, or any items that advertise substances which are illegal for teenagers (drugs, alcohol, tobacco products, etc.) or which are otherwise inappropriate (profanity, sex, obscenities, violence, gang related, etc.) are not to be worn or brought to school.
- Hats, scarves, bandana-type headbands, hair picks, stocking caps, and other head coverings, disruptive hair styling are not to be worn in the building.
- Backless tops or dresses (including racerbacks), bare-midribs, cutoff sleeves, see-through clothing, excessively tight or loose tank tops, strapless clothing are not allowed (example: halter tops, tube tops, short t-shirts, muscle shirts, one-strap or strapless shirts and dresses, biking shorts, dance tights)
- Garments worn under blouses and tops that are sheer or see-through must be in dress code. Undergarments may not be visible at any time.
- Appropriate foundation garments must be worn at all times. Revealing garments are not permitted.
- All tops must have at least one inch straps for girls
- Baggy pants, garments with excessive or large holes, and any clothing that allows undergarments to be exposed shall not be worn.
- Shorts/skirts/dresses should be neat and modest and comply with all other aspects of the dress code. This includes sport/running shorts.
- Footwear shall be a part of regular attire. Slippers and house shoes are not allowed.
- Costumes shall be unacceptable attire unless on days designated by the school.

- Any article of clothing that is deemed to be a distraction to the learning environment by staff or administration.
- **Dress code is in effect for all school activities including extracurricular activities. Uniforms issued by the school are exempted from this policy.

Consequences for inappropriate attire are as follows:

Level 1: Warning and clothing must be corrected.

Level 2: 30-minute detention with teacher/principal to be served within five school days of the infraction.

Clothing must be corrected.

Level 3: One hour detention. Clothing must be corrected.

Level 4: One day of out of school suspension assigned. Clothing must be corrected.

Level 5 & Subsequent Infractions: Five days of out of school suspension assigned. Clothing must be corrected.

Elementary Guidelines

- Flip flop style sandals are prohibited on the playground, in the gym, and on steps.
- Shorts/skirts/dresses should be neat and modest and comply with all other aspects of the dress code.
- All students should dress warmly in the winter. Unless the temperature is below zero, recess for and elementary students will be held outdoors. Students participating in recess should have hats, mittens, boots, coats, and snow-pants. Hats and caps are unsuitable classroom attire during the normal operation of the school day unless necessary for a specific class or activity and when required for a class or activity hats or caps may be worn only during the time that activity takes place.

Classroom teachers that determine clothing to be a distraction in the classroom may ask the student to report to the office until clothing is acceptable. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the stricter requirement. The school principal may allow exceptions to the dress code for purposes of promoting "school spirit day", "Homecoming", other like celebrations, or for special circumstances as deemed appropriate.

The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing. A conference with a parent or guardian may be requested by the principal to address dress code violations and remediation.

PE Attire

Students from 9th grade through 12th grade shall have tennis shoes (non-slip-on), athletic style shorts, and a T-shirt. Students will not be allowed to wear bike shorts, cutoff, yoga pants (or other skintight garments) or swimsuits. Check with the PE instructor for any additional required items.

Prohibited Items

Restricted Items from School and/or Classroom

The following items are prohibited from school and school activities: lighters, laser pens, televisions, weapons or look-a-like weapons. Roller blades or skateboards are unacceptable inside the school building. A student found using a phone or other device in an inappropriate manner will be asked to turn the device into the office and pick it up at the end of the school day.

Elementary students in grades 3 - 4 should refrain from bringing toys other than sports equipment (balls to be used in "team" sports) to school. Toys that should remain at home include electronic games and remote control toys. If a child wishes to bring a special item for sharing, the item must be kept in the child's backpack before and after the "sharing" or "show and tell" period. The school will not be responsible for any items that are lost or broken at school or on the bus ride to or from school.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products, vaping devices/JUULS/electronic nicotine delivery systems/e-cigarettes or look-a-like substances and any products or components related to these devices, including but not limited to pods. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Please make sure that children understand weapons or look-a-like weapons include pocketknives, squirt guns, toy swords, etc. Parents of students found in violation of this policy shall be contacted; the students may be reported to law enforcement officials, and up to a 12 month expulsion may result according to Board Policy.

