

MORMON TRAIL



Junior/Senior High School

Parent-Student Handbook

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Welcome to Mormon Trail Jr./Sr. High School

Philosophy

It is the purpose of the Mormon Trail Jr. and Sr. High School to provide an educational program available equally to all young people of the school district. The school will provide the opportunity to be educated to the full extent of their abilities, aptitudes, and interests through a program that recognizes and provides for the individual needs to each child.

Mission Statement

Mormon Trail Community School District will provide excellent educational opportunities, in a safe and caring environment, to prepare all students to function successfully in a diverse and changing world.

NONDISCRIMINATION STATEMENT

It is the policy of the Mormon Trail Community School District not to illegally discriminate on the basis of race, color, nation origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs), in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please

contact the district's Equity Coordinator, Bridgette Stark Guidance Counselor, 502 East Main. Garden Grove, IA 50103, 641-443-3425 or bstark@mormontrailcsd.org.

Jurisdictional Statement

The handbook is an extension of board policy and is a reflection of the goals and objectives of the Mormon Trail School Board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language. Mormon Trail School District policies, rules or regulations are in effect from the first organizational meeting or practice or the fall semester and ends on the completion of the last game or practice in the spring/summer semester. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extra curricular activities whether the violation occurred while school was in session or while school was not in session.

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

Notice of General Education Interventions

The Mormon Trail School District strives to make every student's educational experience a successful one. To ensure success of all students we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions.

They involve attempts to correct a student's academic or behavioral difficulties in a systematic fashion in a student's regular classroom. Teachers, sometimes working with a team of teachers from their building, develop interventions to correct a student's difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full and individual evaluation for their child.

Asbestos Notification

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

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

The Mormon Trail school district's facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of

containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

Definition of Homelessness

“Chapter 33 of Iowa Administrative Code defines “Homeless child or youth” as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster placement;
2. A child or youth who has 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. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” and “3” above.

The Mormon Trail Community School District shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to the education which may exist in district policies or practices.

Through staff development, all school staff will be made aware of the district policies, guidelines and recommended best practices related to educating homeless children and youth.”

Activity Bus

The Mormon Trail school district may sponsor an activity or pep bus to transport students to school activities. A fee may be charged to students riding the activity or pep bus. Riding on the activity or pep bus is a privilege that can be taken away.

Students who ride an activity or pep bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student’s parents personally appear and request to transport the student home. All rules that apply at school carry over to the bus.

If you are serving a period of athletic ineligibility, you are still required to attend the home games . Ineligible students cannot leave school early to ride bus to game.

Adding/Dropping Courses

Students that drop a year course anytime during the year will receive a failing grade for the remainder of the year. (Bear in mind that this “F” grade will affect your extracurricular eligibility for the remainder of the semester, as well.) An exception may be granted if the teacher feels the student cannot handle the material in the course.

Schedule changes or drops will be allowed during the first three days of the first semester only with the consent of the teacher, except Online classes. All changes for the second semester must be completed before the semester begins.

The school district orders materials for the school year and assigns teacher course loads in relation to student’s course registration. The master schedule can not be changed once school starts so student changes and drops will be kept to a minimum.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Students may carry prescription medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

If prescription medication are not carried with the student it will be brought to the office and held in a locked storage area and distributed by the secretary/staff. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including prescription (if applicable); name of the physician (if applicable) potential side effects; and emergency number for parents.

Tylenol/aspirin **will not** be provided by the office.

Alternative Program

Admittance to the Alternative Program will be determined by the SAT team. The following criteria is not all inclusive, but may be considered for admittance:

- The student must be at least one full year behind his/her classmates in credits toward graduation. (*Classmate* refers to the children in the class that the student started ninth grade with). Because of this, no 9th graders will be eligible to attend the program.
- Other written, contractual modifications between the school and the student have failed.
- Teacher recommendations indicate that he/she cannot function in the traditional setting.
- There are extenuating circumstances such as, but not limited to, teenage pregnancy, dropping out and returning, lack of financial support by an adult which forces the student to be self-supported, or physical/mental illness or drug addiction which forces a student to miss more than 4 weeks of a semester.
- Administrative exception, without limitation, may be granted for special circumstances.
- The SAT team has the final say in all instances.

The student and his/her parents will be notified if it is determined that an alternative setting is necessary. If there is an immediate opening at the alternative school, the student will report the next school day. If there is not an immediate opening, the student will be placed on a waiting list and continue to attend Mormon Trail High School until there is an opening. Failure to attend MTHS during this period may cause the student to lose his/her "spot" on the waiting list as priority will be given to students who show their desire to graduate by attending school.

The following are other considerations of admission:

- An agreement indicating compliance with the program's policies and practices must be signed by the student and a parent.
- Special Education students can be accepted only if directed by the current IEP.
- The student enrollment limit is five (5). If the enrollment limit has been reached, applicants will be placed on a waiting list on a "first come, first serve" basis.
- Students planning to attend the learning center must pay all bills, turn in all books and materials, and complete all check out procedures at the regular high school before they will be allowed to attend alternative classes.

Appearance

If the school is to educate students to lead full and better lives in harmony with people around them, then the school has a responsibility for the appropriate appearance of its students. Students should learn to wear appropriate dress for each occasion. Any pupil whose appearance distracts from the general instructional atmosphere or creates a disturbance in inappropriately dressed and is to be removed from the classroom.

Any time missed because of this will be unexcused. It is a well accepted theory that "sloppy" dress habits lead to "sloppy" work. We have no room for any of these things at Mormon Trail Jr. - Sr. High School.

As a general guideline, clothing worn by all students should be neat, clean, and modest in nature, so as to not be distracting to others. Students may not wear articles of clothing with alcohol, illegal drugs, and/or tobacco references, offensive language, double meanings of sexual or offensive nature, shirts which bear a slogan which promotes one activity at the expense of another activity, nor "co-ed naked T-shirts". This is at staff discretion and their word is final. Mesh shirts, such as football jerseys must be worn with another shirt underneath. No 3/4 shirts will be allowed. Shirts must be long enough to meet the belt line. Underwear should not show (ie: boys may not wear underwear as a shirt; girls, bras should not be visible). Tube tops or spaghetti strap tops may only be worn with another shirt over them. Tank tops and muscle shirts may be worn if they are hemmed and/or factory made. This means that if the student cuts the sleeves off a shirt, since this was not its original purpose, it would be considered inappropriate. If you think that there might be some question about what you wear, there probably will be. Remember that appropriate dress for school is different than what may be considered appropriate casual wear on the street. DRESS FOR SUCCESS.

Bandanas, caps, hats, dew rags or hoods on sweatshirts (these are not all inclusive) are not to be worn in the building at any time. Students may wear appropriate hats/caps to school-sponsored athletic events only. Sunglasses are not to be worn in the building or bulky winter coats.

Appropriate shorts may be worn to school. Remember that this is a privilege. Don't abuse it. Shorts that are not acceptable include: cutoffs, excessively short shorts, biker shorts, shorts with rips and cutoff sweats (hemmed or un-hemmed). In the event that student takes advantage of this privilege, the student will be expected to change in order to remain in school and disciplinary action will be taken. When choosing footwear be sure it is appropriate and safe. Absolutely no bare or stocking feet allowed. **Girls wearing leggings must wear a shirt over them that at least touches the tips of the fingers.**

Students inappropriately dressed will be required to call home for a change of clothes, turn their shirt inside out, or wear a spare piece of clothing from the school supply.

Assemblies

Throughout the year the Mormon Trail school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reason, the privilege is taken away. Students who are not attending assemblies shall report to the office during assemblies. Only the principal has the authority to excuse the student. Students may be excused from assembly due to: emergency, illness, parental request or teachers request.

