

# **MFL MarMac High School**

## **2014-2015**



# **Student/Parent Handbook**

**700 South Page Street – Monona, IA 52159**

**Phone: 563-539-2031**

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## Daily Time Schedules

### Normal Day (48 min)

1 <sup>st</sup> Period	8:25-9:12
2 <sup>nd</sup> Period	9:15-10:02
3 <sup>rd</sup> Period	10:05-10:52
4 <sup>th</sup> Period	10:55-11:42
Lunch/Adv	11:45-12:15
5 <sup>th</sup> Period	12:18-1:05
6 <sup>th</sup> Period	1:08-1:55
7 <sup>th</sup> Period	1:58-2:45
Study	2:48-3:20

### 2 hr Late Start (33 min)

1 <sup>st</sup> Period	10:25-10:58
2 <sup>nd</sup> Period	11:01-11:34
3 <sup>rd</sup> Period	11:37-12:10
Lunch/Adv	12:13-12:51
4 <sup>th</sup> Period	12:54-1:27
5 <sup>th</sup> Period	1:30-2:03
6 <sup>th</sup> Period	2:07-2:40
7 <sup>th</sup> Period	2:43-3:16

### 1hr Early Dismissal (41 min)

1 <sup>st</sup> Period	8:25-9:06
2 <sup>nd</sup> Period	9:09-9:50
3 <sup>rd</sup> Period	9:53-10:34
4 <sup>th</sup> Period	10:37-11:18
5 <sup>th</sup> Period	11:21-12:02
Lunch/Adv	12:05-12:48
6 <sup>th</sup> Period	12:51-1:32
7 <sup>th</sup> Period	1:35-2:16

### 2hr Early Dismissal (33 min)

1 <sup>st</sup> Period	8:25-8:58
2 <sup>nd</sup> Period	9:01-9:34
3 <sup>rd</sup> Period	9:37-10:10
4 <sup>th</sup> Period	10:13-10:46
5 <sup>th</sup> Period	10:49-11:22
6 <sup>th</sup> Period	11:25-11:58
Lunch/Adv	12:01-12:40
7 <sup>th</sup> Period	12:43-1:16

### 3hr Early Dismissal (24 min)

1 <sup>st</sup> Period	8:25-8:50
2 <sup>nd</sup> Period	8:53-9:17
3 <sup>rd</sup> Period	9:20-9:44
4 <sup>th</sup> Period	9:47-10:11
5 <sup>th</sup> Period	10:14-10:38
6 <sup>th</sup> Period	10:41-11:05
7 <sup>th</sup> Period	11:08-11:33
Lunch/Adv	11:36-12:16

All students will be held to a high standard of positive behavior. All students are expected to exemplify the following qualities at all time:

**Trustworthiness**  
**Respect**  
**Responsibility**

**Fairness**  
**Caring**  
**Citizenship**

## **ACADEMIC REQUIREMENTS**

### **REQUIREMENTS FOR GRADUATION**

52 credits are required for graduation. One credit is granted for satisfactorily completing the work in an academic subject for which classes meet daily for one semester.

A. Language Arts ..... 8 credits

B. Mathematics ..... 6 credits

C. Physical Education ...4 credits

D. Science .....6 credits

E. Social Studies .....6 credits

American History (required - 2 credits)

Western Civilization (required - 2 credits)

American Government (required - 1 credit)

### **GRADE MEMBERSHIP**

Students will be promoted to the next grade level providing they have completed 12 credits each academic school year.

### **REGISTRATION INFORMATION**

The student registration guide and information about all classes offered at MFL MarMac High School is on the school website. Go to [www.mflmarmac.k12.ia.us](http://www.mflmarmac.k12.ia.us) Go to the high school pages and click on registration guide.

No student will be allowed to make a course change without special permission from the teacher and the administration. **No changes will be allowed after the first day of that term.**

### **DROPPING SUBJECTS**

Students dropping a subject will receive a failing grade for that term in that subject. Consideration will be given to those students who are compelled to drop out because of serious illness, prolonged absence, or some other special reason.

**Physical Education Credits**

All students are required to take one semester of PE per year. Rare exceptions may be made based on various academic situations to be determined by the administration. A physical activity contract may also be issued. 4 PE credits are required for graduation.

**HOMEWORK ASSIGNMENTS**

Homework assignments are expected to be done neatly, accurately, and on time. Failure to do so may subject you to detention time before or after school hours and being dropped from extracurricular activities. At MFL MarMac, the academic program will take precedence over extracurricular activities.