Internet and Technology Use Policy

Students will be able to access the Internet through their teachers. Individual electronic mail address will be issued to students at this time. If a student already has an electronic mail address, he/she may, with permission of the supervising teacher, be permitted to use the address to send and receive mail at school. Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for a violation of board policy or regulations. As a user of the Internet, students may be allowed to access other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communications.
- Student access for electronic mail will be through the supervising teacher's account or their own account. Students should adhere to the following guidelines:
 - Others may be able to read or access the mail; so private messages should not be sent.
 - Delete unwanted message immediately.
 - Use of objectionable language is prohibited.
 - Always sign messages.
 - Always acknowledge receipt of a document or a file.

In addition, the following guidelines have been set forth from the school district to require responsible actions:

- Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
- It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
- The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical, and legal utilization of network resources.
- To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervision teacher.
- Transmission of material, information or software in violation of any board policy or regulation is prohibited.
- Restricted Material: students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; others; or presents a clear and present likelihood that, either because of its content or the orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- Unauthorized Costs: if a student gains access to any service via the Internet which has a cost involved or if a

student incurs other types of costs, the student accessing such service will be responsible for those costs.

Students who violate policy and the expectations set forth in the Marcus-Meriden-Cleghorn Student Handbook will be subject to disciplinary action. Such infractions shall carry the following consequences:

- 1st offense: loss of internet access for up to three weeks at the discretion of the supervising teacher/ principal
- 2nd offense: loss of internet access for up to nine weeks at the discretion of the supervising teacher/ principal
- 3rd offense: the student has forfeited all Internet privileges for the remainder of the school year.

Appeals Process

The student may appeal the decision by requesting an appeal hearing within five (5) days of the decision to remove the student from computer and Internet use. An appeal panel will be selected to review the removal. The panel will consist of the principal, a MMCRU staff member selected by the student, and a MMCRU staff member selected by the principal. The panel shall exclude individual(s) making the request for the student removal. The teacher(s) making the request and the student shall be present at the appeal. Any appeal after this decision will be to the superintendent of schools and then to the MMC & RU Board of Education.

Technology Use In The Classroom

The use of various technologies will be at the discretion of individual classroom instructors. The following items may be high school but will not be taken into the classroom unless given permission by instructor.

Cellular phones may be used at school during passing periods and lunch periods. Cellular phones are prohibited from use in classrooms. Cellular Phones are also prohibited in the lunch room for all students PK-8. Cell phones may also be used by requesting permission from the office and using the phone in the office area. If the student is in the building, permission must be obtained before using the phone.

Laptop computers: Students with laptops may use in class or study hall only with the permission of the teacher. Use shall be for educational purposes only and student is subject to having the use checked by instructors or staff. Student found to be using technology in a manner that is not school appropriate will have the privilege removed. Ultimately, the decision for whether or not the item should be used lies with the instructor or staff in charge of the class.

Consequences for misuse of items listed above:

- Item will be turned in to the office. The student may pick it up at the end of that school day.
- Further consequences may be determined by administration.

Capturing of Video/Photos/Audio at School or School Activities

Smartphones and other technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the permission of other parties captured in the video, audio, or photo. School administrators, teachers, coaches, and other school officials may further restrict the capturing of video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio, or photos is not permitted if it violates copyright laws, or includes content that is disparaging toward others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or depicts violation of other school policies or state or federal law. Students violating this policy shall be subject to reasonable discipline in accordance with school policy, and the device shall be confiscated and not returned until the end of the school day or after a parent/guardian conference has been held, if such conference is determined necessary by a building administrator or the administrator's designee. Students violating this policy may be prohibited from possessing any smartphone or technology device following the incident on school property for a

reasonable period of time, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

Discipline

The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language. Public displays of affection are not acceptable at school or at activities.