Attendance Policy

Philosophy- Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption to the

educational environment to a minimum. Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of attendance and punctuality. Lifelong patterns of responsibility and self-discipline are fostered by regular attendance.

While it is possible for an absent student to make up much of the school work missed, it is impossible to completely compensate for absence from classes. Absences cause disruption in the educational progress of the student who is absent. In order to maintain interest and understanding in a program of instruction, students should not be absent more than absolutely necessary. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work.

There are times, however, when school officials may determine that the problems associated with absence from classes are outweighed by the advantages of another school activity. Attendance at such approved activities trips will not be considered an absence from school. Every effort will be made by school officials to keep these absences from class a minimum, and to see that they are not concentrated on a single class period.

Attendance Notification-All students who are absent from school for any medical reason shall submit in writing verification by a doctor or dentist if they wish the absence considered excused by the school. Parents are asked to phone the school prior to 10:00 a.m. regarding a student's absence on the day of the absence. This would greatly help our secretary's record keeping and would save her from having to call you to verify where the student is that day.

Excused absences- Only absences for school purposes (ie: field trips, meetings, college visits*) or for medical reasons are considered "excused absences". They will not count toward the total absences allowed per semester before credit will be denied for a class. (Please note that an entire day may not be excused if a student has a doctor or dentist's appointment. Only the time for the appointment itself and appropriate traveling time will be considered excused on our records.) Students who have extended illness (hospitalization or doctor's orders to remain at home) or other pre-authorized extended absences would NOT have these absences counted toward the ten (10). The school must have the written doctor's excuses (on official stationery) in order to excuse these absences.

*Students are not counted absent when going on college visits as arranged through the guidance department. Juniors will be limited to one college visit, while seniors will be allowed 2 college visits. Extra college visits will be counted as absences.

Students who are unable to attend class due to illness and remain in the office will be recorded as absent with the same time restraints as students who leave the building. If you become ill during the day, contact the office so we may notify your parents. If you do not check out prior to leaving, you will be recorded as truant.

Students must be in school the **entire school day** to participate in extracurricular activities that evening or on Saturday. A tardy (not more than 10 minutes late) at the beginning of the school day will not keep a student from participation. The principal may waive this requirement when the student has a professional appointment, funeral or other emergency and is notified in advance when possible.

Missing any parts of a class period totaling more than ten minutes for a period class will be recorded as an absence.

A student wishing to do well in school should not have more than ten (10) absences from regularly scheduled courses during a semester. In order to assist students and parents, a letter is sent home as a warning at the 5th (5) absence. After the eighth (8) absence in a semester, a conference will be held with the parent, student and principal to determine how attendance can be improved. This panel will establish guidelines for the student concerning the handling of future attendance rules which can include dropping the student from the school rolls. Students reaching this point in their attendance will be warned and placed on loss of credit status in that class. "Loss of credit status" means that a student will be notified by the principal and asked to sign a "Notice of Loss of Credit" form.

Students denied course credit based upon excessive absences may utilize the due process procedure as described: Students and parents may request a review of attendance ruling by filing a written request for review with the principal/superintendent within five (5) school business days. Following the review, the principal/superintendent will affirm, reverse, or modify the original decision. Further appeals may be made to the Board of Education.

Leaving School-Students who wish to leave school during the day must have parent/guardian notify the high school office before school begins on the day he/she wishes to leave. Guidelines for absences will apply. **Students may not leave without permission of parent or guardian. Students must sign out before leaving and sign in when returning. Students who leave school without signing out in the high school office and without parent permission are considered truant. Students found truant are subject to suspension or possible expulsion from school.**

Majority Age-Only when a student of majority age (18 years or older, or married) is not residing with the student's parents or guardian may a student present his/her own excuse for absence/ permission slip without parental verification. The principal should be notified in advance of any such circumstances.

Pre-excuse form- Students who will be absent for a school-sponsored activity must have all assignments completed before they will be allowed to take part in that activity. An assignment sheet must be obtained from the office or the activity sponsor and completed and returned at least the day before the event or activity is scheduled to take place. If the assignment sheet is not signed indicating all assignments have been completed and handed in the student will not be allowed to take part in the activity.

Tardies- Students who arrive at school after the tardy bell, shall report to the office for an admittance slip. All attendance will be recorded by periods and counted accordingly. Excessive tardiness will be a discipline issue that will be dealt with accordingly. Excessive tardiness is defined as every 8 tardies.

Behavior Code

The students at MTHS are excellent and we have high expectations for appropriate classroom behavior. Each teacher will explain his/her classroom rules in addition to the rules defined in this handbook. Students are responsible for their behavior, and order in classrooms must be maintained for learning to occur. In most cases, classroom discipline should be handled by the teacher. At times, students may be sent to the office for disciplinary reasons. All students are ineligible for extracurricular activities while they are on any type of suspension.

Teaching school is a difficult job. If our school system is to function effectively, we need your cooperation. We expect each student to show all teachers and employees at our high school the proper degree of respect both in and out of school. This includes addressing them as Mr., Miss, Mrs. or Ms., which ever they prefer. Your language around a staff member, or directed at a staff member, should be of the highest standards. Your actions should be appropriate for the school setting. When a teacher makes a reasonable request of a student, it is expected that the student carry out that request without argument.

If you disagree with the instructor and do not feel you can discuss the problem in an adult manner, go to the principal or counselor during study periods, between classes or before or after school. Do not fly off the handle and take matters into your own hands unless you are prepared to suffer the consequences. Every student is not expected to personally like every teacher in our system. We will demand, however, that you respect the position the teacher holds. Failure to do so could result in a suspension or expulsion.

In order to insure good behavior, a student should keep in mind the following:

1. Prompt and courteous compliance with all staff member's instructions are expected, whether you have them for a class or not;
2. In the event you are involved in a discipline incident with a staff member, follow his/her instructions promptly. If this involves going to the office, do so without delay; and
3. Remember the best discipline of all is self-discipline; the majority of students never have any occasion to be involved in any discipline action.

Each staff member will follow the philosophy of discipline that outlines guidelines for expected student behavior. This will be discussed with students on the first day of school and is as follows:

1. You may engage in any behavior that does not create a problem for you or anyone else in the world.
2. If you find yourself with a problem, you may solve it by any means that does not cause a problem for anyone else in the world.
3. You may engage in any behavior that does not jeopardize the safety or learning of yourself or others. Unkind words and actions will not be tolerated.

CORE BELIEFS WHICH GUIDE ENFORCEMENT OF SCHOOL RULES AND EXPECTATIONS

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

The Mormon Trail Jr./Sr. High School staff dedicates itself to a set of core beliefs, which provides a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents and students to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

MORMON TRAIL SCHOOL STAFF CORE BELIEFS

1. I will make every effort to react without anger or haste to problem situations.
2. I will provide consequences that are not punitive but allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future.
3. I will proceed in all situations with the best interest of the child foremost in my mind—academic, social, and emotional well-being will be fostered.
4. I will guide students toward personal responsibility and the decision-making skills they will need to function in the real world.
5. I will arrange consequences for problem situations in such a way that the child will not be humiliated or demeaned.
6. Equal is not always fair. Consequences will be designed to fit the problems of individual students, and they may be different even when problems appear to be the same.
7. I will make every effort to ensure that, in each situation, the students involved understand why they are involved in consequences.
8. If at any time I act or react in a way that a child truly feels is unjust, that student need only say to me, "I'm not sure that's fair." I will arrange a private conference during which the

student can express to me why he or she feels my actions were not fair. This may or may not change my course of action. I am always open to calm, rational discussion of any matter.