**GRADING SYSTEM** - This is a minimum grading scale. Teachers may use a more rigorous grading scale for their individual classes. If the grading scale is different, the teacher will communicate that with the students and parents. Since grades are averaged for the semester, teachers will weight grading 40-40-20. The semester grade is the only grade reported on the final transcript.

A 4.0	A- 3.67	
B+ 3.33	B 3.0	B- 2.67
C+ 2.33	C 2.0	C- 1.67
D+ 1.33	D 1.0	D- 0.67
F 0	I Incomplete (temporary grade)	

**Incompletes**

Incompletes must be finished within one week after the term ends. If a student does not turn in the work or take the test within a week, that grade will be recorded as an "F" and it will be averaged in with the rest of the grades.

**HONOR ROLLS**

STRAIGHT "A" HONOR ROLL: A grade point of 4.0

HONOR ROLL: A grade point of at least 3.4

**ACADEMIC LETTERS**

Grade Point Requirements: A 3.5 grade point average must be maintained all four quarters of the school year. For seniors, this will be required for the first three quarters of their senior year only.

Letters-Emblems-Medals:

The first time a student meets the criteria, he/she will be issued a letter or emblem.

The second time a student meets the criteria; he/she will be issued a bronze medal.

The third time a student meets the criteria; he/she will be issued a silver medal.

The fourth time a student meets the criteria; he/she will be issued a gold medal.

\* Seniors will get these awards before they graduate.

\*\* Grades 9-11 will get these awards at the beginning of the next school year.

## **National Honor Society**

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. At MFL MarMac High School, all sophomores, juniors and seniors who meet a stated grade point average are eligible to fill out an information form to indicate their interest in becoming a member.

The information form serves as the initial step in the selection process. After the forms are returned, faculty input of all eligible students is obtained from a survey of all faculty members. The final step in the process is a review by a faculty council, which ultimately determines induction based on the personal qualities of scholarship, service, character and leadership. Membership will be determined by a majority vote of this faculty council. The decision of this council is final.

Once selected, students are expected to maintain the standards required for admission including the MFL MarMac Good Conduct Policy. Students who fall below these standards will receive a warning from the faculty council and be given a reasonable amount of time to correct this deficiency. The faculty council shall decide when a student has exceeded a reasonable number of warnings. In the case of a flagrant violation of school rules or civil law, a member does not necessarily need to be warned. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council. A majority vote of the faculty council is needed for dismissal. A student who has been dismissed by the faculty council may appeal this decision under the same guidelines as any other disciplinary appeal.

## **EARLY GRADUATION** (Board Code No. 605.5)

1. The student must have attended 7 terms of high school.
2. The parent or guardian must petition the Board of Directors no later than June 1 of their child's junior year for early graduation. (Except in unusual circumstances.)
3. The student must have met all graduation requirements.
4. The Board of Directors reserves the right to deny the request of petition if in the opinion of the Board it is not in the best interests of the student.
5. The student who is graduating early is not allowed to participate in any extra-curricular activities after the final term of attendance. They are allowed to participate in the graduation exercise and Prom if they so desire.

## **Post Secondary Enrollment Options Act**

Any 11<sup>th</sup> or 12<sup>th</sup> grade student in a public school is eligible. 9<sup>th</sup> and 10<sup>th</sup> grade students that have been identified as gifted and talented are also eligible.

You may choose to enroll part time at any one of Iowa's 15 community colleges, a state university, or an accredited private college or university.

You may apply to the college to enroll in one or more classes. You may not take a class that has a "comparable" class offered at the high school.

The high school pays for the cost of the tuition and textbooks up to \$250. **If you fail the course, no credit will be given by the high school or the college. The students and parents are then responsible to reimburse the school for the cost of the course which is normally \$250.**

You will earn both high school and college credit. If you want this college credit to transfer to any other college, you must request your credentials be sent from the college. The high school cannot do this for the college credit.

### **TRANSFER STUDENTS**

1. Students who attend for less than three weeks in another system will receive a nine week grade on the basis of the work done in this system only.
2. Students who attend school in another system for 3-5 weeks of the nine week period will have their transfer grades averaged with the grades they make here for the final nine week grades.
3. Students who attend school for six weeks or more in another system may receive their transfer grades as final nine week grades.

### **ATTENDANCE**

It shall be the policy of the MFL MarMac Community School District to require students to be in regular attendance for an instructional period in accordance with the state policy which is currently of 180 days, except seniors will have a required 175 days of attendance.

The compulsory attendance laws place the responsibility with the parent(s) to cause a child to attend school for the entire period when schools are in session in any school year. Violation of this responsibility may require referral for appropriate action by the County Attorney.

### **PHILOSOPHY**

Students will be expected to attend classes regularly and to be on time. 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.

