



Turkey Valley  
Jr.-Sr. High School

## STUDENT HANDBOOK

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### **Turkey Valley Vision Statement**

In our on-going quest for excellence, the Turkey Valley School District educates and empowers learners to reach their fullest potential through high student achievement, life-long learning skills, and responsible, productive citizenship.

### **Turkey Valley Mission Statement**

The Turkey Valley School District will establish a foundation that encourages students to become respectful, responsible, life long learners able to meet the challenges of the future.

### ***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## Welcome

The information, policies and procedures contained in this handbook are the result of a concerted effort by the staff, principal and Board of Education to outline for students and parents the basic operation of our school and expectations of our students. It is hoped that this handbook will help each student to become an integral part of Turkey Valley.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help each student to participate successfully in their school years and adult life. To prepare each student to live a better life in this complex society, we hope that each student will actively participate in their coursework and school activities. Success in school, as in life itself, is directly proportional to a student's efforts and abilities.

Turkey Valley welcomes each of you and we hope that you will always be proud of our community school's traditions, standards and achievements. As Turkey Valley celebrates its fifth decade, each student joins the ranks of thousands of alumni who have made Turkey Valley a special place of success and memories.

## Turkey Valley District History and Organization

The Turkey Valley Community School District was formed on July 1, 1960 following a reorganization election on July 27, 1959. The district merged three former school districts including the towns of Lawler, Protivin, Waucoma, Fort Atkinson and St. Lucas. The district covers 169 square miles.

The Turkey Valley building at Jackson Junction was opened for students in August of 1963. An addition to the building was approved in 1967 to accommodate the increasing enrollment. In the summer of 2003, an extension of the elementary wing was added to include an early childhood literacy center, elementary library/media center, elementary computer lab and additional offices. In 2012, a Fitness Facility was added to the high school gym.

## Turkey Valley Traditions

Turkey Valley high school students adopted the Trojan mascot, red and white school colors and its school song in 1960-61. As the years progressed, more traditions developed, such as homecoming traditions, commencement traditions, class projects, etc.

Together, the traditions, the quality of students, the community support, and the spirit of the student body have created one of the most respected schools in northeast Iowa.

## Beliefs

The Turkey Valley Junior-Senior High School believes:

- Students and staff should be provided a physically and emotionally safe environment.
- Students, parents, staff and community should have a mutual respect for each other in their shared responsibility for the education of students.
- Students should be provided learning opportunities and guidance to develop their knowledge, understanding, and skills to continue as self-directed, life-long learners.
- Students should be provided a curriculum that is challenging, meaningful, diverse, integrated, learner-appropriate, and personally rewarding for successful life transitions in their community, nation and world.
- Students should develop talents, thinking skills, and positive attitudes to reach their maximum learning potential.
- Staff should continue professional growth to develop meaningful curriculum and effective instructional practices.

## Advisor/Advisee

In order to improve student, faculty, and parent relations an Advisor/Advisee program exists. Students are placed in small groups that meet with faculty daily.

## Bell Schedule

Warning Bell	8:12
Period 1	8:15 – 8:58
Period 2	9:02 – 9:45
Period 3	9:49 – 10:32
Advisor/Advisee	10:36 – 10:56
Period 4	11:00 – 11:43
Period 5	11:47 – 1:00
<b>Lunch A 11:43- 12:13</b>	
<b>Lunch B 12:30 - 1:00</b>	
Period 6	1:04 – 1:46
Period 7	1:50 – 2:32
Period 8	2:36 – 3:18

## ALCOHOL – DRUGS - TOBACCO

The Turkey Valley Community School District is a drug free campus which includes buildings, grounds, vehicles, and activities. The use or possession of tobacco/nicotine products (including but not limited to: cigarettes, cigar, smokeless tobacco, snus, e-cigarettes, sticks, strips and orbs). The use or possession of alcohol, or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances by all students, regardless of age, on school property or at any school sponsored activities is strictly forbidden. Violation of this rule will result in disciplinary action which may result in expulsion. Such a violation may also be reported to local law enforcement authorities. It shall be the responsibility of all school personnel to monitor this policy.

## Assault on a School District Employee

A student shall not make a verbal assault on a school district employee nor cause or attempt to cause physical assault or intentionally behave in such a manner which could reasonably cause physical injury to a school district employee on the school grounds during, immediately before or immediately after school hours or during school activities or functions (Bd Policy 502.7).

If such an action takes place:

There will be an immediate removal of the student from the premises with a suspension in effect until the student appears at a Board hearing which will occur as soon as possible.

The administration will notify the Sheriff's office in both the county of the student's residence and the county of the employee's residence of the suspension and the reason for it.

## Assemblies

Assemblies, pep rallies, concerts, drama and musical productions are a scheduled part of the school year and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Students should not leave an assembly until dismissed.

## Athletics

**Locker Rooms**--If everyone takes proper care of his/her own physical education clothing, shoes, duffel bags, athletic equipment and clothing, the problem of theft and loss is reduced. Students should keep in mind that when Turkey Valley hosts home athletic events, guests dress in the locker rooms. When items of clothing are left out of lockers and/or lockers are left unlocked, the temptation to obtain a souvenir is increased. Students should always put everything away, lock lockers and remove any item from the locker room that cannot be placed in a gym locker or that the student values. **The school and staff are not responsible for lost or stolen items.**

**Fitness Facility**--Due to insurance liability, use of the Fitness Facility at anytime is prohibited unless the student is supervised by an adult.

**Game Admission**-- When any athlete returns to Turkey Valley in the early evening from a game or meet at another school and Turkey Valley is hosting an athletic event, students must pay admission or present their athletic pass to remain.

## Attendance Policy

Attendance Policy Philosophy - Regular school attendance is essential for learning. Any absences will hold back a student's progress. Habitual absence indicates poor planning and irresponsibility. Completing make-up work for classes missed can only partially meet course objectives and requirements.

Absence - A student's absence from school requires a parent/ guardian to excuse the absence with a phone call to the school.

Illness in the school nurse's office will be recorded as an absence if the school nurse confirms the illness to the teacher of the class or study hall that the student has missed. Such an absence will be recorded on the student's attendance record and the student will need to obtain a make-up slip for the class(es) missed.

A student under suspension will be recorded as "present" under the attendance policy.

A student who is participating in a school-sponsored activity will be considered "present" under this attendance policy. To be a school-sponsored activity, the activity must be authorized and conducted by the school with school supervision.

**To compete or participate in an extracurricular activity that day, the student must be in attendance at school by 9:00 a.m., have a doctor's excuse, or prior permission from the Activities Director or Principal.**

### **A. Parent Communications**

**Confirmation of Absences** - A parent or guardian must call the school (563-776-6011) between 7:30 a.m. and 8:15 a.m. the day of the absence or during school hours the preceding school day if a student is to be absent, arrive late, or leave early. If necessary, a voice message may be left prior to 7:30 a.m. If school begins and a student is absent, the school will call the parent or guardian at the phone number provided for home-school communications.

Failure of a parent or guardian to have authorized the student absence within two school days following an absence will result in the absence being recorded. It becomes the responsibility of the student to let parents or guardians know that they need to call. If after two days, no call is received, the absence is considered a truancy.