INDIVIDUAL CLASSROOM RULES

1. Treat your teacher with the same respect with which he/she treats you.
2. Your actions may not cause a problem for anyone else.
3. If you cause a problem, you will be asked to solve it.
4. If you cannot solve the problem, or choose not to, the teacher will do something. What he/she does will depend upon the situation and the person involved.
5. If the teacher does something that appears unfair, whisper to him/her, "I'm not sure that's fair" and then discuss the situation together.

When a student is sent to the office for disciplinary reasons by staff from a classroom, it will be viewed as a serious matter due to the fact that the student has already committed several offenses in the classroom or the severe clause has been involved. The referral system will be implemented according to the discipline schedule.

Severe Discipline Problems

The following types of behavior will be considered "Severe Discipline Problems" and will result in an automatic referral to the office. Disciplinary action may include detention, in-school suspension or out of school suspension (1 to 10 days). The Decatur County Sheriff's office will be notified for any illegal activities. Severe discipline problems include but are not limited to:

1. Fighting, destruction of property, theft, profanity and truancy/skipping classes.
2. Disrespect towards a faculty or staff member or failure to obey a reasonable request by a school employee (ie: insubordination).
3. Disruptive behavior, pushing/shoving, harassment (see "Threats of Violence").
4. Possession or use of tobacco, drugs, alcohol or dangerous objects.

Students are prohibited from transporting, carrying, or knowingly possessing knives, firearms, and other dangerous weapons on school premises. A dangerous weapon will be defined as any instrument that is designed primarily to inflict injury or death or is capable of inflicting death when used in the manner for which it was designed.

Students are also prohibited from using everyday items such as pencils, scissors, rulers, compasses, or books in a threatening manner. Any student who uses a common object in an offensive manner will be suspended for a period of five school days.

Any student who is found to possess any type of knife or other dangerous object will be subject to immediate suspension, pending a disciplinary review by the Mormon Trail Board of Education.

Any student who is found to possess a firearm or explosive will be subject to a mandatory expulsion.

5. Leaving school without permission by a parent or guardian or without knowledge of the school.

Book Fees

Students will pay an annual book & computer fees. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived.

(For fines assessed for mishandled books at the end of school year, see "Care of School

Property”)

Breakfast/Lunch

The Mormon Trail school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items including milk.

1. Students will be given a number for their lunch/breakfast account on the computer.
2. Students must deposit money into their account on a regular basis. Deposits are made in the office.
3. Free and reduced lunches will be granted to students who meet federal guidelines. (Applications are available from the office.)
4. Walk to lunch, talk quietly, and leave lunchroom clean and orderly. Food is not to be taken from the lunchroom unless you have prior permission from a teacher.
5. Weather-permitting, students who finish eating may go outside to the area south of the cafeteria. The person on lunch duty must first give permission to do so.
6. Students who are in in-school suspension will not be allowed to leave for lunch.

Buses and Other School Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other Mormon Trail school district vehicles to and from school, extracurricular activities or any other destination must comply with the school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use. Parents do not have the right to view the videotapes.

Consequences for bus violations are as follows:

1st violation:	Student warned by driver. Disciplinary report sent home to parents.
2 nd violation:	Parent will be notified by phone; bus safety class* at school.
3 rd violation:	Disciplinary report sent home to parents.
4 th violation:	Loss of bus riding privileges for two days. Disciplinary report sent home to parents.
5 th violation:	Loss of riding privileges for one week. Parents notified.
Further violations:	One day in-school suspension. Parents notified. Possible loss of bus riding privileges for one month or more.

*Bus safety school will be a one-on-one tutorial by the designated staff member who will review all the bus rules as well as our expectations of Mormon Trail students who take the bus.

**Severe violations will be treated on an individual basis and may not go through each of listed steps.

Care of School Property

During the next nine months, Monday through Friday, you will spend approximately one-half of your waking hours in school. Certainly, you will want to spend this time in neat, clean and well-kept surroundings. To achieve this goal, the cooperation of all students is necessary. Only through the proper care of your present equipment and facilities, can you

expect to secure new materials. Destruction or defacing of school property in any way will not be tolerated. Carving or writing on lockers, desks, tables, chairs, walls, etc. is inexcusable and students will be disciplined for such acts and required to pay for damage done.

Students may be issued textbooks at the beginning of each term. These books should be well cared for, as students are accountable for any damage done. It is recommended that the books be protected with covers. The guidelines for fines on damaged books include .05¢ per page for writing or marking in the text .25¢ per page for missing and torn pages, \$4.00 for books that need the binding fixed or replaced, and for books that are totally unusable, the fine is the replacement cost of the book. If a book is excessively damaged, the following guidelines will be used to assess the damage: (The first two years of a new book's life will be assessed 25% of a new book's cost. Subsequent years will be charged at 15% of a new book's cost. A lost/stolen/misplaced book will be assessed the cost of a new book in order to purchase a new one.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. Students discovered cheating will receive a grade of "zero" for the particular assignment or test. Plagiarism (ie: the blatant use of another's work as your own) is cheating and will not be tolerated.

Citizenship

Being a citizen of the United States, of Iowa and of the Mormon Trail school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Communication

We will use many methods of communication. A few of these are parent-teacher conferences, mid-term reports, eligibility reports, report cards, telephone communication, interaction outside of school, and a monthly newsletter to all patrons of the district. We want to communicate with all patrons and make people feel welcome, but it's a two-way process. Let us know when you have a concern. Our mutual objective is the welfare of our students.

If a problem develops, we suggest the following steps regarding working with the school to find a solution:

1. Call or write a note to the teacher when you have a concern or question. The best time to contact the instructional staff is during the school day. Be prepared for the teacher to return your call when he/she is not teaching. Be ready to first define the problems (falling grades, negative attitude, resisting doing the assignments or getting help at home) rather than blaming anyone. Be willing to listen to the teachers' perceptions and suggestions.
2. If the problems persist or deepens it may be necessary to ask for an appointment to visit with the teacher. The parent must remember to be patient and flexible. The quick and easy solution may often be insufficient and fall short of the learning objectives that both you and the teacher desire.
3. At any point in the solution process the parent is always encouraged to utilize the resources of the school counselor. Often the counselor can see the problem in a way that provides more solution options for the student.

4. In the event that the above steps are insufficient or a crisis situation is developing regarding the student, always feel free to contact the building principal.

Credit Recovery

Students who fail a class in the traditional classroom setting may have the opportunity to recover the credit by taking an online class. The regular classroom teacher and the credit recovery teacher will collaborate to ensure the online class closely follows the material covered in the traditional classroom. Eligibility criteria include:

- No more than two semesters (1 year) of English may be made up online.
- A one-time exception may be made to allow students to take a specific class and its prerequisite concurrently (e.g. English I, second semester and English II first semester may be taken in the same semester). This may only happen once throughout a student's high school career.
- During summer school, students are only eligible to recover credit of core classes if they received a 45% or above for the semester in the traditional classroom.
- Credit recovery for required math, science, and social studies courses will be determined in a case-by-case basis, and determined by the SAT team after collaboration with the regular classroom teacher.
- No elective courses are eligible for credit recovery. These must be retaken in the classroom for credit to be earned.
- The SAT team has the final say in all instances.

If it is determined that a student is not eligible for online credit recovery, the course must be made up in the traditional classroom.

Dances

School-sponsored dances must be approved by the principal at least two (2) weeks prior to the dance. Students in grades seven and eight may attend high school dances. If a non-district attendee is approved, he/she must be signed up by a Mormon Trail student. Students who leave a dance are not allowed to reenter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating Mormon Trail school district policies, rules or regulations will be required to leave the dance immediately. If you are suspected of any illegal activities, the Police will be notified immediately. Students must enter the dance within the first 45 minutes after the door is opened unless prior arrangements have been made with the principal. No coats, hooded sweatshirts, purses or hats will be allowed in the gym. No opened bottles, cans, mugs or glasses will be allowed in.