Tardiness to class creates obvious interruption and confusion for all class members. It is unfair that an entire class may be interrupted by students who are unprepared because of irregular attendance and/or tardiness.

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 responsibility and self-discipline. The patterns of responsibility and self-discipline of regular attendance and promptness may be established for life by attention given them during the years of school attendance.

There are times, however, when school officials may determine that the problems associated with absence from school are outweighed by the advantages of an activity in which the student participates and they may endorse or

sponsor an activity or trip. Absence because of attendance at such approved trips and activities will not be considered an absence from school. However, the student will be required to make up work missed.

### **ABSENCES**

**1. PARENTS or GUARDIANS are expected to phone the school regarding a student's absence on the day of the absence.** Only when a student is of majority age (18 years or older or married) **and is not residing with the student's parents or guardian** may the student present his or her own excuse for absence without parental verification. The principal should be notified of any such circumstances.

**If your child is absent from school and you do not call, we will call home. If students leave early, they must sign out with the office. A student must have permission to leave (a note or phone call from parents before leaving the building.)**

### **UNEXCUSED ABSENCES**

**1. If we do not receive a note signed by the parent/guardian or phone call from parent/guardian when the student returns to school, this absence will be considered truancy.**

### **MAKE UP WORK**

1. Students shall receive full credit for school work made up following absences. Work must be completed to the satisfaction of each teacher whose class or classes were missed.
2. When students can anticipate absences, every effort should be made to see that school work is made up in advance of the absence.
3. All school work must be made up as arranged with each teacher.
4. If a student fails to make up the work missed, he/she will fail that portion of the work not completed and this will be averaged with other grades.
5. Although written work may be made up, points assigned for classroom participation can not be made up for any absence excused or unexcused.

### **TARDINESS**

Handling tardiness to class is the direct responsibility of the teacher concerned. A student who has been detained by a teacher, counselor, administrator, nurse, or other staff person should bring a pass from that person to enter class. The pass may exempt the student from sanctions assigned by his/her teacher. Any other policies regarding what constitutes tardiness are part of the teacher's total classroom program.

**Students coming in late for first hour must sign in at the high school office and this may be excused or unexcused according to an office decision.**

### **College Visits**

**All 11<sup>th</sup> and 12<sup>th</sup> grade students may have 2 college visits each year. Forms must be filled out in advance with the counselor and signed by the college. If this is done properly, then these will be counted as field trips. If this is not done, or more than 2 per year are used, then these will be counted as excused absences with parent permission.**



## **“SKIP DAY”**

MFL MarMac High School does not sanction or condone in any way any student organized “skip day.” We do not feel that students or parents should condone this either. All efforts will be made to assign penalties to students who participate in anything like this.

## **Personal Electronics**

Personal electronics are not allowed to be used in classes at any time.

## **BUILDING HOURS**

Students that are not supervised by a teacher are not to be in the building. Hours for unsupervised students are from 8:00 am to 4:00 pm.

## **TRAFFIC RULES**

1. See discipline policy for infractions of the rules. Parking privileges may be lost at any time for infractions. Park only in assigned spots.
2. The school board has passed a ruling that no student who drives to school in the morning is to drive his car or motorcycle until the high school dismisses for the day without the permission of the superintendent or principal.
3. Driving in an irresponsible and careless manner will not be tolerated.
4. Students driving cars or motorcycles to school are to park where assigned and to leave according to directions.
5. At the end of the school day students are not to drive past the school until all the buses have left.
6. Motorcycles shall be parked in the northwest corner of the parking lot, or assigned parking spot.
7. Once you enter the parking lot, you are not to leave the parking lot until the end of the day.
8. Students are not to enter their cars during the school day without permission.
9. If students need to use the car during the school day we must have parent permission first.

## **FIRE AND TORNADO DRILLS**

Periodically the school holds emergency fire, tornado, and bomb threat drills. At the beginning of each term, 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, will be reported to law enforcement officials.

## **ACTIVITY TICKETS AND HOME ACTIVITIES**

Your activity ticket will admit you to any activity here at MFL MarMac except for state sponsored events. You must present your ticket or pay an admission fee. No loitering in the lobby, hallways, etc. while the game is in progress. If

you are not in the gym there will be a chance you will be asked to leave the building. Once you leave the building you may not return.

### **MFL MarMac PADLOCK SERVICE, LOCKERS, CARE OF SCHOOL PROPERTY**

1. Padlocks will be issued for P.E. lockers and student lockers for a small fee. Student lockers are the property of the school district.
2. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.
3. A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or school district policy has been violated. Items in violation of school district policies, rules, or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials. Random locker searches will be periodically made. Law enforcement and drug dogs may be used in these random searches.
- 4) Students are highly encouraged to get a school lock for their lockers. This highly diminishes the possibility for theft. School locks will be issued for a small deposit which is returned when the lock is returned. School locks only may be used for all school lockers.