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

Elementary Discipline Code

All students at the elementary level should adhere to the following general guidelines.

- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself at all times.
- Walk quietly in the classrooms, halls, cafeteria, and restroom.
- Name-calling, foul language, teasing, and harassment are prohibited.
- Fighting is prohibited.

We believe all students can behave appropriately while at school. We will allow no student to stop the teacher from teaching or to prevent other students from learning. Each classroom establishes rules, rewards, and consequences. Guidelines have also been developed for out-of-class behavior; in the halls, restroom, cafeteria, and on the playground.

When a child is sent to the principal for disciplinary consequences, it is regarded as a serious matter. There will be a record of the student's visit made by the principal. The following consequences may apply:

- 1st Referral: The principal will have a conference with the student to counsel about behavior and the student may be required to write during recess about the infraction and how to behave appropriately.
- 2nd Referral: The principal will contact the parent by telephone or in writing. The student may have to write again.
- 3rd Referral: A behavioral contract between student/parent/teacher will be set up.

Middle School & High School Discipline Code

1. Students are expected to behave in a safe and orderly manner.
2. Students are expected to respect people and property.
3. Students are expected to follow directions.
4. Students are expected to accept correction or a consequence.

Violations

Discipline may include but not be limited to the following: Principal conference, parent/student/teacher/principal conference, detention after school, Saturday School detention, suspension from a class, suspension from all classes, removal from activity attendance, removal from bus service or restricted seating on the bus, suspension out of school or expulsion.

Middle School & High School Detentions and Suspensions

Detention is a time when the student is assigned to stay after school for infractions of unacceptable student behavior. Students should fully understand that any teacher or school employee has the authority to correct misconduct at any time. Inappropriate and irresponsible behavior such as: profanity; disrespectful language or gestures, disruptive actions, physical aggression, tardiness, and hazing/harassment along with failure to complete classroom assignments may result in a detention. Appropriate and responsible behavior is expected on school grounds, during school activities (regardless of location), in school buildings, and while riding school provided bus/van transportation.

When a child is sent to the principal for disciplinary consequences, it is regarded as a serious matter. There will be a record of the student's visit made by the principal. Any student receiving a detention for any reason will serve that detention within two school days either before or after school. Students may also serve their detention on the day the detention was given by notifying a parent and gaining approval with mutual consent from the school employee or principal. Parents will be notified via written correspondence, email, or telephone.

It is the student's responsibility to be in the assigned detention area. It is the parent's responsibility to arrange for transportation after the detention has been served. A student that has repeated violations or is disruptive of the school environment may be suspended from classes at the discretion of the principal. Students that receive a suspension (in-school or out-of-school) will be suspended from all extra/co-curricular activities for the length of the suspension.

Procedures of Disciplinary Action

There are times throughout the year where student may not abide by the policies and procedures set forth in this handbook or in the teacher's classrooms. This section outlines the procedures that will be followed when those events occur

Most student offenses occur in the classroom. Examples of these include:

- Speaking without permission
- Making defamatory remarks
- Unprepared for class
- Cheating
- Swearing
- Violations of classroom rules
- Other specific activities, not included above, that violate the standards set forth at MMCRU

Teachers may follow the following procedures:

1. Teacher will give verbal warning of the action.
2. In actions continue, teachers may issue a detention.
3. Students will be given **24 hours** to arrange for completion of detention in order to arrange for necessary transportation.
4. Teachers should contact parents concerning their child's actions and what consequence was issued.
5. If the student fails to show up for detention, the teacher should visit with the student to determine why the student failed to report. At this time the teacher may set another detention time or double the detention. If the agreed upon timeframe to serve the detention is not adhered to, the student will be referred to the principal for further action.
6. If the student's behavior doesn't change, the matter will be forwarded to the principal for further disciplinary action.