Definitions

In the Mormon Trail Handbooks, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "School grounds" includes the school district facilities, school district property within the jurisdiction of the school district or school district premises, school owned or school operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school sponsored or school approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Detention

Staff members may issue students a 30-minute detention(s). Choosing not to follow a teacher's classroom rules, acting inappropriately in the school building or at a school

function or refusing to solve your problem, may result in a detention(s) being given. The student who chooses not to follow school/teacher policies will be given a date and time to serve the detention(s) by the assigning person. Detentions are to be served from 7:30 a.m. - 8:00 a.m. or 3:25 p.m. -3:55 p.m. (or at teacher's discretion). You will have 2 days to serve the detention. If you don't serve it, it will then be referred to the Principal who will then follow the discipline schedule. At that point it is too late to serve it.

Dress Code (see Appearance)

Driving to School

Upon arriving at school, students may park in the east parking lot on school grounds. (The parking lot west of school is for faculty staff and visitors parking, not for students.) No driving will be allowed after the student reaches the school. Parking must be in an orderly fashion to allow vehicles to enter and leave school grounds without moving another vehicle. Fines will be assessed if orderly parking in the lot is not adhered to. Reckless driving, speeding or acts of endangerment to other students may result in charges being filed against the student, prohibition of parking on school property, and other disciplinary action. Students must be alert to stop for buses with red lights flashing and/or stop arm extended. Students are not to go to the parking area during the day without permission from the office and the car pass.

The board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center. **Students may not loiter around or be in their vehicle during the school day without permission from the office. Students found in the parking lot without a pass from the office will receive a detention.** Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the principal.

Students who live within one mile of school, and would not otherwise be eligible for a student driving permit, may be eligible for a student driving permit for driving to and from school and school activities and practices if the student attendance building is not at the same location within the district. A student may use the privilege to travel to the activity center. The student is expected to carry no passengers except other family members and use the most direct route to and from school each school or activity day.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion.

Dual Enrollment

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

Early Dismissal/Late Start Policy for Seniors

Seniors will be allowed the privilege of late arrival or early out. Only one or the other is an option, not both. Seniors may arrive after first period or leave after 8th period. They must leave school during the allotted time between periods if participating in the release program. The early dismissal/late start contract must be signed by the student, student's parent and the principal at the beginning of the school year. Seniors are still responsible for serving

detentions before or after school. Release from a class does not permit one to disrupt the educational process of the school. This privilege may be suspended for any infractions of the school rules or policies, as stated in the contract. Driving around the school will bring automatic suspension from the program.

Educational Records

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

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the Mormon Trail school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

Electronic Device

Texting on your cell phone will be allowed in the cafeteria during breakfast and lunch. (No voice calls, music, or the taking of pictures are allowed) Cell phones may be used in the hallways during scheduled break times (between classes ONLY) This does not include anytime when you are in the hallway during scheduled class time. Music devices such as i-Pods may be used in a scheduled STUDY HALL only if the student is reading or doing homework (simply sitting and listening to music is not acceptable). Music players must be kept at a low enough volume so you can hear the study hall teacher if he/she speaks to you. A cell phone will NOT be accepted as a music player in study hall. You may only listen to music during this time period, no movies, games etc. They are not allowed in hallways during passing periods.

What is expected of student:

- Show evidence of increased productivity in study hall and in the classroom..
- Display respect toward all staff and peers (in class and in the hallway).
- Never allow your phone or music device to be a distraction in any class.
- If a phone or music device is confiscated*, you will be expected to turn it over to the staff member, no questions asked. If your phone is confiscated a parent or guardian will need to pick it up at school.
- Those who are excessively tardy, absent, show disrespect to staff, peers, or school property may lose the right to possess their phone while in school.

NOTE: Students are not allowed to video record, audio record or photograph others without the express permission of the other party. The above activities are strictly prohibited in the following locations: restrooms, locker rooms or classrooms.

*School personnel have the right to confiscate your electronic device and keep it over night.his

Eligibility for Extra Curricular Activities

Junior High eligibility / High School eligibility- Academic Eligibility for Extracurricular Activities

Under Iowa law students must receive passing grades in four courses the previous semester to participate in athletics. Students who do not meet this requirement are not allowed the privilege of participating in athletics.

All students who plan to participate in any interscholastic sport must have a physical examination before the sport begins. Interscholastic sports include but are not limited to football, basketball, baseball, softball, volleyball, and track. Physicals need to be updated annually.

One of the basic requirements for participating in any program of interscholastic activity is that the student be a good citizen. Every student who represents our school is taking the role of "good will ambassador." Any student whose habits and/or conduct, both in or out of school during the entire year, are such as to make him/her unworthy to represent the ideals, principles, and standards of Mormon Trail Community School, shall be declared ineligible by the Principal and remain ineligible until the Principal reinstates him/her to eligibility.

Students who are unwilling to adhere to the general expectations of the school with respect to behavior within the classroom, within the building in general, elsewhere on the school grounds, as well as at any school-related activity, may be excluded from participation or attendance at any or all co-curricular activities. This includes but is not limited to all interscholastic sports, drama, speech contest, Academic Bowl, and archery.

In addition to the behavioral requirements, students may be dropped from participation for academic reasons. High School students must carry the required academic course load minimum of five academic classes and be passing at least four full-credit subjects. Junior High students must carry the required academic course load minimum of six classes and P.E., and be passing at least five full-credit subjects.

Teachers are to have grades submitted every Monday by 3:30 PM. Any student receiving an "F" for a class for a one week period may be declared ineligible for extracurricular activities for the following week. The procedure is as follows: 1) On Tuesday of the third week of each quarter, and weekly thereafter, grades will be checked. Students receiving a grade 69% or less is placed on the borderline list for one week. Students with an F will be designated Borderline with the indication that if their grade does not improve they will be ineligible the next week. The following week if students with an F the week before are still failing they become ineligible for one week. The ineligibility period runs from Tuesday to Tuesday. Students on Borderline will remain on Borderline if they have a grade that is 60% or greater and less than 70%. 2) If a student fails a class for a nine week period, they automatically become ineligible for the next week. If a student fails a class for a semester they automatically become ineligible for 30 school days. This applies to all school sports and extra-curricular activities supported and sponsored by the school. 3) Each week grades are rechecked and students continuing to fail remain ineligible and students who continue to have grades that are greater than 60% and less than 70% will remain Borderline. Students raising their grade are removed from the list. Minimum amount of time to be spent on the list is one week. 4) Each teacher will be responsible for notifying the Principal or designee by 3:00 on Monday. 5) A list of all ineligible/borderline students will be sent to each teacher on Tuesday and it is up to the teacher/coach in charge of the activity to inform the student.

Students receiving a grade lower than 70% and higher than 60% will be considered borderline. A student who continues to be borderline and makes no attempt to raise their grade can be placed on the ineligible list at the teacher discretion and will be required to remain for study table.

Parents will be notified via phone call from the school secretary if your child is borderline/ineligible. Please make sure we have an updated phone number to contact you. If you do not have a valid phone number we will attempt to send via email or a letter will be

sent by U.S. Mail. Please check to make sure we have a current phone number, email and/or addresses for all contacts necessary, (parents-custodial and noncustodial, guardians).

Students who are ineligible are required to attend Study Table during Study Hall with Mr. Hysell.

Any student wishing to receive assistance with assignments or wanting time to complete work are encouraged to stay after school Teacher are available..

Success Hall will be done on Fridays again this year if you have zeros for the week in classes.

Emergency Drills

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

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

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the students to the alternate person in the event the parents cannot be reached. Parents must notify the Jr.-Sr. High School office with the information of the emergency form changes during the school year.