### **VISITING MFL MarMac**

All visitors shall report to the principal or high school office. Student visitors will not be allowed to attend school at the MFL MarMac High School due to the disruption of the educational process. Rare exceptions may be made with one week or more written notice and approval from the principal.

### **PHONE CALLS / CELL PHONES**

**The school phones are for school-related calls only. If your parents call while you are in a class we will arrange to have you call them. We can not make a practice of calling students from class to answer the phone.**

Cell phones carried by students are to be turned off and left out of sight during the day. Cell phones, I-Pods, and other personal digital devices may be used during class only with teacher permission. Cell phones may be used with permission only and only in the High School lobby. **Unauthorized cell phone use at any time during the school day will result in the phone being confiscated and a discipline referral.**

### **SCHOOL POSTPONEMENTS**

Radio stations KCTN FM 100 and KADR AM-1400 of Elkader, KOEL of Oelwein, WMT of Cedar Rapids, WPRE of Prairie du Chien, KNEI of Waukon, and KWWL of Waterloo are designated as the official spokesmen for emergency school postponements. If school is out because of the weather, there will not be any practice. All students must leave the building.

### **NOON RULES**

1. When entering the lunchroom, line up in two lines.

2. Closed noon period - no one leaves to go home to eat. All students must stay in the building during the noon period.
3. If you have a negative balance in your lunch account, you may NOT be allowed to charge a lunch.
4. Any student displaying improper conduct, wasting, or throwing food in the lunchroom will be subject to the discipline policy.
5. All food must be eaten in the lunch room or the lobby.
6. Students are to be in the lunch room, lobby, Men's or Women's chorus or in advisory during lunch. No 9<sup>th</sup> grade students are to be upstairs until the bell rings ending lunch.

### **DRESS CODE**

There is a strong connection between academic performance, students' appearance, and students' conduct. Students are expected to adhere to reasonable levels of cleanliness and modesty.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors, including, but not limited to, alcohol, tobacco, obscenity, profanity, lewd remarks, vulgarity, racial and sexual remarks.

Cleats are not to be worn in the building at any time.

**Classroom teachers and the principal make the final determination of the appropriateness of the student's appearance. Students inappropriately dressed will follow the discipline policy. All coats, jackets, caps, etc. worn to school must be left in the students lockers and not worn to class.**

**Anything related to the student's appearance deemed to be disruptive to the educational atmosphere by the administration will be considered unacceptable.**

### **APPROPRIATE USE OF INTERNET**

The Internet is for educational use only. All students and faculty must follow the district wide acceptable use policy.

### **ELECTING HOMECOMING KING AND QUEEN**

Homecoming royalty is open to any eligible senior boy or girl enrolled at MFL MarMac.

### **JUNIOR-SENIOR PROM**

1. Each junior and senior in the regular high school will be invited to the prom.
2. Any junior or senior who wishes to bring a guest to the prom may do so if his/her date is a freshman or older in any high school.
3. All activities associated with the prom must be cleared with the sponsors.
4. The doors will be closed one hour after the prom begins.

5. No middle school students will be admitted.

### **SCHOOL DANCES**

Grades 9 through 12 are eligible to attend school dances. The doors will be closed one hour after the dance begins. Once the student enters the building he/she is to remain there until the dance is over. If you leave, you may not return. All cars should be parked in the parking lot. Dances will be held from 8:00 to 11:00 pm except for Homecoming and Prom. All dances will require 2 sets of parents and 2 teachers.

### **CLAYTON COUNTY ALTERNATIVE HIGH SCHOOL**

Students who choose to attend the Clayton County Alternative School will NOT be eligible for any extracurricular activities including prom, senior trip, and the 1:1 computing program. They will be allowed to participate in the graduation ceremony.

### **BUS RULES AND REGULATIONS**

MFL MarMac Community Schools take pride in the safety of all district students. Transportation is an important component of our daily delivery of educational services.

- 1) Stay in designated areas when waiting for your bus.
- 2) Stay away from all moving busses.
- 3) No pushing when loading or unloading busses. Wait for your turn to load or unload.
- 4) Sit in your assigned seat. If not assigned, sit in an open seat.
- 5) Sit on your bottom at all times that the bus is moving.
- 6) No yelling, screaming or profanity on the bus. Be courteous to the driver.
- 7) No arguing or fighting on the bus. All bus referrals will be handled by the administration.
- 8) Listen to the driver or bus monitor. Do not argue.
- 9) No food or drink on the bus without the bus driver's permission.
- 10) Keep all hands, arms and heads inside of the bus at all times. Do not throw anything out of the bus. These are for your safety.