**Tardiness** - Coming to any class during the first 8 minutes after the tardy bell rings is considered a tardy (unless a parent/guardian has called to inform the school of the student's late arrival), while coming to class during the last 38 minutes is considered an absence for the period on that day. Having four (4) unexcused tardies (in a semester) will result in a thirty minute detention. Multiple detentions for tardies will result in further disciplinary action.

**Leaving School Early** - A parent or guardian must notify the school via a phone call the day of the absence (or during school hours the preceding school day) if a student will be leaving school before regular dismissal time. A parent may wish to indicate departure time according to specific class periods, such as "the end of sixth period." Either a time or period designation is acceptable as long as it is specific.

Leaving class during the first 8 minutes is considered an absence for the class period.

In the event of a student leaving early, the student is to obtain a permission slip from the office prior to the time of dismissal and present the slip to the teacher of the class he/she will be leaving and to the teacher(s) of the class(es) missed upon the return to the class(es). If the student leaves between classes, he/she will present the slip to the teacher(s) of the class(es) missed upon the return to the class(es).

If a student becomes ill and needs to leave school early, he/she must see the school nurse who will contact a parent or guardian to pick up the student. The nurse will notify the Central Office that the student will be leaving. The student is to obtain an admission slip for presentation to teachers of the classes missed upon return to school.

## **B. Truancy and Its Penalties**

Any absence not confirmed by a parent/guardian without the knowledge of either the school or a parent/guardian is truancy. Leaving school early without parental permission or skipping out of a period or periods is truancy. Penalty for truancy of any kind is time made up during detention, in school suspension, or on a Saturday. Multiple truanies will result in the school notifying law enforcement officials.

**C. Checking Attendance Records On-Line** - Parents can receive information about attendance through on-line access to JMC. Contact the Central Office for more information.

**D. Admission Slips and Make-Up Work** - When a student returns to school following an absence from any class, he or she shall go directly to the Central Office window and obtain a make-up slip. The student will then present the admission slip to the teacher of the class(es) missed in order to return to the class and to record the assignments. Failure to obtain an admission slip will result in denial of admission to classes.

**Completing Make-up Work** - The responsibility for completing make-up work rests with the student.

## **Parental Notification and Consequences**

Parents or guardians are informed of the student's attendance through the report cards at the end of each quarter.

Following a student's absence from seven (7) class periods of a class, the student and parent/guardian will be notified and the student will be referred to the school's success coordinator who will work with the student, the parent/guardian, specialists, and instructors to prevent further absences and loss of academic credit before absences exceed the maximum of nine (9) or the prorated amount outlined below.

A student who exceeds nine (9) absences from a class or classes per semester may be dropped from the course(s) the student has missed. The allowed number of absences from courses that meet less than five days a week is prorated accordingly. A student and/or parent/guardian may request an attendance hearing before the success coordinator/principal within two school days of the school's notification that the student is being dropped from the course. If the student and/or parent requests an attendance hearing, the student may continue in the class(es) with permission of the principal, success coordinator and the teacher(s) involved until the hearing is held. In order to continue in those classes, the student must also arrange a time to meet with each of the involved teachers individually, before the hearing. This time will be used to discuss missing work or other issues that may have resulted from the absences.

Following the hearing, and if just cause is found for the absences, the designee/principal will notify the Board of Education that the student is reinstated in the appropriate class(es) for the remainder of the semester. Just cause is defined as exceptional circumstances, such as a family emergency or a health/medical emergency. The success coordinator/principal will present a decision within three school days of the hearing.

A student who has to drop a course because nine (9) absences have been exceeded, will have such action, including an "F" grade, permanently recorded on their school transcript for each course affected with a special note stating that the grade was affected by lack of attendance as required by our policy.

**Questions or concerns about the school's attendance policy should be directed to the success coordinator.**

**Awards** - Awards are given to students in recognition of school-related achievement, including academic, service, leadership, citizenship and extra-curricular activities. Awards are granted at commencement and may vary from year to year. Requirements for an award are determined by the sponsoring organization, school administration, or staff sponsors or coaches. Complete information on the school's award program is available from the guidance office.

## **Building Regulations**

- Students who arrive at school prior to 8:00 AM are to remain in the Commons unless they have been asked to report for a rehearsal, practice, etc, or have been given permission by appointment to be in another part of the building **under** the supervision of a teacher.
- After arriving on the school grounds, students are not to leave before 3:18 PM unless permission is granted from the office.
- No student should be in the building after 3:25 PM unless **supervised** by a teacher or participating in a supervised activity.
- Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day.
- No student is allowed in the building during evenings, weekends, or vacations except under the **direct supervision** of an employee.
- 7-12th grade traffic into the elementary wing is to be kept to a minimum. Students are to be courteous, quiet and walk if it is necessary to be in either elementary wing.
- During their lunch period, students are to remain in the Commons or assigned area unless given permission.

**Bulletins and Announcements** - Weekly student bulletins are posted outside the Central Office. Information on meetings, athletic events, and social activities, as well as specific information for each school day will be read over the intercom system daily. Students are to remain quiet and listen carefully to all information given. It is a student's responsibility to check announcements.

## **BUS POLICY**

Safety is the primary concern for every child that rides a Turkey Valley Community School bus. Therefore, every precaution will be taken to see that children arrive at their destination safely. This can only be accomplished if we have the cooperation of both students and parents. Driving a bus is a difficult and responsible task. The attention of the driver must be on the driving responsibilities at all times and any deviation from this task could endanger the safety of all passengers. It is absolutely necessary that each student assumes responsibility for his/her behavior, and any infraction of procedures necessary for the safe transportation of students be reported immediately to the bus driver or school principal. The following guidelines will be used to ensure the safe and efficient operation of our buses.

1. Students are under the authority of the bus driver
2. When students enter the bus, they will take their seat and remain there until leaving the bus
3. Students will remain seated while the bus is in motion
4. Students will not use profanity, swearing, bad language, name calling or taunting.
5. Students will keep hands and arms inside the bus
6. Students will keep their feet on the floor and not on the seats
7. Students will talk in a normal voice and not shout at other students or the driver
8. Students will not take property from another rider
9. Students will not destroy property of another rider nor shall the student destroy or deface school property
10. Students will show **RESPECT** to the bus driver, other riders, and district and personal property

### **Unacceptable Behavior**

The following list of behaviors are not permitted on Turkey Valley School District buses. This list shall include but is not limited to the following: hitting, spitting, profanity, out of seat, throwing objects, obstructing aisles, making loud noises, hanging out of windows, assault/fighting, vandalism, insubordination, possession of a weapon, possession or use of tobacco, vaping, possession or use of alcohol and/or other controlled substance, and viewing inappropriate material on any electronic devices. All spray and mist products are not to be used on the bus. Sprays and mist products can be a danger to others with allergies and pollute the bus environment. Deodorant, cologne, perfume, hairspray and any other spray or mist product is prohibited.

### **Consequences for Infractions**

**First Offense** Driver conferences with the student, identifies the infraction, and writes the ODR with copies to the principal and parents.

**Second Offense** Driver conferences with the student, identifies the infraction, and writes the ODR with copies to the principal and parents. The principal contacts the parents, reviews the incident and may suspend the student up to 5 days.

**Third Offense** Driver conferences with the student, identifies the infraction, and writes the ODR with copies to the principal and parents. The principal contacts the parents, reviews the incident and may suspend the student up to 15 days.