Fields Trips

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the Mormon Trail School District. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, students must return a note signed by the student's parents. Required fees must accompany the permission form. Completion of work for missed classes and a completed advance make-up slip must be turned in before departure. Students who are ineligible may not attend extracurricular field trips unless approved by the principal.

Food and Drink

Food is not to be taken from the lunchroom nor stored in lockers. Food and/or drink in lockers have been known to draw insects and/or rodents. This is why students are discouraged from leaving wrappers, cans, and bottles in their lockers. Students who are found to leave these items in their lockers will have one chance to clean them out and then on the second offense may lose the privilege of having a school locker. Students are allowed and encouraged to leave food and/or beverages that they bring from home in the foods lab until they take it to the lunchroom to eat. Food and drink are not allowed in classrooms during class unless the teacher has issued special permission for a special occasion.

Fund Raising

Students may raise funds for school activities upon approval of the Board of Education at least four (4) weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the Mormon Trail school district and the board. School sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Getting Along With Others

Cooperation and mutual respect are important at MT and in society. This includes getting along with others, accepting responsibility for your actions, and treating others as you would want to be treated. Any put downs, name calling, or other acts of sexual or other harassment will not be tolerated. Since we spend so much time at school and school activities, it is vital that we continually put forth effort to get along with others. Disciplinary actions will be taken in cases of harassment as deemed appropriate by the principal.

Good Conduct Policy

The purpose of the Good Conduct Rule is to establish and provide for the enforcement of specific standards for all students attending Mormon Trail Jr.-Sr. High School. This rule shall govern the following activities, which are not all inclusive:

Band Activities	National Honor Society
Flags	Vocal Activities
Drama Performance	Academic Bowl
Student Council	Speech Contests Prom Activities
ROCCS	FFA
Sports	Activity Club
FCCLA	Cheerleading
Homecoming Activities	Other extracurricular activities

Any student whose habits and/or conduct in or out of school or in conjunction with a school activity, are such as to make him/her unworthy to represent the ideals, principles, and students of his/her school, shall be ineligible. It shall be the duty of the high school principal or his/her delegated assistant to exclude the student from any extra curricular participation until reinstated.

Students who are participating in an extracurricular activity and referred to the office because of disciplinary problems in the building and/or classroom may jeopardize their eligibility. Behavior cases determined by the high school administration to be in violation of the Student Good Conduct Rule will be brought before a five-person council of teaching, coaching, and administrative representatives to determine the student(s) eligibility status.

It is the premise that participation in extracurricular and co-curricular activities is a privilege to be earned by not only demonstrating a particular talent or ability, but also by demonstrating exemplary conduct. This policy is applicable for the entire school year, both during the regular school year as well as all vacation periods therein. This policy takes effect at the beginning of the first organizational meeting or practice for the fall semester of the current school year and continues, without interruption or suspension, until the end of the current school year.

Students who lose eligibility during the previous school year will be carried as ineligible participants in the next school year if the student fails to satisfy the ineligibility during the previous school year. Not to exceed 12 months from the date of the infraction.

If it is reported by any person having supervisory authority over a student that the student in question has violated the Good Conduct Rule, the Principal shall promptly

investigate the factual circumstances relevant to the report. Based upon such information, the principal or his/her designee shall determine whether the student has in fact violated the Good Conduct Rule. Such factual determination shall be based upon the administrative investigation. This investigation shall not be limited by any formal rules of evidence or procedure.

Any student who observed by school personnel, found guilty in an administrative investigation, admits to, or is adjudicated in juvenile or district court and is placed on probation or found guilty of being involved with any of the following, will have violated the Good Conduct Rule:

1. Knowingly possess and/or use tobacco (smoke, chew, snuff, etc.)
2. Knowingly possess, use, or sell any alcoholic beverage.
3. Knowingly possess, use, or sell any controlled substance as defined in Chapter 204 of the Iowa code.
4. Knowingly possess, use, or sell any firearm or dangerous weapon.
5. Committing a felony or misdemeanor (whether official charges are filed with the Sheriff's department or not).
6. Severe discipline problems

Investigation and Appeals

1. **Suspension Hearing (Building Principal and JCO)** The student and/or his/her parent(s) or guardian(s) shall be advised that there will be an investigation of a possible violation of the Good Conduct Policy by the student. The student and/or his/her parent(s) or guardian(s) shall be invited to attend a conference with the **building Principal and JCO** to advise the student of his/her alleged violation of the Good Conduct Policy, the apparent facts then available which support a finding of violation and to allow the student an opportunity to respond to the allegations. The **building Principal and JCO** shall investigate all reports from any persons concerning rule violations or improper conduct on the part of any participating student. The **building Principal and JCO** shall then make a finding of whether or not acts or conduct of such student violated any school rule or policy, and if so, the student shall be suspended and informed of the length of suspension and the procedure for appeal within 2 school days. An aggrieved student may file a written appeal with the **building Principal** within 2 school days, however during the appeal process the student will not be allowed to participate.

2. **Superintendent** At the request of any aggrieved student, the **Superintendent will review the suspension within 3** school days for the purposes of reviewing the suspension and based on all available evidence the **Superintendent** may remove the suspension, increase or decrease the period of suspension, or affirm the suspension of the **building Principal**. The decision of the Superintendent will be released to the student within **3** school days.

4. An aggrieved student may appeal the decision of the Superintendent to the student's respective Board of Education. The aggrieved student must make a written appeal and submit such document to the Board Secretary within 2 days of the Superintendent's decision. At the time the student must have them self placed on the Board Meeting Agenda. The Board of Education shall make their decision at the next regularly scheduled or special Board of Education Meeting and inform the aggrieved student.

5. The decision of the Board of Education may be appealed to the Iowa Department of Education and from their decision, to the District Court, as provided by law.

The period of ineligibility shall be based on the number of offenses during a one-year period, beginning with the first semester of the current school year and concluding on the day before the first day of football/volleyball practice in the next school year. Other factors weighing on the period of ineligibility are the students' cooperation and the nature of the offense. Students will be required to practice as expected by the sponsor or coach during the time of ineligibility.

1ST OFFENSE: The student will miss the next three (3) weeks of competition or public performances effective with the date of the finding of a rule violation. This does not include vacation days.

2ND OFFENSE: The student will miss the next six (6) weeks of competition or public performances effective with the date of the finding of a rule violation. This does not include vacation days.

3RD OFFENSE: The student will miss the next (12) twelve weeks of competition or public performances effective with the date of the finding of a rule violation. This does not include vacation days.

4TH OFFENSE: The student will miss the next 24 (twenty-four) weeks to one year of competition or public performances effective with the date of the finding of a rule violation. This does not include vacation days.

The suspension may be reduced by one week if the student willingly admits to the wrongdoing before we are informed by another source. The National Honor Society may follow more stringent rules. Any student violating Good Conduct Rules during that extra curricular season may not be put up for extra curricular honors.

Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concern about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within two (2) weeks after the start of the next quarter. Extensions may be granted by the teacher, with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit. Teachers are available from 8:00 a.m. to 8:15 a.m. and from 3:20 p.m. to 3:45 p.m. for consultation. Students who need assistance or parents who want a conference are encouraged to see teachers during these times or to call for an appointment. Formal Parent-teacher conferences will be scheduled at the end of the first and third nine-week periods.

Currently, we have the benefit of using JMC on-line to check student's grades. Both parents and students can check grades as well as attendance, report cards and lunch count. Teachers will try their best to have class grades updated on a weekly basis. Parents need to contact the school to obtain a password before they can receive access. The website for 7-12 students is: <https://mormontrail.onlinejmc.com/>

Grading Scale

The following grading scale has been adopted for all students grades 7-12.