### **MFL MarMac COMMUNITY SCHOOL DISTRICT DISCIPLINE POLICY STATEMENT**

The principal reserves the right to discipline serious or harmful situations on an individual basis and will contact the parents immediately on the first violation. Parents will be notified either by a phone call or by a referral sent home. In some cases a school conference will be set up. If possible, students will be notified immediately. Authorities may be notified in some situations.

**The following are the penalties that will be used for disciplinary measures. All infractions will start at one level. Subsequent infractions will move up to the next level. The administration always determines what is appropriate for the situation. An infraction starting at any level may start at a higher level when appropriate.**

- 1) Conference (The teacher and student should both be included whenever possible)
- 2) 30 minutes detention
- 3) 60 minutes detention
- 4) Saturday school
- 5) One day suspension

- 6) Three days suspension
- 7) Five days suspension
- 8) Ten days suspension
- 9) Alternative school ..... or
- 10) Expulsion

**A. Late (tardy) to class** Any time a student is late to first hour, this time will be made up with the classroom teacher, unless the teacher wants to turn this over to the Principal.

1. When you receive your fourth tardy per term, you must serve 30 minutes of detention before or after school.
  2. When you receive your seventh tardy per term, you must serve 60 minutes of detention before or after school.
  3. When you receive your tenth tardy per term, you must serve one Saturday suspension.
4. **When you receive your 20<sup>th</sup> TOTAL tardy, you will have a one day suspension.**
  5. **When you receive your 30<sup>th</sup> total tardy, you will have a 3 day suspension.**
  6. **When you receive your 40<sup>th</sup> total tardy, you will receive a 5 day suspension.**
  7. **If there are anything more than 50 tardies, the student will be given strong consideration for expulsion or alternative school.**

**B. Sent to office by teacher for disciplinary reason.** Student will spend the rest of the class period in the principal's office.

1. First time from class: The principal will discipline the case, the student will report to the teacher for make-up work, and will serve detention with the teacher.
2. Second time from the same class: The student will report to the principal for discipline action and the student will be assigned one 60 min. detention.
3. Third time from the same class: This will result in automatic expulsion from the class for the remainder of the term, and no credit will be given for the subject. The student will also be at step 5.

**C. Unacceptable behavior in the lunchroom, lunch line, and halls during noon break.**

1. Will not be permitted to eat lunch in the lunchroom for five school days.
2. Will not be permitted to eat lunch in the lunchroom for fifteen school days.
3. Will not be permitted to eat lunch in the lunchroom for fifteen school days and assigned one Saturday suspension.
4. Will not be permitted to eat lunch in the lunchroom for the remainder of the school year and one day suspension.

**D. Driving on school grounds or within sight of school grounds in an irresponsible and careless manner.**

Start at step one

(Students may lose the privilege of driving to school if situation warrants such action.)

**E. Public display of affection. (Inappropriate showing of affection)**

Start at step one

**F. Inappropriate or distasteful clothing**

Start at step one

**G. Unauthorized use of cell phone during school day**

Start at step one

**H. Harassment**

Start at step one... Then move to step seven on next occurrence

**I. Foul language or boisterous behavior on school property or at any home or away school event.**

Start at step two

**J. Being in cars during school day without permission.**

Start at step two

**K. Missing a detention assigned by teacher or administrator.**

Start at step two

**L. Failure or refusal to report to the office when sent by a teacher.**

Start at step four

**M. Insubordination toward the superintendent, principal, or school employees.**

Start at step seven

**N. Unexcused absence. No note or phone call from parents/guardians when student returns to school is considered truancy.**

Start at step four

**O. Fighting in school, on school property, or at school activities.**

Start at step four

**P. Deliberate destruction or defacement of school property.**

Start at step four plus restitution and police will be called.

**Q. Possession or use of tobacco products on school property or at a school activity.**

Start at step four and police will be called.

**R. Pulling fire alarms**

Start at step four and police will be called.

**S. Possession or use of alcohol on any school property.**

Start at step four and police will be called.

**T. If you miss or do not show for a Saturday suspension or you are asked to leave.**

Start at step five.

**U. Theft of school or personal property.**

Start at step six plus restitution and police will be called.

**V. Assaulting or insulting a school district employee on or off school property.**

Start at step seven

**W. Possession or use of firearms, ammunition, or any other harmful weapons at school or at a school sponsored activity.**

Start at step eight, nine or ten & police will be called.