Any succeeding violations shall result in the suspension of all riding privileges for a period not to exceed the remainder of the current school year.

If a student causes a major issue on the evening route, the bus driver may suspend the student from riding the next morning. The driver must notify the principal right away and make sure the parents are notified. The principal will investigate and follow up the next morning. Depending on the seriousness of the offense, the principal may jump to any level necessary to properly address the issue.

The Turkey Valley Community School District Board of Directors has authorized the use of recording devices on the school district buses. The recording devices will be used to monitor student behavior, to maintain order on the school buses and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the recording may be used in a student disciplinary proceeding. The content of the recordings are confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view recordings of their child if the recordings are used in a disciplinary proceeding involving their child.

### **Class Bell Schedules**

	<b><u>2:15 Dismissal Schedule</u></b>	<b><u>2 Hour Delay Schedule</u></b>	<b><u>1:00 Early Dismissal</u></b>
Period 1	8:15 - 8:58	Period 1 8:15 - 8:55	Period 1 8:15 - 8:45
Period 2	9:02 - 9:45	Period 2 8:58 - 9:38	Period 2 8:48 - 9:18
Period 3	9:49 - 10:32	Period 3 9:41 - 10:21	Period 3 9:21 - 9:51
Advisor	10:36 - 10:56	Period 4 10:24 - 11:04	Period 4 9:54 - 10:24
Period 4	11:00 - 11:43	Period 6 11:07 - 11:47	Period 5 10:27 - 10:57
Period 5	11:47 - 1:00	Period 5 11:50 - 12:53	Period 6 11:00 - 11:30
Period 6	1:04 - 1:46	Period 7 12:56 - 1:34	Period 7 11:33 - 12:03
Period 7	1:50 - 2:32	Period 8 1:37 - 2:15	Period 8 12:06 - 1:00
<u>Period 8</u>	<u>2:36 - 3:18</u>		
<b>Lunch A</b>	11:43 - 12:13	<b>Lunch A</b> - 11:50 - 12:13	<b>Lunch A</b> - 12:06 - 12:31
<b>Lunch B</b>	12:30 - 1:00	<b>Lunch B</b> - 12:30 - 12:53	<b>Lunch B</b> - 12:33 - 12:57

**Closed Campus** - We have a closed campus policy. Students must stay on the school grounds from the time they arrive until school is dismissed. Parents/guardians must make arrangements in accordance with the attendance policy for students to leave the school for any reason.

### **College Representatives**

Juniors and seniors of the Turkey Valley High School who wish to speak with representatives of post-secondary institutions are to sign up in advance through the guidance office or on the Commons bulletin board.

### **Dances**

Periodically dances may be held for high school and junior high students. Students will be required to be at the dances within a half an hour of the start time. Once a student leaves a dance, the student may not return without administrative approval. The school's responsibility ends once the student leaves the dance.

### **Early Graduation**

The philosophy of the Turkey Valley Community School is that students profit most by remaining in school a full eight semesters and by taking as many courses available to them as possible regardless of the total number of credits accumulated in four years.

In a very few cases, however, early graduation may be an acceptable choice. A letter of request shall be submitted to the principal/guidance counselor by May 1, of their junior year. Students who graduate early are not allowed to participate in school sponsored activities (trips,dances,etc) once they graduate. They may participate in graduation ceremonies with their classmates. For further information and procedures, contact the guidance counselor or principal.

### **Electronic Devices/Cell Phones**

- All electronics, including but not limited to: cell phones and music players are allowed **ONLY** with the expressed permission of the teacher/supervisor in charge. If a student's success is at all compromised due to the use of an electronic device, use of such devices will be prohibited.

- **Use of All electronic devices and cell phones are strictly prohibited in restrooms and locker room areas.**

- Use of Electronic Devices (Ipod's, music players, and cell phones etc.) is prohibited in the hallway.

- Cellular phones are permitted on campus; however, phones need to be on silent. If a student needs to use his/her phone for a valid reason, they need permission from the Central Office and use (calling and texting) must occur at the Central Office.

- Students may use their cell phones up until the first hour warning bell and in the Commons during their designated lunch time.

Misuse will result in confiscation of the electronic device, which will be turned into the Central Office.

- **1st offense** - device is held by the Central Office till the end of the day.

- **2nd offense** - device is held by the Central Office till the end of the day and parents will be contacted.

- **3rd offense/future offenses** - device is held in the school office for one (1) week during school hours and the student will serve a (1) one hour of detention. Parents/guardians will be notified of the violation and consequences.

Students found in violation of this policy may be subject to discipline and in cases where a law is violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately. See also, Good Conduct Rule re: page 7, inappropriate use of Electronic Devices.

### **Equal Educational Opportunity Policy**

The Turkey Valley Community School District will not discriminate in its educational activities on the basis of: race, color, national origin, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color national origin, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment. Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color religion, national origin, sex, or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

### **Extra Help**

Students may always seek extra help from their teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussions. A student should arrange a conference with the teacher before or after school. A teacher will sometimes request that a student stay after school if it is apparent that the student is having difficulty with his work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help the students make the progress of which they are capable. Teachers may be contacted by email or through the school website with questions or concerns.

### **Fees and Bills**

All bills are payable immediately. Fees and bills are expected to be paid and obligations met. No items purchased through the school will be issued until payment is made.

All fees to be collected by the school will be handled by the sponsor(s) of the program/activity. Receipts will be available upon request at the time of payment from the sponsor(s).

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program

eligible to have their student fees waived or partially waived. Parents or students who believe they may qualify for financial hardship should contact the Central Office at registration time by (mid-August) for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **Fire and Tornado**

Drills for fire and tornado are conducted in accordance with state regulations. Exits for drills are posted in each room. Students who set false alarms are subject to suspension from school and law enforcement maybe contacted. Additional drills will be conducted as determined by the administration and the Emergency Crisis Team.

### **Fundraising**

The principal must approve all school fundraising projects. All monies for these fundraisers must be handled through the Central Office. Fundraising projects must have a clear purpose, which falls within the guidelines for the group or organization. Students are cautioned not to contact individuals they do not know. Tickets or articles of any kind, other than those associated with school-sponsored activities, are not to be sold on school property by outside organizations (such as 4-H, churches, scouts, etc.) unless approved by the superintendent.

### **Good Conduct Rule (Code No. 503.6)**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities of students during their school years and for a lifetime.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. Records of violations of the good conduct rule will be maintained.

It shall be the responsibility of the administrative team to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

In addition, in light of each student's role as a representative of the school both on and off campus, evidence obtained through the student's use of technology may result in a violation of the Good Conduct Rule. Such violation may include but are not limited to: the inappropriate use of computers, cell phones, texting, e-mails, social networking sites (Facebook, Snapchat, Twitter, etc..) to transmit, post or otherwise communicate speech that the school deems as harassing, threatening, lewd or obscene; and/or, the transmission, posting or other communication of photographs or other images or information that provides a basis that the student has violated some other portion of the Good Conduct Rule, to include, but not limited to the student's use of alcohol, tobacco, drugs/illegal drugs. These actions ARE NOT representative of the educational values of citizenship, character, and integrity espoused by our school.