Letter Grade	Percent Correct	Numerical Grade	Weighted grades
A	100-93	4.00	4.33
A-	92.9-90	3.67	4.00
B+	89.9-87	3.33	3.67
B	86.9-83	3.00	3.33
B-	82.9-80	2.67	3.00
C+	79.9-77	2.33	2.67
C	76.9-73	2.00	2.33
C-	72.9-70	1.67	2.00
D+	69.9-67	1.33	1.67
D	66.9-63	1.00	1.33
D-	62.9-60	0.67	1.00
F	59.9-0	0.00	0.00

Semester grades are calculated with each quarter having a 2/5 value and the semester test has a value of 1/5. No deviation from this formula is permissible. If no semester test is given in the class, the grade will be 50% first quarter grade and 50% second quarter.

Graduation

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It

is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students need to realize that participation in commencement activities is a privilege and not a right. Students are not required to participate in the graduation ceremony.

Early Graduation- Students who meet the graduation requirements set by the board prior to October 31st of their senior year may apply to the principal for early graduation. Students must write a letter of intent prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the superintendent, secondary principal and the school board. Upon completion of all coursework, the graduating senior will no longer be allowed to participate in any extracurricular activities as a Mormon Trail student. A graduating student may attend dances or Prom only if invited as a guest by a current Mormon Trail student. Early graduates are still subject to the Good Conduct Policy, which could possibly affect their status to participate in the commencement ceremonies.

Graduation Requirements

Subject	Credits
English- English I, II, III, IV, Speech and Practical Eng	8
Science- Physical Science, Biology and one other	6
Mathematics- Algebra I	6
Social Studies	3
U. S. History	2
U. S. Government	1
Physical Education	4
Elective credits	20
Total	50***

*** CPR required by state to graduate

Every high school student must take a minimum of six full credit classes plus Physical Education. By the end of the second semester of the preceding year, students must earn 10 or more credits to be classified as a Sophomore, 23 or more credits to be classified as a Junior and 36 or more credits to be classified as a Senior and be a candidate for graduation.

If a student wishes to graduate early, the student must inform the principal and the guidance counselor by October 31st of his senior year and have parental and Board permission to do so. A senior that graduates early will be required to have three and one half credits of Physical Education. A student graduating early may no longer participate in school-related extracurricular activities.

All MTHS classes are open to all students providing course prerequisites are met.

Guidance Program

The Mormon Trail school district guidance program is divided into four separate categories. The categories are guidance services, responsive services, system support and individual planning. Each of these categories is interdependent and assists student with their personal educational and career development and in becoming well rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

Hall Passes

Students must have a pass from a teacher/ staff member to be in the halls when classes are in session. Leaving class without obtaining a pass or without permission of a staff member will result in a detention.

Harassment, Hazing and Initiations

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age, creed, sexual orientation, gender

identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, familial status or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble person when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- electronic, verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implication; and
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes stories or activities

Harassment based upon factors other than sex includes, but is not limited to:

- electronic, verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and has the effect of substantially interfering with the student's academic performance;
- demeaning jokes, stories or activities
- places the student in reasonable fear of harm to the student's person or property;
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities or privileges provided by the school.

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

Harassment and abuse are violations of Mormon Trail's school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed should: communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help. what, when and where it happened; who was involved; exactly what was said or what the harasser did; witnesses to the harassment; what the student said or did, either at the time or later if the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should: tell a teacher, counselor or principal; and

write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;how the student felt; and how the harasser responded.

Investigation and Appeals

1. Suspension Hearing (**Building Principal and JCO**) The student and/or his/her parent(s) or guardian(s) shall be advised that there will be an investigation of a possible violation of Harassment by the student. The student and/or his/her parent(s) or guardian(s) shall be invited to attend a conference with the **building Principal and JCO** to advise the student of his/her alleged violation of Harassment, the apparent facts then available which support a finding of violation and to allow the student an opportunity to respond to the allegations. The **building Principal and JCO** shall investigate all reports from any persons concerning rule violations or improper conduct on the part of any participating student. The **building Principal and JCO** shall then make a finding of whether or not acts or conduct of such student violated any school rule or policy, and if so, the student shall be suspended and informed of the length of suspension and the procedure for appeal within 2 school days. An aggrieved student may file a written appeal with the **building Principal** within 2 school days, however during the appeal process the student will not be allowed to participate.

2. **Superintendent** At the request of any aggrieved student, the **Superintendent will review the suspension** within 3 school days for the purposes of reviewing the suspension and based on all available evidence the **Superintendent** may remove the suspension, increase or decrease the period of suspension, or affirm the suspension of the **building Principal**. The decision of the Superintendent will be released to the student within 3 school days.

4. An aggrieved student may appeal the decision of the Superintendent to the student's respective Board of Education. The aggrieved student must make a written appeal and submit such document to the Board Secretary within 2 days of the Superintendent's decision. At the time the student must have them self placed on the Board Meeting Agenda. The Board of Education shall make their decision at the next regularly scheduled or special Board of Education Meeting and inform the aggrieved student.

5. The decision of the Board of Education may be appealed to the Iowa Department of Education and from their decision, to the District Court, as provided by law.

Health Screening

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

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit, detentions being given, and a failing grade in the class. Late work will be given minimal credit and, after 1 week, absolutely no credit will be given for late work.

Honor Roll and Academic Honors

The Mormon Trail school district honors students who excel academically. An honor roll will be published at the close of each grading period. To qualify for the Honor Roll, students must have a grade point average of 3.00 - 4.00. The Honor Roll will be divided into two (2) levels; Level 1) 3.00 - 3.666 and Level II), Principal's Honor Roll 3.667 and above. Physical Education, Instrumental Music, and Vocal Music will be used to calculate grade point averages.

Human Growth and Development

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

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those used for educational purposes and approved by the principal. Parents of students found in violation of the policy may be contacted, and the students may be reported to law enforcement officials.

Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel if necessary and attempt to notify the parents where the student has been transported or treated.

Immunization Certificates

Students enrolling for the first time in the Mormon Trail school district shall submit a certificate of immunization against diphtheria, pertussis, tetanus, polio myelitis, rubella, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization to be exempt from this requirement.

Inclement Weather

When school is canceled because of inclement weather or other reasons prior to the start of the school day, students and parents are notified over WHO 1040 AM, KMGO 98.7 FM, ABC TV (Channel 5), KCCI TV (Channel 8), WHO-TV (Channel 13). The missed day(s) may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

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

Inspection of Educational Materials

Parents and other members of the Mormon Trail school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy.

Insurance

A general insurance policy is available to all Mormon Trail students. This insurance covers the student for accidents that happen at school, on the bus and while on the way to or from school. This is limited insurance that may not cover all the expenses of all accidents. It pays only what is stated in the policy.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. Student athletes who do not have or are not able to afford insurance, should contact their coach.

Internet - Student Access

Because technology is a vital part of the school district curriculum, the Internet will be made available to students. Appropriate and equitable use of the Internet will allow students to access resources unavailable through traditional means.

The Internet can provide a vast collection of educational resources for students and employees. It is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value.

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

E-mail can be done only or under teacher or staff supervision for a classroom assignment.

MT Jr./Sr. High School Technology Usage Rules:

1. A student must have the permission of and the supervision of a school staff member at all times when using a school resource to access the Internet. No chat rooms. E-mail may be done during school hours ONLY with the permission and supervision of a staff member for a classroom assignment. Obey copyright laws.
2. A student must have a signed Internet Use Agreement on file in the building before he/she may access the Internet. The Internet Use Agreement must be signed by the student, the student's parent, and the teacher in charge of testing understanding of the AUP.
3. If you stumble across questionable material, you must immediately notify the supervising teacher. Failure to do so will be interpreted as an intentional violation.
4. Never use the Internet to give personal information to others (last name, phone number, address, etc.). Do not pretend to be someone else.
5. Never access other students' or staff files. Never share your password.
6. The internet is to be used for educational purposes only and is never to be used for personal use (ie: games, checking e-mail, "surfing" for leisure).
7. A student may not play internet games unless it is for a class assignment.