Sometimes the behavior goes beyond the ability of the teacher to handle safely in the classroom. If such a significant issue arises, the student should be sent to the principal's office for the remainder of the period. The principal will interview the student and may send them to the next class until proper conversations with the classroom teacher can occur. Discipline will be issued following those conversations.

Out-of-School Suspension: A student is expected to remain at their home during the hours they normally would be in school. A student that is suspended out-of-school is not allowed to participate in extra-curricular practices or contests. At the end of the suspension a student may be requested to return accompanied by their parent(s) to meet with the principal.

Procedures for Suspensions

The principal investigates the incident. The principal will conduct a thorough investigation. The student receives oral and written notice of the charges and the reason for exclusion. The student is told of the evidence on which a decision will be based. The student will be given an opportunity to explain, rebut or deny. The principal will make every attempt to contact the parents of the student being suspended within 24 hours. This contact may be made orally or through written communication. If necessary, the principal will hold a conference with the parents before the child returns.

Expulsion of a Student

Only the board may, by a majority vote, expel a student from school for a single offense or multiple offenses for the violation of school rules and regulations, or when the presence of the student is detrimental to the best interests of the school.

The expulsion of a student may be for a 12-month period required and will be done after a thorough investigation of alternatives with due process afforded all principals directly concerned.

Federal law requires a student expulsion whenever a firearm is in the possession of a student during school hours or extra-curricular events. The superintendent shall have the authority to recommend the expulsion requirement be modified on a case-by-case basis.

Expulsion Procedure

A written statement of the alleged misconduct given as grounds for the proposed board expulsion will be given to the student's parent(s) or legal guardian(s) at least five calendar days before the hearing. Such statement will include the names of those school officials and teachers having knowledge of the facts. The written statement will be accompanied by a copy of the board policy and rules pertaining to procedures for board expulsion of students. The student will not ordinarily be removed from school prior to a hearing except under those unusual circumstances set forth below.

A written notice of the date, time, and place of the hearing will be given to the student's parent(s) or legal guardian(s) and the student, if age 18 or over, at least five calendar days before the hearing. This provision may be waived by written agreement of the parties. Notice will be given by personal delivery or by certified mail.

If the parent(s) or legal guardian(s) of a student (or the student, if age 18 or over) cannot be present at the hearing because of extenuating circumstances, and requests a postponement, the board will postpone the hearing until the parent(s) or legal guardian(s) (or the student if age 18 or over) are notified and available to be present. Such a request for postponement must be made at least 48 hours prior to the scheduled hearing time.

If the student has reached the age of 18 at the time the alleged acts took place, he/she is then authorized to make decisions, sign documents and obtain representation on his own behalf and may elect to be represented by his/her parent(s) or guardian(s). However, notice will also be given to the parent(s) as outlined above unless the student shows that he/she is no longer dependent upon or residing with his/her parents and does not want them notified.

If the student, his/her parent(s) or guardian(s), or representative do not request postponement for cause, and are not present at the time and place scheduled in the hearing notice, the hearing will proceed without them. In such an event, the expulsion record will show a factual determination by the board that sufficient and proper notice was given the parties and no postponement was requested.

Permission will be granted prior to the hearing for the student or his/her representative to examine documents to be used as evidence and to make copies of same on school premises upon request of reasonable copying costs to the school district. Permission will be granted for the student or his/her representative to discuss the matter with administrators, teachers and other witnesses.

The superintendent or designee will present evidence on behalf of his/her recommendation. An attorney hired by the board may not at the same time present evidence at the hearing and then advise the board during its deliberations.