**X. Possession of illegal drugs or other illegal non-prescription controlled substance.**

Start at step eight, nine or ten & police will be called.

**TECHNOLOGY**

Evidence obtained through the student's use of technology may result in a violation of the Good Conduct Policy. Such violations may include but are not limited to: the inappropriate use of computers, cell phones, texting, e-mails and social networking (Facebook, MySpace, Twitter, etc.) to transmit post or communicate items deemed by the school to be harassing, lewd or obscene. Posting of photographs or other information that provides a basis that the student has violated the Good conduct Policy in any area including but not limited to alcohol, tobacco and drugs may be used as evidence that the student has violated the Good Conduct Policy.

**IN OR OUT-OF-SCHOOL SUSPENSION AND SATURDAY SCHOOL**

The MFL MarMac High School administration has the right to suspend students from classes. Suspension may be either to Saturday classes, in-school, or out-of-school depending on the seriousness of the situation.

1. Saturday classes will be held for students who require disciplinary action which is severe enough for a suspension. Saturday classes will be held from 8:00 to 12:00.
2. In this program, the students will be required to have assignments to work on during each session. They will be working under the supervision of certified personnel who can provide tutoring if needed.

3. Saturday Suspension will be held as needed.
4. Supervising teachers for this program will be selected from the regular faculty on a voluntary basis or from other certified people in our area.
5. Students will not be allowed to attend or participate in school activities for the time of their suspension. They may participate on a Saturday after 12:00.
6. If a student is suspended, the days he/she will be held out of activities will begin the day the suspension is determined.
7. Parents will be responsible for bringing and picking students up from Saturday classes.
8. Parents will receive letters informing them of the suspension and the dates for the Saturday classes.
9. No sleeping, no talking, no music, no TVs, etc. If you do violate these rules you will be assigned an additional Saturday.
10. If you are late, you will be denied admission.

The pupil may be suspended from classes for serious or repeated breach of discipline for a period not to exceed ten (10) days. Parents will be notified of this suspension. Students are responsible for handing in assignments when their suspension ends. Their assignments are due the first day back.

While a student is suspended he/she may not participate in extra-curricular events during the time of the suspension. They will be required to attend practices.

In the event of an apparent breach of discipline so aggravated that, in the opinion of the building principal, expulsion of a student might be considered, the principal may suspend a student for a length of time as may be necessary to determine whether the student should be expelled. In such a case, the principal should arrange a conference with the pupil and his or her parents or guardian to consider whether or not the pupil has been guilty of a breach of discipline so aggravated that the matter should be submitted to the Board of Directors to consider the expulsion of the student from the school.

Expulsion from school may be imposed by the Board of Education. Board expulsions are extreme measures of discipline to be employed only when all available school resources are unable to cope constructively with pupil misconduct.

#### **AUTHORITY TO SUSPEND:**

In accordance with Section 282.4 of the Iowa Code, the MFL MarMac Community School District Board of Directors confers upon the principal and/or superintendent the power, temporarily, to dismiss a student from the MFL MarMac Community School, notice of such dismissal being at once given in writing to the president of the Board of Education. It is further adopted that the MFL MarMac Board of Directors may suspend or expel any student for violation of such rules on the school premises or at any approved school activity. In-school and out-of-school suspensions may be handled by an outside agency.



## **PHYSICAL RESTRAINT**

Restraint is considered an act of controlling actions of a pupil when the pupil's actions may inflict harm to him or to others and is not considered physical punishment. The teachers and administrators must feel free to use whatever reasonable means of physical restraint are appropriate at the moment, if it is necessary, to prevent a pupil from harming himself or others.

## **STUDENT TO STUDENT HARASSMENT**

Harassment on the basis of race, color, religion, national origin, sex, sexual orientation (GLTBQ), disability, age, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when any of these are discovered. Harassment may include unwelcome sexual advances, requests for sexual favors, including but not limited to:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Implied or explicit threats;
- Demeaning jokes, stories, or activities.

Harassment and abuse are violations of MFL MarMac 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. The above list is not meant to be all-inclusive.

## **Bullying**

**MFL MarMac schools prohibit any acts of bullying against students, teachers and support staff. All students are protected by policy 501.9 of the school code. Policy 501.9 protects all students from all forms of harassment including but not limited to race, religion, physical disability and sexual orientation (GLTBQ). If you have any questions or concerns pertaining to bullying of your student during the school year, contact the administration office of the building your student attends.**

## **EMPLOYEE TO STUDENT HARRASSMENT**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mr. Josh Mallicoat 563-539-2031 as its Level I investigator for the high school.