#### **A. Academic Eligibility**

To be eligible for an activity, students participating must:

- pass all classes and have a grade point average of 1.0 (D) or higher at the quarter and semester.  
Students determined to be ineligible shall serve a suspension of thirty (30) calendar days for all activities beginning the day grades are due in the office.
- If a student is not involved in an activity at the time they are suspended, the suspension will be served during the next activity that the student is a participant. The suspension will start on the first day on which competition is allowed.  
Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's IEP team, towards the goals and objectives on the student's IEP or 504 plan. If a quarter or semester is extended past the original date, the ineligibility period will be extended as well. Parents can receive information about academic progress through on-line access to JMC, contacting the students teacher, or the Guidance Office for more information.  
Students determined to be ineligible shall serve a suspension of thirty (30) calendar days for all activities beginning the day grades are due in the office.
- If a student is not involved in an activity at the time they are suspended, the suspension will be served during the next activity that the student is a participant. The suspension will start on the first day on which competition is allowed.

#### **B. Student Eligibility for Extracurricular Activities**

The Board of Directors of the Turkey Valley 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 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 school activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors.

This rule applies to 7-12 grade students. The following activities are covered by the board's policy and these rules:

- Athletics, instrumental and vocal music performances, drama productions, speech contests, homecoming king/queen/court, class/officer, student senate representative, editor of the yearbook, graduation escort, state contests and performances for cheerleading or any other activity where the student represents the school outside the classroom.
- Instrumental and vocal music performances - If a student is required to perform as part of a grade (e.g., band or chorus), and that student violates the Good Conduct Rule, the student may either be allowed to participate or withheld from participation but without any impact on the student's grade for the course.
- Homecoming - If a student incurs two violations of the Good Conduct Rule during their high school career, or violates the Good Conduct Rule after the last day of school following their junior year, the student shall be excluded

from Homecoming consideration their senior year.

A student who violates the Good Conduct Rule shall be ineligible from holding an elected or appointed office (class officer/student senate representative, editor of the yearbook) or honorary position (graduation escort) for one calendar year. If the student is already a class officer/student senate member or editor, the student will be removed from the position.

### **C. Good Conduct Rule**

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

Any student who, after a meeting 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 Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possess" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]);
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor traffic offenses), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, serious hazing or 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 a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

### **D. Determination of Violation of the Good Conduct Policy**

Students may be determined in violation of the Good Conduct Rule in the following manner:

1. The student and/or parent makes a "self report" to a current coach/director, activities director, success coordinator, or principal.
2. A report by law enforcement officials. There need not be a conviction or arrest.
3. Observation of the violation by two (2) Turkey Valley staff members.

### **E. Penalties**

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

- First Offense Within the Student's Junior/Senior High School Career – Up to Four (4) weeks of ineligibility.
  - Second Offense Within the Student's Junior/Senior High School Career – Up to Eight (8) weeks of ineligibility.
  - Third or More Offense Within the Student's Junior/Senior High School Career – Up to Twelve (12) calendar months of ineligibility.
1. The period of ineligibility begins upon notification of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
  2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
  3. An ineligible student shall attend all practices or rehearsals, and performances/games but may not "suit up" nor perform/participate.
  4. If a student drops out of an activity prior to completion of the of the season/semester, the full penalty will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
  5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

### **F. Reduction in Penalty**

1. Evaluation and Treatment: A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced by three (3) weeks. This reduction is not available for first or third violations.
2. Admission Prior to Determination: If a student comes forward to a current coach/director, success coordinator, principal, or activities director to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced by one (1) week for a first violation, two (2) weeks for a second violation, or three (3) months for a third violation within the student's high school career.
3. Items 1 and 2 of this section may not be combined.

### **G. Violations Occurring During Ineligibility:**

If a student is ineligible at the time of the violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. The second penalty attaches when the first penalty is completed.

## **H. Academic Consequences**

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds.

## **I. Letters and Awards**

Students who have a violation during an activity shall not receive a letter or award for that activity.

## **J. Appeals**

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

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

## **Grade Report and Grades**

Each student will be issued a grade report after the end of each quarter. Grades are an evaluation of the work, attitude, and participation of the student. Each teacher will set the standards for his/her particular class. All teachers do not grade alike because of the different type of classes and different methods of teaching. Teachers are asked to explain their philosophy and method of grading to their students. It is the responsibility of the student to learn the standards set for each class and adjust his/her work accordingly.

The following is the general guide for the letter grades used—a plus or minus following a letter indicates the upper or lower part of the grade range. A—Excellent; exceeds requirements; contributes and volunteers a lot. B—Very Good; completes requirements well; contributes some. C—Good; completes requirements; contributes some. D—Fair; minimum requirements met; seldom or never contributes or takes part. F—Poor, unacceptable; failure to meet minimum requirements. INC—Grade withheld for work not yet completed, being allowed additional time for make-up. (Students that have been absent due to illness or injury or for other acceptable circumstances may qualify for an incomplete grade.) An incomplete grade becomes a failing grade if not completed within two weeks. This could vary according to the reason of the incomplete grade. For academic eligibility, an incomplete is considered failing.

Parents can receive information about academic progress through on-line access to JMC. Contact the Guidance Office for more information.

## **Graduation Requirements**

Graduation from Turkey Valley requires 50 credits. One academic credit is granted for satisfactory completion of the work in a subject for which classes meet five times a week for one semester. Courses meeting two or three times a week earn one-half credit per semester. All high school students will be required to carry six subjects, plus physical education, each semester. Physical education will count as one-half credit per semester. High school students in band and/or vocal classes must have a minimum of five additional subjects plus physical education. Seniors may not participate in graduation unless all requirements are complete unless an exception is made because of unusual circumstances.

Board policy 605.4 grants the board discretionary authority in special circumstances as well as allows for individual education plans for special education students.

## **Guidance Services**

The guidance program is designed to give helpful understanding and direction in meeting the educational, career, social and personal needs of students. Students are encouraged to become familiar with and learn to make use of the various guidance services early in their JH/HS careers. Students may schedule appointments with the guidance counselor during study hall time, or stop in to look at testing material, post-secondary information, or career materials.

## **Harassment**

Harassment and bullying of students and staff will not be tolerated in the school district. The school board policy 502.14 is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on the school-owned and/or operated buses, vehicles; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

The district's policy prohibits harassment, including bullying, of or by students, staff, and volunteers which is based on actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, gender, physical attribute, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment. Students whose behavior is found to be in violation of the board policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

## **Health Services**

If a student becomes ill in school, he/she should report to the nurse. A pass is needed to go to the nurse with the time of departure. The pass must be signed by the nurse with the time of return to classroom or study hall. The nurse will determine if the student needs to be sent home and will contact parents or guardians. Students **MUST NOT LEAVE** the building because of illness without authorization. No student will be sent home unless a responsible adult is there to receive him/her. If the school nurse is not in, students are to report to the office. Students are to update changes of telephone numbers at home or work of family members to be contacted if a student is ill or has an accident.

When a student is to take any kind of medication during the school day, the medication is to be administered by the school

nurse and must be kept in the nurse's office.

### **High School Funds**

All monies raised by any high school organization or class are deposited at the Central Office with a school secretary who issues a receipt to the depositing party. When a bill is to be paid, the bill is presented to the secretary who then writes the check.