Witnesses at the hearing, or persons whose testimony has been submitted in written form, if available, will be subject to cross-examination by any party as is necessary for a full and true disclosure of the facts. The opportunity will be granted for the student or his/her counsel to present the student's version or refutation of the allegations through documents and witnesses. If the student refuses to testify, he/she will not be punished for refusal to testify, nor will such refusal in any way be construed as an indication of guilt.

The board's decision will be based solely upon evidence introduced at the hearing. Within a reasonable time after the hearing the board will mail or have delivered to the parent(s) or to the student and their counsel a written statement of the board's decision.

Upon request of either the school administration or the student or his/her representative, a verbatim record of the hearing will be made by mechanized means or court reporter. Such record will be kept by the district for a minimum of one year and will be made available to the student or his/her representative upon request. The cost of any transcript requested will be borne by the party requesting it. The cost of the court reporter will be borne equally by the parties.

Nothing contained in the above paragraphs will prevent the immediate board from ordering a student's temporary expulsion for up to ten days when the student's continued presence on the school grounds would endanger his/her safety or well-being, the well-being of other members of the school community or substantially interfere with the proper functioning of the school. In the instance of an immediate board expulsion, a hearing will be held within ten calendar days to determine future action of the board, respecting expulsion of a large period of time. Such a hearing will be conducted in the spirit of due process.

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging (1) that a school rule is unfair (2) that an unfair procedure has been used in arriving at a punishment or (3) that school rule or regulation discriminates between students.

Middle School & High School Behavioral Expectations

MMCRU expects students to show pride in the school and each other. This pride can be demonstrated in the manner of school spirit, actions at school or at activities, and a harassment-free environment. The school and school board requests that all students demonstrate good citizenship by being respectful to others, having good manners, doing volunteerism, and being helpful to others. MMCRU stresses a positive attitude and encourages students, community, teachers and staff to be positive in their actions and attitudes. A positive atmosphere is conducive to the learning environment of the school.

Students at MMCRU are expected to conduct themselves in a respectful manner demonstrating citizenship both at school and at school-sponsored activities. Students away from school and school activities must abide by the "Good Conduct Rule." Violators may be removed from activities.

Students, while at school, shall be respectful to each other, teachers, support staff, administration, and visitors to the school. A student found being disrespectful, as reported by teachers, staff, or administration, will be subject to disciplinary actions which shall include, but not be limited to, written warning, detention, suspension from class or classes, Saturday school detention, in-school suspension, out of school suspension, or recommendation for expulsion.

Discipline shall be documented by the principal and may be progressive. (The penalty may increase with number of violations.)

While at school or at school activities, students found to be using, possessing or providing tobacco products, unauthorized or illegal drugs, or alcohol shall be subject to disciplinary actions, shall be reported to authorities if in violation of the law, and will be subject to the "Good Conduct Policy". Disciplinary actions will be documented by the principal and shall include, but not be limited to, informing the parent and suspension from school (minimum of two days). Depending on the violation, a student may be suspended or recommended for expulsion.

Students who are removed from class due to violation of classroom rules shall report to the office and have a conference with the principal. A student should inform the office personnel that he/she has been sent out of the classroom and wait until the principal talks to the student. The disciplinary action shall include, but not be limited to, written warning, detention, suspension from class or classes, Saturday school detention, in-school suspension, out of school suspension, or recommendation for expulsion. Subsequent violations will mean additional sanctions for the student and may lead to an "Administrative Withdrawal" from the class, which may result in loss of credit for a given course or courses. Removal from class may result in ineligibility for activities.

A student's behavior is such that he/she must be removed from the class will be given the following options:

- A. Work on the class outside of the classroom time and turn in all work as required by the instructor. Work not turned in on due date will be given no credit. Student would have to meet with the instructor after school for assistance.
- B. Student would be withdrawn from the course with a grade of "F" for the semester.

Weapons brought to school shall be dealt with in accordance to school policy and shall be reported to law enforcement if deemed necessary. A weapon at school can result in expulsion from school for 12 months.