Consequences:

A. Any action that does not conform to board policy or rules posted in the building will result in the following suspensions:

1st Violation will result in a four (4) week suspension from any use whatsoever of school computers.

2nd Violation will result in an eighteen (18) week suspension from use of school computers.

3rd Violation will result in a one year (52 weeks) suspension from use of school computers.

Upon any violation of school computers, parents will be notified. Suspensions can and will be carried over into the following school year.

B. Students who give their password to others will suffer the same consequences as the non-compliant user. Any persons sharing passwords will also result in suspension from school computers.

The period of ineligibility shall be based on the number of offenses during a school-year period. It will begin over for a new school year.

Legal Status of Student

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

Library

The school library is available to students during school hours. The library is a place for study and research. It is not a place to socialize. Students are expected to sign in at the circulation desk. Remain quiet and orderly at all times. There will be no food or drink at the computers. Books will be checked for three weeks. Reference books may be checked out after 8th period for overnight use and are due the next morning before 1st period. Current magazines may be checked out and must remain in the library. Back issues may be checked out overnight.

Overdue notices will be distributed by the librarian. Students with overdue materials are not allowed to check out additional items. Replacement costs will be charged when an item is lost. Students will be billed at the end of the first semester and at the end of the school year for overdue items.

There is a charge of .10¢ per copy for photocopies for personal use. Copyright laws are observed.

Lockers

Student's lockers are the property of the Mormon Trail school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's locker clean and undamaged. Any expenses to repair damage done to a student's locker are charged to the student. **Book bags should not be left in the hallway but stored in your locker due to safety reasons. Any bags left lying around after school hours may be disposed of by the janitor.**

A student, the student's belongings, locker or car may be searched by school officials whenever they have a reasonable suspicion that the student has violated or is violating either the law or school rules bearing on order of safety and that the search will produce evidence of the violation. The student will be invited to be present for the search when feasible. Any contraband (items possessed in violation of law or school rules) will be confiscated and may be turned over to the law enforcement.

Students will not be subjected to the following: strip searches, body cavity searches, searches of their bodies or clothing by a person of the opposite sex or having their bodies subjected to a search by a drug sniffing dog.

Locker inspections may be conducted by school officials without any suspicion of wrongdoing by students. Either the student whose locker is being inspected or another person shall be present when a school official conducts a locker inspection.

From time to time, school officials will patrol the parking lot. Items of contraband that are visible when a person looks into a student's vehicle may create a reasonable suspicion for further search. The student will be asked to consent to the search. If consent is refused, the student's parents or guardian will be contacted for consent. If the apparent contraband is illegal, law enforcement will be contacted.

The administration will, to the degree possible, protect the identify of any individual who provides information to school administration suggesting the lead to search a students, locker or vehicle.

Lost and Found

Lost and found items should be brought to the main office. Lost items can also be identified in the office.

Make-up Work Policy

Students are expected to make up the school work they miss because of a school absence. Students will be given two (2) days for each day missed to complete the make-up work. If the teacher deems it appropriate, the student may be assigned school work which is different from that assigned to the class during the time the student was absent. For long-term absences, students may receive an extension to complete the work.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1, of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the board secretary for information and forms.

Permission To Leave School Grounds

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents.

Physical Education Requirements and Exemptions

All students grades 7-12 will be given a letter grade (A,B,C, D, F) in Physical Education. A student receiving a grade of "F" in Physical Education does not receive any credit for that class.

All physically able students are required to participate in Physical Education classes during each semester they are enrolled.

Showers requirements for the class will be left to the discretion of the instructor. Students are required to have a change of clothing in order that they not wear the same clothes for classroom attendance as they wear for Physical Education.

Physical Examination

Parents are encouraged to have their children receive periodic physical examinations.

Students participating in athletics are required to provide a school district physical examination form signed by the doctor stating the student is physically fit to perform in athletics prior to start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of the sport. Physical examinations will be given during the school day some time in April. Physical examinations are good for one year.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals

with school sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Post Secondary Enrollment Options

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

The Mormon Trail school district may pay up to \$250.00 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The Mormon Trail school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The Mormon Trail school district does not pay for the costs of summer school classes.

Students who fail the course or fail to receive credit in the course paid for by the Mormon Trail school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students who are 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The Mormon Trail school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district. Students interested in participating in this program should contact the principal.

Prom

Participation in the Prom is a privilege available to all Mormon Trail juniors and seniors. The junior class is the sponsoring class which is responsible for implementing the Prom design and decoration. Any Mormon Trail junior or senior is welcome to attend. Any guest who is not a Mormon Trail junior or senior must pay for his/her own meal. A guest must be in at least 9th grade and no older than 20 years. A senior graduating at semester may attend Prom only if invited as a guest by a current Mormon Trail student. Prom is a privilege that can be denied for disciplinary reasons.

Requirements for juniors to be allowed to miss school on the Friday of Prom in order to decorate:

1. You must be academically eligible (ie: you may NOT be on the ineligibility list at the time).
2. You must show up and work at least two separate days prior to the Thursday decoration day and you must work a minimum of two hours each night. **(The final decision of whether you met this requirement will rest with the sponsors.)**
3. A student not participating in decorating could be asked to return to school for the rest of the day.
4. You must agree to show up and help clean up on the Saturday after Prom. (A student who fails to show up will be considered truant for Friday's decorating day and will serve an in-school suspension the following week.)

Promotion - Retention - Acceleration

Students will be promoted to the next grade at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgment of the licensed employee(s) and the principal. When it becomes evident a student may be retained in a grade level for an additional year, or the student will be unable to meet the minimum credit requirements for the year, the student and parents will be informed.

It shall be within the sole discretion of the Administration and faculty to make the recommendation to retain students in their current grade level. Factors that will be considered when making this decision are semester grades, classroom behavior, standardized testing and etc. The board will have final action when the recommendations are brought to them at the conclusion of the school year.

Students in grades 7 and 8 must pass successfully 8 out of 10 core classes for the school year to be promoted. If they have not successfully met the requirements for promotion they must complete summer school options or repeat the grade.

Students in grades 9-12 who do not successfully acquire the credit for a semester core class may take advantage of summer school options or repeat the class.

Students in grades seven through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

Schedule

Hour 1 8:20 - 9:06

Hour 2 9:09 - 9:51

Hour 3 9:54 - 10:37

Hour 4 10:40 - 11:24

Lunch/Seminar 11:27 – 11:47 / 11:50-12:10

Hour 5 12:13 - 12:58

Hour 6 1:01 - 1:46

Hour 7 1:49 - 2:34

Hour 8 2:37 - 3:20

Students are not to be in the school building or on school grounds before 7:50 a.m. and after 3:45 p.m. unless supervised by a school employee. Students may not stand outside the building unless supervised. All students who arrive at school before 8:15 a.m. will go to the lunchroom until the bell rings at 8:15 a.m. Junior High students who do not ride a bus are to leave the building within five (5) minutes after the final bell.

School Announcements

Weekly and Daily Bulletins will be published by the office and will be posted on the bulletin board in the hallway and distributed to faculty and staff. Daily bulletins are to be read at the beginning of the first period class every day as well as in seminar. Students and organizations that want announcement in the bulletin should write them out as they are to appear and give them to the secretary.