While there is only one activity fund, the account for each organization is itemized separately. Funds for athletics, speech, music, drama, class accounts, etc, are kept in separate accounts and are handled in the same manner.

### **Homelessness**

The term 'homeless children and youths' A) means individuals who lack a fixed, regular, and adequate nighttime residence and B) includes 1) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; 2) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; 3) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and 4) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses 1-3. If you or someone you know becomes homeless, then contact the counselor in the Turkey Valley guidance office for information and assistance.

### **Homework**

Home study is a necessary part of each student's educational program. Each student is expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Study hall time wisely utilized reduces the amount of home study required.

### **Honor Roll Criteria**

The criteria for being listed in the nine week honor roll is a "B" average, or a 3.0 grade point average or better on a 4 point scale.

<u>Grade</u>	<u>Point Value</u>						
A	4.00	B+	3.33	B-	2.67	C	2.00
A-	3.67	B	3.00	C+	2.33	C-	1.67

The "weight" assigned to each class will be the same as its credit value. Students receiving a "D" or "F" grade will not qualify for the honor roll.

The honor roll is published at the conclusion of each quarter and will include quarter grades only. Students will be listed alphabetically in groups divided by grade point average ranges. Students who earn a 3.00 - 3.74 will be listed together, and those who earn a 3.75 - 4.0 will be listed together.

### **Internet Policy**

Internet access is available to students who have obtained written parental permission and returned the appropriate forms to the Central Office. Internet use is intended to promote the educational programming of the Turkey Valley Junior-Senior High School. Use of the internet for personal email is not considered appropriate educational use.

Students who access restricted items on the internet shall be subject to the appropriate action described in Board Policy or regulations or the following consequences. These consequences are ongoing throughout the students' attendance at Turkey Valley. Junior High and Elementary will be under the same policy, upon entering high school they will start over with the first offense. Refer to the Technology Acceptable Use policy under the Turkey Valley website.

**First Violation** - A verbal and written "Warning" notice will be issued to the student. The student may lose internet access for a period of thirty (30) school days at the discretion of the administration. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.

**Second Violation** - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal. The student shall forfeit all internet privileges for a minimum period of ninety (90) school days.

**Third Violation** - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal. The student shall forfeit all internet privileges for three hundred sixty five (365) calendar days.

**Fourth Violation** - A verbal and written "Fourth Violation" notice will be issued to the student. A copy of the notice will be mailed to the student's parents and a copy provided to the building principal. The student shall forfeit all Internet privileges for the remainder of their Turkey Valley career.

### **Lost and Found**

Students who have lost articles may inquire at the Central Office. Should students find articles, they are requested to turn them in to the office immediately. Items which are not claimed will be given to charitable organizations.

### **Lunch Information**

Lunch will be served to grade 7-12 students in two shifts, "A" and "B". "A" lunch shift will begin at 11:43 and conclude at 12:13 p.m. "B" lunch shift will begin at 12:30 and conclude at 1:00 p.m.

Deposits in lunch accounts should be made before 8:10 a.m. Charging of lunches is prohibited. Students must maintain a balance in their account at all times. Any student wishing to double punch must obtain a ticket from the office and present it in the lunch line. Funds must be in the account in order for students to take a second lunch or extra milk, juice etc.

Students that qualify for free or reduced-price lunches are reminded that they may eat twice in one day, purchase extra milks, purchase juice only, but must pay the regular price for the second meal and have funds in their account to accommodate these purchases. Also, free and reduced-price recipients—it is absolutely prohibited by Federal and State Regulations for a student to permit anyone else to use his/her account.

Parents can receive information about lunch account balances through on-line access to JMC. Contact the Central Office for more information.

## **Lunchroom Guidelines**

1. All students are expected to present their lunch cards or be able to enter their ID number upon going through the lunch line.
2. Every student's cooperation is needed in returning plates, utensils, napkins, wrappers, uneaten food, etc., to the kitchen after eating. Throwing of food, popping milk cartons, leaving food or other items for someone else to clean up, etc. will result disciplinary consequences
3. If it should be necessary at any time to unfold a lunch table that is folded, a student should not attempt to unfold the table. A custodian, an administrator or a teacher should be asked to do so. The tables can be very dangerous if not operated correctly.
4. For health and safety reasons, toothpicks, straws or any other projecting items are prohibited.

## **Media Center**

Students use the media center frequently for class projects and research. There are also materials for recreational enjoyment and personal needs such as books, magazines, newspapers, and audio-visual items which students may use during study halls. The student library identification number is on the reverse side of the student lunch card and is needed to check out library materials.

## **Music Procedures and Expectations**

1. When instrumental or vocal lessons have been completed, the student is to return to his/her scheduled class or study hall immediately unless otherwise directed by the teacher in charge.
2. Participants and guests at concerts are asked not to enter or leave while a performance is in progress. Participants and guests at concerts are also asked to remain quiet, attentive and respectful during performances.
3. Whenever the Star Spangled Banner is played prior to an event, students are to stand, remove head apparel, and remain quiet to show respect for the nation that the flag represents.

## **Parent/Community Concerns Process**

Per Board Policy 1003.3 Iowa Code §§279.8 (1987).

The board recognizes situations may arise in the operation of the school district which are of concern to the parents and other members of the school district community. Concerns of the community shall be resolved at the lowest organizational level by those individuals closest to the concern. When complaints are brought to the attention of the board, they will be referred to the administration for resolution if the following has not been completed.

- (a) Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above should be addressed to the employee's building principal for certified personnel and the superintendent for support personnel. Problems and questions about individual attendance centers should be addressed to the building principal.
- (c) Unsettled matters regarding certified personnel or other matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern about a school district employee, the individual may notify the board president in writing, who will bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting.

The board will address complaints from the members of the school district community if they are in writing, signed, and the complainant has complied with this policy.

It shall be the responsibility of employees to assist community members in resolving their concerns and the responsibility of the administration to develop administrative regulations providing guidance to school district personnel.

## **Parent-Teacher Conferences**

Parents will be informed of their student's progress by the quarterly grade report or mid-quarter progress letters. If parents have questions or feel that there has been a misunderstanding, they should call or e-mail the school for an appointment with the teacher, counselor, or principal. Students who wish to talk with a teacher about any problem should request a conference with the teacher, before or after school, or at a time convenient to both during the day. Teachers may also request conferences with a student in order to give or arrange individual help, or to clear up misunderstandings. Parents may make appointments for conferences with teachers, counselors, or the principal by phoning the office or emailing the teacher.

Parents can receive information about academic progress through on-line access to JMC. Contact the guidance office for more information.

## **Passes/Permission Slips**

Passes allow students to leave one area of the building to go to another area of the building while classes are in session. Following are rules governing these passes:

1. A student may not check out of a study hall or a class to see a teacher, to go to a computer lab, resource center, Central Office, etc., unless he/she has obtained a hall pass in advance.
2. It is the student's responsibility to obtain a pass. Students may not obtain a pass to obtain another pass.
3. Passes are to contain the following information: student's name, destination, time and date of departure, and signature of the teacher granting the pass.
4. Excessive and unnecessary use of regular hall passes may be cause for loss of pass privileges.