MMCRU will treat each student individually. A student may have violations in more than one area and may increase the penalty phase if a violation occurs in another area. Two students may receive different consequences for the same violation because one student may be a second offender. All students will be given due process concerning each violation. A student will be informed of the violation and will be asked to provide a verbal or written response to the violation. The student or his/her representative may present any information concerning the violation. The student may appeal the final decision of the administrative officer in charge. The appeal shall follow channels with the first appeal back to the administrator. The next level shall be the superintendent and then the MMC & RU Board of Directors.

Marcus-Meriden-Cleghorn & Remsen-Union CSD Good Conduct Policy

Reviewed and Adopted by the MMC & RU Board of Education (June 2018)

A good conduct rule is a factor of eligibility for extracurricular participation. It is concerned with non-academic behavior, both in and out of school. Its purpose is to ensure, insofar as possible, that students who represent the high school in extra-curricular activities are worthy in behavior of the admiration of and emulation by other students and the community as a whole. It is also designed to be a deterrent to behaviors that are illegal or in conflict with the principles we strive to teach and engender in our student body. The scope of this policy for Marcus-Meriden-Cleghorn Community School District includes any extra-curricular or co-curricular activity for which the student participates.

The Board of Directors of the Marcus-Meriden-Cleghorn & Remsen-Union Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the Marcus-Meriden-Cleghorn school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility

criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the Marcus-Meriden-Cleghorn & Remsen-Union Board's policy and these rules: Athletics, instrumental and vocal music performances, drama productions, speech contests, National Honor Society, all co-curricular clubs (e.g. Art Club, Spanish Club, FCCLA, Odyssey of the Mind, etc.) all honorary and elected offices (e.g. Homecoming King/Queen/court, Prom King/Queen/court, class officer, student council, student leadership team, etc.), state contest and performances for cheerleading and drill team, mock trial, quiz bowl, student activity trips, school dances or lock-ins (including homecoming and prom) or any other activity where the students represents the Marcus-Meriden-Cleghorn & Remsen-Union school outside the classroom.

Good Conduct Policy Guidelines

To retain eligibility for participation in Marcus-Meriden-Cleghorn & Remsen-Union Community School District extracurricular activities, students must conduct themselves as good citizens both in and out of school at all time. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

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

- Possession, use, or purchase of tobacco, vaping/JUULS, electronic nicotine delivery systems, and/or products or components related to the listed items including but not limited to pods, regardless of the student's age.
- Possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath).
- Possession, use purchase or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs
- Illegal possession or use of a dangerous weapon.
- Unauthorized use and/or possession of pyrotechnic devices (such as fireworks or firecrackers) on school property.
- Being in attendance at a function or party where alcohol or other illegal drugs are knowingly being consumed by minors (this is known as "mere presence" see the addendum at the end of this policy).
- Engaging in an act that leads to arrest or citation in the criminal or juvenile court system, excluding minor offenses such as traffic and hunting/fishing violation.
- Exceedingly Inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperated with authorities), hazing or excessive harassment of others.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for violation of a good conduct rule in the previous school or school district, the student shall be ineligible if the administration determines that documentation from a previous district shows a violation of the fact of the student's violation in the previous district.

Penalties

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

First Offense: K-6 will be at the Principal's discretion; 14 calendar days; minimum of two events

Second Offense: K-6 will be at the Principal's discretion; 28 calendar days; minimum of four events

Third or More Offense: K-12—12 months of ineligibility

In order for contests or public performances to count toward regaining student eligibility the student must finish that season in good standing. Students who violate Good Conduct Policy may not pick up a previously non-participated sport to complete their ineligibility. Students also cannot join a sport after the season has started to complete the ineligibility. A student may miss activities in two different activities if the penalty is not finished during a particular season and if the student was in that activity the previous year. Example: Student serving a first violation during the last week of football and misses one football game. The student is not a participant in any other activity but then participates in baseball (and had previously participated in baseball) and will miss three baseball games. In any case of multiple offenses, the penalties will result in consequences being run consecutively and not concurrently. Events may only count one per day and scrimmages are not considered public appearances. In the event of multiple events occurring on one day, only one event may be counted per calendar day.