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, when it is necessary to stop a disturbance, to obtain a weapon or other dangerous objects, for the 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, intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advance, requests for sexual favors or other verbal or physical conduct of a sexual nature. Submission to such conduct is not to be made either implicitly or explicitly a term or condition of the student's educational benefits, used as the basis for academic decisions affecting that student, or substantially interfere with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### **GOOD SAMARITAN**

ALL MFL MarMac students have a responsibility to contribute to the positive well being of all other students and to help maintain a positive atmosphere at school at all times. Students are held responsible for reporting violations of school rules to a teacher / counselor / administrator. These reports will be held in confidentiality and the reporting student will be held harmless unless also involved in the activity.

### **MFL MarMac** **INTERSCHOLASTIC/EXTRACURRICULAR POLICY**

#### **BASIC AIMS**

The MFL MarMac Community Schools has formulated some basic regulations to be a part of the permanent policy of the extra curricular programs at MFL MarMac High School. Mixed Chorus and Concert Band are graded curricular activities and are thus excluded from this policy. Jazz band, men's and women's chorus, Young Americans, cheerleading, dance team, speech/drama, FFA, and athletics are all included in this policy as well as any other activity that is not in the curriculum.

#### **Good Conduct Policy**

Any student who:

- A. is observed, admits to, or is convicted of breaking the law (except for minor traffic violations):
- B. is placed on official or unofficial probation:
- C. is observed, is convicted of, or admits to consumption, possession, acquiring, delivering, or transporting beer, alcoholic beverages, tobacco, or any controlled substance as defined in the Iowa code as amended:

... Shall be considered as having committed conduct detrimental to the MFL MarMac School's interscholastic programs and shall be declared ineligible to participate in interscholastic competition by the principal or designee. A conviction or admission of guilt is not necessary to warrant this sanction. The student will remain ineligible until reinstated by the principal or designee.

#### **PENALTIES**

A. A first violation of this section by a student shall make him/her ineligible for one-third (1/3) of the season for which he/she is currently participating. If a student is not participating in an interscholastic program when the violation occurs, ineligibility shall be applied to the next interscholastic program in which the student has participated in high school, or for 9<sup>th</sup> graders, the next season of participation. Penalties not completed in the current season will carry over.

The actual number to make 1/3 of the season will be computed as needed. The following are guidelines to go by for an average year.

Softball	45 total games.....Penalty of 15 games
Basketball	20 total games.....Penalty of 7 games
Golf	10 total meets.....Penalty of 3 meets

B. A second violation of this section at any time will result in the student being declared ineligible for 365 days. The student must seek outside help through counseling or some other type of treatment. The counseling agency will need to be in contact with the school. If the student not seek counseling, the student will forfeit the right to participate the rest of your time during high school.

C. Upon receiving a third violation (in a high school career), the student will forfeit all eligibility for the rest of the time during high school.

### **REPORTING VIOLATIONS**

Anyone observing violations of this policy should report to the coach, director, or principal within two weeks or fourteen (14) calendar days. Immediate action is always best. Reporting violations that happened months ago has little or no value. Immediate self reporting (within 24 hours) will reduce the penalty by ½.

### **QUITTING A SQUAD**

Any student who quits an athletic squad without permission of the coach involved will be ineligible to participate in any other athletic or cheerleader activity until the current season has ended.

### **FORFEITURE OF AWARDS**

Any student who is found guilty of any violation will forfeit any award given during the season. Any athlete or cheerleader that quits a squad before the end of the season will forfeit any award given during that season.

### **INDIVIDUAL PROGRAM RULES**

Individual program rules concerning hours, behavior, absences from practices and other areas will be set by and handled by the coaches and directors of each individual activity. Rules set by the coaches and directors will have the same force as any other rule contained in this policy.

### **ACADEMIC ELIGIBILITY**

**Any state imposed academic eligibility requirements will be followed at MFL MarMac High School.**

**Students must be passing every subject. This will be checked 4 times a year at the end of each term. Students failing any class will be ineligible for a period of time determined by the state code.**

### **YOU ARE NOT ELIGIBLE FOR INTERSCHOLASTIC ATHLETIC COMPETITION:**

1. If you do not have a physician's certificate of fitness issued within the last calendar year or if you are twenty years of age or over.
2. If you have attended high school for more than eight (8) semesters. Twenty days of attendance or playing in one contest constitutes a semester of eligibility.
3. If you were out of school last semester or if you entered school this semester later than the second week of school.