## **Physical Education**

All students must participate in physical education. It is strongly urged that the student visit his/her family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a written doctor's statement which clearly states the limitations must be presented. The statement will be made part of the student's record. All students are expected to come in proper attire for the activities. It is recommended that all students shower after physical education classes. Towels are to be provided by the student. The wearing of athletic practice uniforms or game uniforms is not permitted.

## **Physical Restraint of Students**

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

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

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

## **Plagiarism**

Plagiarism is using another person's words, thoughts, or beliefs as *your own* without proper documentation. Plagiarism is illegal and may result in disciplinary action including a failing grade for the assignment or course. Discuss with your instructors any questions about proper documentation.

## **Post-Secondary Enrollment Option Act**

A Post-secondary Enrollment Option Act has been adopted by the State Board of Education. The act permits the option of pursuing college courses for junior and seniors while in high school. Identified gifted/talented sophomores can also pursue these courses. Information regarding enrollment procedures, eligible post-secondary courses, etc., may be obtained from the guidance office.

## **Promotion and Retention Policy**

Grade seven students failing a first semester core course will be considered on probation. Grade seven core courses include language arts, science, social studies and mathematics. Grade eight core courses are language arts, science, social studies and mathematics. A seventh grader on probation will be required to earn at least a "C-" as a second semester grade in the core course he/she previously failed. If that student fails to earn a second semester grade of "C-" or better, he/she will be required to repeat the entire year of that course during the following school year.

Eighth grade students will be required to repeat any semester of junior high core courses which they fail.

Grade seven students who fail only the second semester of a core course will be required to repeat that semester the following school year, in lieu of the second semester of the corresponding eighth grade course.

Grade eight students will be required to repeat any semester of a core course they fail (or do not complete) during the following school year.

Junior high students failing any number of non-core courses will be required to complete a like number of high school courses chosen from the "pool" of courses. All efforts will be made to schedule a class from the same curriculum area whenever possible. These additional high school courses will be deemed required for graduation and will be in addition to the credits normally required for graduation from high school.

## **Purchase of Gifts and Collection of Money**

The collection of money by students and/or purchase of gifts for any school personnel or students is prohibited, unless permission is granted by the principal or superintendent. Donations made to charitable organizations or causes in lieu of gifts is encouraged.

## **Release of Student Information**

Student directory information is released to the print media, radio, television, and web pages without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information may include name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous school institution attended by the student, photographic or video image and other similar information. This written objection should be returned to Turkey Valley with registration materials. This does not carry over from year to year and must be completed annually.

## **Reporting a Safety Concern**

Turkey Valley strives to maintain a safe and secure learning and working environment.

\* If you see something, say something

\* Call 9-1-1 if there is an immediate danger, if you know about an emergency, or if you see suspicious activity.

\* Otherwise you may report any other safety concerns via the district's reporting number 563-776-4021. This number allows students, staff, parents and community members to confidentially submit concerns regarding safety, harassment, intimidation and bullying to the district administration. All reports may be submitted anonymously.

## **Rights and Responsibilities**

We hear a lot about student rights—but rights without responsibilities are only half the game. Each student has a responsibility:

1. To observe Constitutional rights of other individuals, whether they are students, parents, teachers, school officials or other participants in the educational process.
2. To respect the inherent human dignity and worth of every other individual.
3. To be informed of, and adhere to the rules and regulations established by the Board of Education and implemented by school administrators and teachers for the welfare and safety of all students.
4. To recognize individual and cultural differences and work to acquire knowledge as to how to use those differences for the improvement of society.
5. To dress and appear in a manner that meets the standards of health, cleanliness, safety, and good taste.
6. To develop employment skills that will lead to economic independence.
7. To maintain the best possible level of academic achievement.
8. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
9. To develop and undertake a social commitment to and for school and society.
10. To observe, know, and adhere to the laws of the state in which he/she resides.
11. To preserve school property, exercise care while using school facilities and help maintain and improve the school environment consistent with laws governing such property.

### **Scholarships and Financial Aid**

Scholarships and financial aid are available to seniors interested in obtaining financial assistance for education beyond high school. Information can be obtained from the guidance office on individual scholarship amounts, financial aid amounts, procedures, and necessary qualifications. Forms to fill out for federal and state assistance are usually available after November 1 at the guidance office. It is important to plan in advance to receive the maximum financial assistance that is available.

### **School Closing**

In the event of inclement weather or mechanical breakdown, school may be closed or starting time may be delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over; radio stations KCZE-New Hampton, KCZQ-Cresco, and KVIK FM and KDEC FM-Decorah. Television stations; KWVL TV and KCRG TV, School Website, Facebook, Twitter, Turkey Valley app and JMC notification system.

### **School Grounds and Building**

Cleanliness and neatness of the grounds and building can be greatly helped if students will use the waste cans provided and not litter the building, buses, or school grounds.

### **School Song**

Go fight you Trojans, on to victory! We are always with you, although tough the fight may be.

Rah! Rah! Rah!

Go win you Trojans, give it all your might. We will be here to cheer you on to win this game tonight!

Turkey Valley Trojans, Fight! Fight! Fight!

### **Search and Seizure**

School authorities may, without a search warrant, search a student, and/or personal effects, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, nicotine products, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local authorities.

The Turkey Valley School campus is a drug free zone. The Turkey Valley School District participates in a preventative program and partnership with the Winneshiek County Sheriff's Office aimed at keeping illegal drugs off our campus by employing drug-sniffing dogs in the high school parking lots, locker rooms, and student locker areas. Periodic, random inspections may occur throughout the school year.

### **SECTION 504 NOTICE OF NONDISCRIMINATION**

It is the policy of the Turkey Valley Community School District not to illegally discriminate on the basis of race, color, national origin, language, gender, sex, marital status, sexual orientation, gender identity, familial status, physical and mental ability, disability, age, religion, creed, physical attributes, ancestry, socioeconomic status, political party preference, or political beliefs in its educational programs or employment practices. There is a grievance procedure for processing complaints of discrimination by students, employees, parents, and community members. If you have questions or a grievance related to this policy, please contact Mr. Jay Jurrens Turkey Valley Community School District. Iowa Code 280.3

## **Senior Release Program**

A senior release program is available for seniors. A senior may work either the first or eighth hour or more of the school day, away from the school building, provided he or she has a study hall the period(s) release is requested. **A student's schedule shall not be altered to accommodate the senior release program.**

A senior release request form that is completed and signed by the parents, and approved by the principal may be obtained from the guidance counselor's office. This completed form is kept on file in the guidance office.

At no time shall senior release take precedence over the student's responsibilities as a member of the Turkey Valley Community School. Students failing any subject will not be permitted to begin or continue the release program.

Senior release is a privilege and may be taken away for declining academic success, inappropriate behavior, or abuse of the privilege.

## **Social Activities**

Make all arrangements for an activity through and with the approval of the advisor, director, coach or class sponsor and the principal. Activities should be planned and must be approved **two** weeks in advance of the scheduled date.

## **Sophomore Magazine Sales Campaign**

The sophomore class conducts a magazine sales campaign each year. The proceeds of this campaign are used to pay for activities without making special assessments when they are juniors and seniors.

## **Student Appearance/Dress Code**

We take pride in the appearance of our students. Student dress can reflect the quality of the school, student conduct, and student school work. The appearance and dress of all students are important aspects of general conduct, attitude and educational atmosphere.