The period of ineligibility begins immediately upon a finding of the violation. The student will serve the penalty phase starting the day the determination of the violation is confirmed. Violations during the summer months will be served at the start of the next school year, unless the individual is involved in a school program during the summer. An ineligible student shall attend all practices or rehearsals. The student will not ride with the team, or sit on the bench during the activity. They are to have no active role with the team/group during competitions.

If a student cannot participate in an activity due to a weather related issue but would have otherwise fulfilled the requirements as set forth by the Good Conduct Policy, administration may determine to change the order of eligible events.

Exemptions

Instrumental and vocal concerts are exempt under the following conditions. Concerts will be limited to concerts that are held approximately every quarter. All other “out of class” performances are not exempt. If a student is getting a grade for these performances or public appearances, an alternative assignment may be given by the teacher to ensure students are not punished academically.

Academic Consequences

Unless the student violated the Good Conduct Rule while on school grounds or at a school activity off school grounds, there will be no academic consequences (e.g. detention, suspension from school) for the violation.

Due Process

All students are entitled to their due process, and shall have the right to file a formal complaint alleging violation of his/her rights to the above policy.

Level One: Superintendent

After the decision has been made to declare a student ineligible, the student and/or the parents/guardians shall have three (3) school days to file an appeal with the superintendent. The appeal shall be heard by the superintendent at the earliest feasible opportunity, but no later than seven (7) days following the filing of the appeal. A decision in writing will be rendered by the Superintendent within three school days after the hearing of the written appeal.

Level Two: Board of Education

An appeal of the decision of the superintendent may be made to the Board of Education. The appeal shall be made with the secretary of the Board of Education within three (3) school days of receipt of the superintendent’s decision. The Board of Education will hear the appeal no later than the next regularly scheduled meeting. This will be a closed session unless the student and/or the parents/guardians request that the hearing be in a public session. A special meeting will not be scheduled in the event of an appeal to the Board of Education.

General Due Process Provisions:

- A grievance not processed within the time limits of any step of the procedure by the grievant shall be considered resolved on the basis of the last answer.
- In the event a grievance is filed at such time that the supervisor, teacher, principal, or superintendent is absent from duty, such grievance shall be resolved upon return to duty by the above mentioned parties.
- A student will be ineligible during the period of an appeal if the offense is appealed.
- The student may be represented by legal counsel during any or all phases of the appeal process.
- Any appeal and/or decision shall be in writing.

Addendum A The “mere presence” provision of the Good Conduct Rule

The Marcus-Meriden-Cleghorn & Remsen-Union Good Conduct rule includes "mere presence" at a function or party where alcohol or other drugs are being consumed illegally by minors as a violation. A “mere presence” provision in a good conduct rule provides sanctions for a student who is not in possession of or consuming alcohol or an illegal substance, but who is present where the student knows that others are unlawfully doing so.

Reasons for including this provision are as follows:

- Educators know a great deal more about the dangers of adolescent experimentation or "dabbling" with alcohol and drugs than we did 25 years ago. We know more about addiction and we know more about the unhealthy impact on growing bodies that alcohol and drugs have, even in moderate amounts.
- This country now has a serious problem with drug and alcohol use by teenagers and even younger children.
- Federal and state laws now require schools to educate students about drug and alcohol use and abuse. Many laws have been passed, grant money made available, etc., to impress upon students the message against any type of chemical involvement.
- The message that is "sent" when a student attends a party where drugs and alcohol are being used by minors is one of approval, even if the student does not participate him or herself. (This is even true for the so called responsible activity of declaring a "designated driver" who will abstain from use while his/her peers engage in consumption of the chemicals).