4. If you have changed schools this semester. (Except upon like change of residence of your parents or guardian or you are of legal adult age according to the Iowa Code).
5. If you have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition or if you have ever received any money for expenses or otherwise for your participation in an athletic contest.
6. If you have competed on an outside school team as a team member or as an individual while out for a sport and during that sport season without the previous written consent of your superintendent or his designee. (Example: While you were out for wrestling and during wrestling season you want to participate on an outside school wrestling team or in a tournament, you would have to have permission from the school superintendent or principal or otherwise you would be declared ineligible. Once wrestling season is over you can participate without written permission.)
7. If you have ever trained with a college squad or have participated in a college event.
8. If your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school.
9. If you are absent from school on the day you are to participate in a game, meet, or contest. Individual exceptions may be approved by the principal or athletic director.
10. If you do not have some form of health insurance, you must sign the insurance waiver.

### **HEARINGS**

It shall be the policy of the interscholastic activity department to vigorously support these policies, tolerating no infractions from any student. All reports of violations of this policy should be reported to the coaches, directors, or principal in writing within fourteen (14) days of the violation. All reports will be investigated. If it is determined that a student has violated any part of this policy, he/she will be declared ineligible accordingly. The student charged with a violation may receive a hearing before the coach and/or director and principal, and the parents or guardian notified of any action taken.

### **APPEALS**

If a student or his/her parents or guardian and/or the person declaring the student ineligible wish to appeal the decision on ineligibility or eligibility, they shall do so in writing to the principal within five (5) days of the declared ineligibility or eligibility. This appeal shall be reviewed by the coach or director of the activity involved and the principal. A decision on the appeal shall be given within three (3) days following the review. Days in this case will be defined as calendar days.

If the decision of the review committee is unacceptable to the student or his/her parents, an appeal in writing may be made to the superintendent within five (5) days of the review decision. This appeal will be reviewed by the superintendent, one board member, and the principal. They shall conduct a hearing to determine the facts and hear the student. They shall render a decision within five (5) days, which decision shall be final.

The student or his parents or guardian may be represented by an attorney at any level of the appeal.

An ineligible student athlete during his suspension must complete that sport season. If you quit or are dropped from the team, your entire suspension will be carried over into the next activity you participate in.

## **LEGAL NOTIFICATIONS AND POLICIES**

### **EQUAL EDUCATIONAL OPPORTUNITY POLICY**

It is the policy of the MFL MarMac Community School not to discriminate on the basis of race, color, religion, national origin, sex, sexual orientation (GLTB), disability, age, or marital status in its education programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

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

Inquiries regarding compliance with Title IX, Title VI, or Sections 504 may be directed to Ed Berry, MFL MarMac Schools, Monona, IA 52159 (563-539-2031). Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

### **THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

The MFL MarMac Community School District maintains records of (1) birthday, birthplace, phone, home address, and name of parents, (2) education aptitude, achievement and grades, (3) school attendance and (4) health data on every student.

Parents or students of majority age have the right to review their records, prevent them from being disclosed to non school personnel under certain circumstances, challenge the records and offer additional information. The MFL MarMac Community School District will mail education records to other school districts, on request, in which the student intends to enroll.

### **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 between January 1 and June 30 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.

### **ASBESTOS NOTIFICATION**

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

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing, and a variety of miscellaneous uses. There has been over 3,000 different products manufactured using asbestos.

The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. A certified management planner has developed an asbestos management plan for the school district facilities which includes notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

### **GRIEVANCE (COMPLAINT) PROCEDURE**

Any student or employee of the MFL MarMac Community School District who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of race, color, creed, sex, marital status or place of national origin in violation of this policy may file a written complaint with the Superintendent of Schools.

The Superintendent of Schools shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within 10 working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided to each member of the School Board.

If the complainant is not satisfied with such response, he or she may submit a written appeal to the School Board indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its next regularly scheduled School Board meeting following receipt of the response. The School Board shall permit the complainant to address the School Board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

### **MC/NS GRIEVANCE PROCEDURE**

Students, parents of students or employees of the MFL MarMac Community Schools shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IV of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or Section 12.5 (8) of the Iowa State Education Standards.

#### **Level One - Principal or Immediate Supervisor**

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

#### **Level Two - Title VI, Title IX, and Section 5-4 Compliance Officer**

If the grievance is not resolved at level one and the employee or student wishes to pursue the grievance, the employee or student may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the

Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three - Superintendent

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

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

Title VI\*, Title IX, and Section 504 Compliance Officer

NAME – Josh Mallicoat

OFFICE ADDRESS -MFL MarMac High School

PHONE NUMBER - (563) 539-2031

OFFICE HOURS - 8:00a.m. - 4:00p.m. Monday through Friday