To uphold the intent of State guidelines and rulings, and to create a positive environment for learning, the following guidelines are presented to clarify the current dress code. The guidelines are not inclusive, yet they detail expectations for students, parents/guardians, and school personnel. If in violation, the student will be instructed to change. Habitual offenses will result in detention.

### **JUNIOR-SENIOR HIGH DRESS CODE**

**A student's dress, accessories or grooming is inappropriate when:**

1. it leads school personnel to reasonably believe that such dress will disrupt, interfere with, disturb, or detract from a quality learning atmosphere.
2. it creates a health problem for others as a result of strong odors, such as intense perfumes, colognes, or tobacco; or from inadequate hygiene or clothing cleanliness.
3. it creates a safety hazard.
4. it contains writing, pictures, or any other insignia, which are crude, vulgar, profane, or sexually suggestive.
5. it bears or suggests drug consumption, promotions, names, images, or likenesses, including those of alcohol or tobacco.
6. it reveals undergarments and/or private areas.
7. it suggests racial, ethnic, or religious prejudice.
8. it creates animosity between groups.
9. it can be construed to have an inappropriate "double meaning."
10. it includes:
  - see-through or fish-net fabrics
  - A-shirts (ribbed tank tops) if worn by themselves
  - halter or other back-less tops
  - spaghetti straps - Strap on each side must be 1.5" wide.
  - off-the-shoulder clothes
  - dark glasses, unless prescribed
  - head apparel worn during school hours, at school activities during school hours (headbands are acceptable)
11. it may also include (these are guidelines staff will follow in determining whether clothing and/or grooming meets dress code)
  - bare midriffs when arms at sides, while seated or standing and without making adjustments
  - low-cut tops
  - shorts or skirts shorter than fists when arms are straight at sides while standing without making adjustments.

## **Student Behavior**

As the vision statement of the Turkey Valley School District states, our goal is to empower students to become responsible and productive citizens. To this end we have high expectations for appropriate behavior. We expect individuals to walk quietly, be respectful, considerate, and polite to peers, school personnel, and guests.

Inappropriate behaviors include but are not limited to:

Pushing and shoving; clinging, carrying, or hopping on other people; rude and disrespectful behavior; fighting, harassment, threats; insubordination; possession of contrabands; destruction or defacing school property; stealing; prejudicial statements/conduct, profanity (written, verbal, or non-verbal) or inappropriate Public Display of Affection (PDA).

## **Discipline Policy**

The detention program in the Turkey Valley Community School District is specifically for students in grades seven through twelve who have violated the behavior expectations of the school. The detention system is designed to keep students in school and current on their class work. This program should:

- Make students accountable for their actions in the classroom, halls, lunchroom, restrooms, etc.
- Create a positive learning environment
- Create a system which requires communication between teacher, student, and parent.

## **Guidelines**

1. School personnel will establish and publish clear expectations for student behavior. Classroom teachers will

- establish and be responsible for classroom expectations. All school personnel have the authority to impose consequences for inappropriate behavior.
2. Parents will be notified by the instructor/school personnel explaining why and when their son/daughter is to serve detention.
  3. Detentions will be 60 minutes in length and be served from 3:30-4:30PM on Wednesdays after school. It will be the responsibility of the student to notify coaches ahead of time if they will miss practice due to serving detention.
  4. Intentional disregard for an assigned detention will result in an additional detention.
  5. Repeated misconduct and non-compliance with the regular school and/or classroom obligations will result in teacher interventions, counseling, potential Student Assistant Team referral, and/or Keystone AEA, or other outside agency referral.
  6. A student may also face suspension for major offenses or repeated misconduct or non-compliance.
  7. A suspended student will not be allowed to participate in any activities on the day they are suspended. The student, while in suspension, will be required to complete all assignments for that day to receive credit.
  8. If there is continued misconduct and non-compliance the student will be recommended to the Board of Education for expulsion.

Students shall conduct themselves in a manner fitting of their age level and maturity with respect and consideration for the rights of others while on the school district property within the jurisdiction of the school district; while on school owned/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Actions that will disrupt the learning environment or interrupt the maintenance of a disciplined atmosphere shall be cause for disciplinary measures that include dismissal from the classroom or activity, detention, suspension, or expulsion.

### **Student Lockers, Athletic/PE Lockers & Desks**

Locker assignments are made by the principal. Students are to remain in their assigned locker unless given permission to change their locker assignment by the principal. Students having difficulty opening their lockers are to contact the office for assistance.

Student lockers, athletic/PE lockers, and desks are the property of the school district. Students shall use the lockers and desks 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 assigned locker and desks clean and undamaged. The expenses to repair damage done by a student are charged to the student.

A student's locker and desk can be searched whenever an administrator or teacher has a reasonable 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 belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers and desks are confiscated. Illegal items may be given to law enforcement officials.

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

General locker and desk inspections may also occur with the assistance of law enforcement officials and/or drug dog. These inspections will be done for all lockers and desks at random, and may also include the parking lot. Searches of this sort will be unannounced.

Stickers, tape and other adhesives are not to be placed inside or outside the locker. **Advertisements for alcohol or tobacco, suggestive photos or remarks, pornography, and obscenities are prohibited.**

### **Student Records**

Information on a student's health, scholarship, citizenship, interests and activities, and grades and subjects is found in the student records. Additional pertinent information may be added by teachers or the principal. This may include but not limited to attendance records or discipline issues. Only those persons with legitimate educational purpose may access records.

### **Student Vehicles and Parking Lot Policy**

Students may drive vehicles to school, but they must park them immediately upon arrival at school. All vehicles that are used as transportation for school and school activities shall be registered with the Central Office. Students are responsible for the contents of their vehicle. Parking permits will be issued at a cost of \$5.00. The sticker needs to be placed in the bottom corner of the back window on the drivers side

. Students who are driving to school are reminded of several parking lot rules:

1. First and second row are in a straight line between light poles.
2. Do not block the exit of another vehicle.
3. Parking in front of the building during the school day is not allowed at any time, regardless of arrival or departure time.
4. The speed limit is no more than 15 mph upon entering and departing from the school.
5. Inappropriate driving behaviors in the parking lot will cause the student to be disciplined.
6. Students must park their vehicles in the area designated for student parking.

The Turkey Valley Community School is committed to providing a safe environment for its students, including safety for pre-school through high school students as they enter and leave the school grounds. In order to ensure that safety, student drivers are to demonstrate safe driving on the school grounds or lose the privilege on the school grounds.

### **Study Halls**

In order to achieve efficiency and consistency, the following guidelines have been prepared for grade seven through twelve students assigned to study hall.

1. Students are required to bring their planners to study hall.

2. A study atmosphere is expected in each study hall.
3. During regular study hall:
  - a. no talking or whispering.
  - b. no lying down on tables/chairs
  - c. restroom privileges may be granted at the discretion of the study hall supervisor.
  - d. studying together will be limited and permission granted at the discretion of the study hall supervisor.
  - e. no early dismissal eighth period to prepare for after school practices, rehearsals, or contests.
  - f. students are to remain in study hall; no entry to the gym, classrooms, or elementary wing.

### **Telephone**

A telephone is available in the Central Office for student use with permission during school time. Every effort will be made to notify students of an important message by contacting them between classes. Students will not be called to the telephone during class hours except in case of emergency. Long distance calls must not be charged to the school. Students will need to call collect, have a calling card, or \$.50 to place a long distance call.