The Good Conduct Rule does not suggest that a student accepting a ride from a neighbor, who had groceries, including beer, in the car would be in violation. The student would have to be participating (drinking or using drugs) or in attendance at a social function or party where alcohol or other drugs are being consumed illegally by minors. Riding with friends, who purchase or consume alcohol or drugs even though the student is not using, would be considered as part of the “mere presence” provision.

Students and parents shall note that if a student finds him or herself in a situation where illegal activity is occurring including but not limited to a situation in which alcohol or other drugs are being consumed illegally by minors:

1. Leave immediately. An *intention* to leave is not a defense, nor is being the "designated driver."
2. Apply "reverse" peer pressure to convince the persons responsible for bringing the contraband substances to leave the party and take the drugs/alcohol with them.
3. Otherwise get rid of the offending substances. (Flush or pour, but do not consume!)
4. Stay and risk loss of eligibility for extracurricular and co-curricular activities.

Situations:

If a student without transportation calls home or calls someone else for a ride and waits outside the party that should probably be interpreted as "leaving." But if you call and stay inside the party the "mere presence" clause may be in effect (weather could be a determining factor).

In re Oelmann, 18 D.o.E. App. Dec. 288 (2000); in re Lureman, 18 D.o.E. App. Dec. 310 (2000).

Harassment

Sexual Abuse and Harassment of Students by Employees or Students

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are

physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. Students who are harassed by another student should contact the building principal. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated two people as its Level I investigators. Their names are listed under the staff activity assignments located in this handbook. Their names are also published each year in the paper and the newsletter.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, stopping a disturbance, obtaining a weapon or other dangerous object, self-defense, protecting the safety of others, removing a disruptive student, protecting others from harm, protecting property or protecting a student from self-infliction of harm.

Sexual abuse includes, but is not limited to sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Initiations, Hazing, Bullying or Harassment Policy and Procedures

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor
 - what, when, where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later
 - how the student felt; and
 - how the harasser or bullying responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex/gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- 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 the school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than gender includes, but is not limited to:

- verbal, physical or written harassment or abuse
- repeated remarks of a demeaning nature
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories or activities.

Any person who promptly, reasonably, and in good faith reports an incident of bullying under school policy 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.

Retaliation against any person, because the person filed a bullying or harassment complaint or assisted or participate 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 disciplinary measures. The school or school district will promptly and reasonably investigate allegations of bullying or harassment.

Communicating a harassment or bullying report to a school official will cause the complaint to be investigated. The law requires the school to investigate all allegations reported to school officials.

Bullying, harassment investigations will be conducted by the building principal. Due process will be given to alleged abusers of this policy. Investigations that prove to be founded may result in the following consequences, but not necessarily in the order listed: (more than one consequence may occur with a violation)

- Parents informed verbally or in writing
- warning and probation
- removal from school transportation
- suspension from classes/school/suspension from activities
- expulsion from school

Harassment of Teacher by Student

A student who harasses a teacher at school or off school property will be subject to disciplinary action by the school. The teacher may file a complaint with the school or with law enforcement if necessary. The student will be informed of the allegations and given an opportunity to answer to the allegations. Discipline may include, but not be limited to, the following: detention, suspension (in-school or out-of-school), and referral to law enforcement, or dismissal from school.

Humiliation

MMCRU shall not tolerate humiliation of students, teachers, staff, or guests at school or at school activities. Black's Law Dictionary (9th Ed. 2009) defines humiliation as "the term used when a person has been disgraced, belittled, or made to look foolish." Each incident will be investigated on its merits and discipline determined after investigation. Students, guests, staff, or teachers may report an incident and may be asked to put the complaint in writing.

Discipline can range depending upon the severity of the act but is limited to the following (not necessarily in this order): 1. Verbal warning, 2. Probation, 3. Suspension from activities or class 4. In school suspension, 5. Out of school suspension, 6. Saturday school, 7. Expulsion.