School Song, School Colors, School Mascot

The school song is "When the Saints Come Marching In." The school colors are black and gold. The School Mascot is the Saint character.

School Sponsored Student Organizations

School sponsored student organizations are those which are recognized by the school district and board. Participation in school sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

Semester Test Policy

Our semester test waiver policy is being used as a positive reinforcement to all students who have outstanding attendance and are scoring academically at 87% or above in the classroom. We will continue this policy for 9th-12th grades. A student who misses 3 class periods or fewer during a semester may have the option of not taking their finals providing that the student adheres to the following provisions:

1. A student who has excellent attendance may waive semester tests in classes in which he/she has met the attendance and academic requirements. The following will not be counted against the absences a student is allowed per class/per semester:

A. Participating in a school sponsored activity.

B. A senior may have 1 day for post-secondary planning during a semester. To verify the visit, the student must provide a signature on official letterhead from the organization he/she visited.

C. Death in the family.

D. Observation of a religious holiday.

2. A student who has been suspended out-of-school or who has been assigned an in-school suspension will not be allowed to waive any exams.

3. A student who is on a homebound program or on an inpatient program will not be eligible to waive semester exams.

4. A student who qualifies for the waiver option may decide to take the semester test, but it will be counted only if it improves the final grade.

NOTE: Every student eligible for the waiver MUST take at least one core academic test (ie: Math, English, Social Studies, Science, Reading). This will be decided by the student who will inform the teacher. That will be the only test he/she has to take this semester.

Senior Internship for Transition Program for Seniors

The SIT program is designed for second semester seniors who have enough credits (or will have) to graduate at the end of their senior year, are passing all of their classes, and know what their post high school plans are. The program will aid second semester seniors with the transition from school to work or into higher education. The student may choose to be paid for the internship or receive a school credit. The student may not receive both. In order to qualify, a senior must file a formal request before December 15 of his/her senior year that includes the following:

*A detailed written description of the student's proposed program. This must include who the student's mentor will be, the student's future plans, why he/she wants to work with the chosen mentor.

*A letter from the counselor that states the number of credits he/she has and needs. This letter must also state that the senior has passed all required courses and that he/she will graduate on time even if he/she is only attending school half days during the second semester.

*A letter from a teacher who has agreed to oversee the student in the program. The teacher selected should be in the same type of field. The teacher will assign a pass/fail grade and be required to check with the student's mentor weekly to see if he/she is attending and if the student's work is adequate.

*A letter from the student's parents indicating that they are in favor of the student's proposed program.

*A letter from the chosen mentor stating that he/she is willing to take responsibility for the student each day. It must also state that he/she will contact the supervising teacher once per week to report student progress and attendance. The mentor may not be an immediate family member.

*Once all of the above and the SIT form are turned in, the principal will make the final decision as to whether the program will honestly benefit the student or not. This decision is final.

Students who have an attendance problem, have more than one discipline referral to the office, or who are failing one or more classes are not eligible for this program.

Senior Trip Policy

1. All seniors are eligible to participate in the senior trip as they begin their senior year. Participating in this trip, however, is a privilege, which will be revoked for any of the following reasons:

- a. Will not meet the Board of Education's graduation requirements.
- b. Is not passing all of his/her classes at the time of the Senior Trip.
- c. Has not remained within the limits of the attendance policy of 10 days per semester.
- d. Has failed to complete the Senior sign out sheet, including returning library books text books, or has outstanding bills to the Senior Class or school.
- e. Has any disciplinary time owed (detentions or suspensions).
- f. Has violated the Good Conduct Policy 3 or more times during their high school career (grades 9-12). The freshman year begins either when practices begin or the 1st day of school.

2. Each senior trip shall have female and male chaperons, including class sponsors and/or others approved by the administration. It shall be the responsibility of the chaperons to supervise student activities while on the senior trip. The senior trip is considered an extracurricular activity and is therefore, subject to the guidelines spelled out in the Good Conduct Policy as well as the student handbook.

3. Students whose behavior necessitates their being sent home before the trip is over shall be responsible for all expenses.

4.. The sponsor(s) and the class council will go to Lake of the Ozarks on Thursday, Friday, and Saturday-returning Sunday. Students will stay at the Alhonna Resort and Marina.(In the event the Lodge is not available the Principal may approve alternate sites in the area with the final itinerary being shared with and approved by, the Superintendent.) A cap of \$500/person of the trip based on the number of seniors and sponsors saying they want to attend. Money may be raised through Board approved fundraisers throughout the school year. Participation in these events will earn seniors points. The number of points needed to attend the senior trip will be determined by the sponsors and will be based on the number of students going on the trip and the amount of money needing to be raised. Points may be purchased at a cost also determined by the sponsor(s). All points must be earned or purchased by April 15th.

5.. One hundred dollars must be left in the Senior Account to pay any excess bills.

Sexual Abuse and Harassment of Students by Employees

The Mormon Trail School District does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The Mormon Trail School District has designated the Guidance Counselor as its Level I Investigator. The Guidance Counselor may also be contacted directly during the school day.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include but are not limited to: times when it is necessary to stop a disturbance; to obtain a weapon or other dangerous object; for purposes of self-defense or to protect the safety of others; to remove a disruptive student; to protect others from harm; for the protection of property; or to protect a student from self infliction of harm.

Sexual abuse includes, but is not limited to sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is

used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the Mormon Trail school district. All students will be tested unless they are excused by the principal.

Student Complaints

Students may file a complaint regarding Mormon Trail School District policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within two (2) days of the incident.
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within two (2) school days of the employee's response or the incident.
- If unsatisfied with the Principal's response, talk to the Superintendent within two (2) days of the Principal's response.
- If unsatisfied with the superintendent response students may request to speak to the board within fourteen (14) days of the superintendent's response. The board determines whether it will address the complaint.

Study Hall

While in study hall students are expected to conduct themselves as they would in class. Student must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with permission of the study hall monitor and with a pass signed by the monitor.

Student Publications

Students may produce official school district publication as part of the curriculum under the supervision of a faculty advisor and principal. Official Mormon Trail School District publications include, but are not limited to: the school newspaper and yearbook. Expression made by students, including student expression in the school district publication, is not an expression of official school district policy. The school district, the Board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the student's speech or expression is unacceptable. Copies of the Mormon Trail School District publication code can be obtained from the principal. A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official Mormon Trail school district publication material which is:

- obscene
- libelous
- slanderous or
- encourages student to:
 - commit unlawful acts
 - violate school district policies, rules or regulations
 - cause the material and substantial disruption of the orderly and efficient

- operation of the school or school activity
- disrupt or interfere with the education program
- interrupt the maintenance of a disciplined; atmosphere; or
- infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Telephone Use During the School Day

Generally students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Students wishing to use the phone must have permission from their teacher or the office. Frivolous calls will not be allowed. If using a cell phone, the student must first have permission to use it and calls can only be made from the office.

Threats of Violence

All threats of violence, whether written or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school activities may be grounds for disciplinary action at school if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening behavior: the background of the student; including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his/her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Transferring to Another School District

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

Transferring - Incoming Students

Students who move into the district will have their credits evaluated. Students transferring from accredited state approved school will be permitted to transfer all credits. Mormon Trail reserves the right to withhold recognition of credit from non-state approved schools or programs.

Students transferring into the district may be granted a total credit requirement for graduation as follows:

- Transfers at the end of 9th grade - required not less than 48 credits
- Transfers at the end of 10th grade - required not less that 46 credits
- Transfers at the end of 11th grade - required not less that 44 credits

Visitors/Guest

All visitors must come directly to the office upon arrival and obtain a visitor's pass before going anywhere else in the building.

Visitors/Speakers are expected to leave promptly when their business is completed.

Parents are always welcome. **Students may not bring guests to school.**