### **Textbooks**

Book rent charges include the cost of all textbooks used and all workbooks used. Paper, pencils, markers, binders, folders, calculators, etc, must be furnished by the student. Fines for lost books and misused books are as follows: Loss of new books — cost of replacement. Cost of used books — replaced at current value. Loss of workbook — replaced at current value. Fines for lost or damaged books is as follows:

- |  |                                      |
|--|--------------------------------------|
| • 1st year book is in use - full price | • 4th year book is in use - less 45% |
| • 2nd year book is in use - less 15%   | • 5th year book is in use - less 60% |
| • 3rd year book is in use - less 30%   |                                      |

A lost book never goes below 60% of the original cost. The following schedule of fines shall be in force for the current academic year:

- |   |        |
|---|--------|
| • marking (name, scribbling, blots, etc.) | \$ .50 |
| • one torn page                           | \$ .50 |
| • several torn pages                      | \$2.00 |
| • broken binding or cover torn loose      | \$5.00 |
| • cuts on cover                           | \$2.00 |

### **Transcripts**

Transcripts needed for transfer, military use, scholarship consideration, college applications or prospective employer information may be requested from the guidance office. A student may request copies of his/her transcript at no charge. A transcript release form signed by parents/guardians must be completed before transcripts are released. A senior who is accepted at one or more colleges should request his/her supplementary transcript of final grades be sent to the college where he/she plans to enroll. Other colleges where a student has been accepted should be notified of the student's final decision.

### **Turkey Valley Honor Cord Program**

This is a single, dual, or triple cord program for academics, school spirit, and community service through leadership. Students maintaining a 3.5 cumulative GPA for junior and senior years are eligible for the Turkey Valley Triple Honor Cord status. Students who do not meet the 3.5 academic requirement are able to choose a dual or a single honor cord option for school spirit and/or community service and leadership.

#### **Our goal statement:**

“As members of the Turkey Valley Honor Cord Program, we are committed to academic and social development in ourselves, our school, and our communities. We will display academic integrity, strong character that demonstrates school spirit in all interactions, and service through leadership in our communities. Through these endeavors, we will encourage excellence at Turkey Valley.”

#### **Academic Cord**

In order to earn an academic cord, all work must be authentic and completed to your highest standards. You are committed to encouraging excellence from your classmates. Expectations of each classroom are followed. You show individual growth and personal interest in the pursuit of knowledge. Students who maintain a 3.5 cumulative GPA for the junior and senior years will earn a GOLD cord. First and second semester cumulative GPA will be used junior and senior years.

#### **School Spirit**

Do the right thing when nobody is watching as well as when they are. Bring honor to your school by following the established rules while working for changing the rules you find unjust. Encourage achievements in all groups you are involved in. Consider the way you are treating others and be a positive force in the lives of others in and around Turkey Valley. As a demonstration of your school spirit, you must be involved in at least four extracurricular activities during each school year. Meeting these standards for both the junior and senior year will earn a WHITE cord. These activities include: Musical, Play, Large group speech, Individual speech, Sports managers or statisticians, Yearbook, FFA, Band (Honor Band, UIC, Dorian, jazz, pep, marching, and solo and ensemble contests) , Choir through solo and ensemble contests , Volleyball, football, baseball, softball, basketball, wrestling, track, cross country, cheerleaders, trap shooting, YODA, Puppet Pals, Student Senate and National History Day

In order to show your dedication to Turkey Valley Community School, you will choose ways to promote the activities and involvement within the school. These might include:

- A letter or summary to the school newsletter about one activity
- An announcement to have others join the group on daily announcements/PA
- An announcement as a room-to-room activity during advisory-advisee time

- Creating bulletin boards for the advisor and activity
- Creating and hanging posters for the activities

\*You must share your participation and your method of promoting the activity to have the activity counted.

### **Community Service and Leadership**

Choose activities that highlight your personal concerns for those in need, the environment, or established organizations. A form similar to the Senior Careers service will be used, but service to your usual community groups can be used. Each candidate must serve at least 30 hours per year in a minimum of three different activities. These could cover church, 4-H, Boy Scouts, Girl Scouts, Relay for Life, visiting elderly, cleaning highways, working at the Gala or blood-mobile. Acceptable community resources include, but are not limited to:

4H, Girl Scouts, Lions, Work with the Veterans (serving meals, cleaning cemeteries, hanging flags), Food pantries (collecting foods or stocking shelves), Serving at local meal sites, Boy Scouts, Relay for Life, Gala, P-T conferences, Turkey Valley Blood Drive, Church groups (above and beyond regular services: funerals, meals, benefits, choir, clean-up), Little league coaches (unpaid), Habitat for Humanity, Clean up days in towns, parks and cemeteries, Concession stand workers and Town celebrations

A BLACK cord will be earned if a student proves 30 hours or more of volunteerism during each of the junior and senior years, for a total of 60 hours before graduation.

In a continuing process to improve the programs and to reinforce the vision of our school district, we are proposing changes to the current National Honor Society program. Through discussions with our current NHS members, with previous graduates and NHS members, and with student teachers in our classrooms from the local universities, we have heard repeatedly that volunteerism rates higher on scholarship and job applications than a simple GPA. For this reason, we wished to raise the commitment of the current group of academically eligible students to achieve service and leadership opportunities and to open the door for other students to add service and leadership hours to enhance their job and college applications.

Again, students who have a 3.5 cumulative GPA at the end of the sophomore year and maintain it at each semester of junior and senior years are eligible for the Turkey Valley Honor Cord program. They would be able to work toward the triple cord honor: academic, school spirit, community service and leadership. Students who do not meet the 3.5 academic requirement are able to choose a dual or a single honor cord option for school spirit and/or community service and leadership.

We feel the changes we are proposing for the new Turkey Valley Honor Cord Program meet the expectations of the vision for our schools, which states, "In our ongoing quest for excellence, Turkey Valley School District educates and empowers learners to reach their full potential through high student achievement, life-long learning skills, and responsible productive citizenship."

### **Unlawful Pictorial Images**

It is a violation of school policy for any pictures or videos or any other type of pictorial images from any type of device, to be taken in locker rooms, restrooms, dressing rooms, stage areas or any other location that is designed for the privacy of the individual. Such actions will result in consequences set by the administrator in charge depending upon how serious the nature of the violation. This may include contacting local law enforcement authorities.

### **Vending Machines**

The use of vending machines at anytime during fifth (5) period is prohibited.

### **Visitors**

We welcome visitors to our school, but we would like to know who they are. ALL visitors **must** check in with the Central Office. This is done for the protection of our students, employees and property.

We believe friends or relatives visiting during the school day are a disruption to the educational setting. On occasions, arrangements can be made with the principal to bring a friend or relative to school with a minimum of one day advance notice.

Students are not permitted to bring guests to any social function other than dances, prom and homecoming. Guests must be approved by the principal or superintendent. Students bringing guests are responsible for the conduct of those guests.

### **Weapons**

A student who brings a weapon or other dangerous object onto school property or onto property under school jurisdiction will have the object seized, and will be subject to disciplinary action, including suspension or expulsion.

By law, students bringing a firearm to school shall be expelled for not less than twelve (12) months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.