

**Pleasant Valley
Junior High
Student/Parent
Handbook
2017-2018**



SCHOOLS AND FACILITIES

Pleasant Valley Administration Center Phone: 563-332-5550

Pleasant Valley Community School District
525 Belmont Rd
Bettendorf, IA 52722

Pleasant Valley High School

Pleasant Valley Community School District
604 Belmont Rd
Bettendorf, IA 52722

Phone: 563-332-5151

Attendance: 563-332-6132

Pleasant Valley Junior High

Pleasant Valley Community School District
3501 Wisconsin St
LeClaire, IA 52753

Phone: 563-332-0200

Attendance: 563-332-0201

Bridgeview Elementary School

Pleasant Valley Community School District
316 S 12th St
LeClaire, IA 52753

Phone: 563-332-0215

Attendance: 563-332-0216

Cody Elementary School

Pleasant Valley Community School District
2100 Territorial Rd
LeClaire, IA 52753

Phone: 563-332-0210

Attendance: 563-332-0211

Hopewell Elementary School

Pleasant Valley Community School District
3900 Hopewell Ave
Bettendorf, IA 52722

Phone: 563-332-0250

Attendance: 563-332-0251

Pleasant View Elementary School

Pleasant Valley Community School District
6333 Crow Creek Rd
Bettendorf, IA 52722

Phone: 563-332-5575

Attendance: 563-332-5576

Riverdale Heights Elementary School

Pleasant Valley Community School District
2125 Devils Glen Rd
Bettendorf, IA 52722

Phone: 563-332-0525

Attendance: 563-332-0616

Pleasant Valley Maintenance Center

Pleasant Valley Community School District
4333 Devils Glen Rd
Bettendorf, IA 52722

Phone: 563-332-6895

Safety Hot Line

Phone 563-344-4469

This hotline number is sponsored in cooperation with the Bettendorf Police and Scott County Sheriff's Departments. It is designed for you to leave detailed messages about any school safety concerns. All calls are confidential and taken seriously.



The contents of this policy book are reviewed and approved annually as official policies of the Pleasant Valley Community School District. The Pleasant Valley Community School District Board of Education affirms its support of the school/student responsibility and discipline policies. The Board supports the school staff that enforces these policies, and holds school staff accountable for implementing these policies.

The Pleasant Valley Board of Education has seven members divided among director districts. To verify your director district and the board member representing your district, please go to www.pleasval.org or contact Debbie Dayman, Board Secretary at 563-332-5550 or email daymandeborah@pleasval.k12.ia.us.

Pleasant Valley Junior High School
Pleasant Valley Community School District
3501 Wisconsin St
LeClaire, IA 52753

Superintendent: Dr. James Spelhaug
Email: spelhaugjim@pleasval.k12.ia.us

Assistant Superintendent: Brian Strusz
Email: struszb@pleasval.k12.ia.us

Administration Center 563-332-5550

Welcome to Pleasant Valley Junior High School. If there are questions, suggestions, or concerns, the following information is presented to help students and parents communicate with school district personnel.

To contact a Pleasant Valley Junior High School Administrator:

Principal:	Dr. Trampus Budde	563-332-0200
Dean of Students:	Mr. Jason Jones	563-332-0200
Guidance Office:	Mr. Jace Teed	563-332-0202
	Ms. Christine Thompson	563-332-0202
School Nurse:	Ms. Melinda Whigham	563-332-0200

FAX #: 563-332-0205

To contact a Teacher: Call the Main Office at 563-332-0200 and ask for the teacher by name.

Pleasant Valley Community School District Website:

<http://www.pleasval.org>

Welcome to Pleasant Valley Junior High

Welcome to Pleasant Valley Junior High School. We know these years will be exciting for you. There are many things to learn and do, but don't be afraid. If you ever have any questions, concerns, or something just bothers you, please see a teacher, counselor, an office person or any adult. We are here to help you. Be proud that you are a Pleasant Valley Spartan and have a good year!

Pleasant Valley Junior High Mission Statement

The mission of Pleasant Valley Junior High School, in partnership with the family and community, is to provide the means for each student to reach his or her maximum capabilities in the intellectual, vocational, physical, creative, cultural, technological and social areas. The educational program of Pleasant Valley Junior High should encourage the exploration of many fields of interest and afford the opportunity for growth in critical thinking and the decision-making process. The program should foster self-reliance, self-discipline, and a feeling of self-worth as well as the recognition of the rights of others. Pleasant Valley Junior High School epitomizes the recognition of the transitional phase for students and parents from the more protective elementary setting to the searching/demanding high school climate.

Character Counts

The Six Pillars of Character

Trustworthiness – be honest and reliable

Respect – treat others with respect

Responsibility – do what you are supposed to do

Fairness – play by the rules; listen to others

Caring – be compassionate and show you care

Citizenship – do your share to make your school and community better

MISSION STATEMENT

The mission of the Pleasant Valley Community School District as a premier innovative district in the Midwest is to prepare students to succeed in a diverse, global society by providing superior quality opportunities in a safe environment for each student to become a life-long learner and by continuously improving and customizing the educational experience.

INDICES OF EXCELLENCE

1. By the end of each school year, every K-10 student will read at grade level. Students reading at grade level will meet or outpace their individual growth projections.
2. By the end of each school year, every K-10 student will demonstrate math proficiency. Students demonstrating proficiency will meet or outpace their individual growth projections.
3. 90% of PVHS graduates will have scored at the college readiness level on each of the English, Reading, Math, and Science sub tests on the ACT exam.
4. 80% of secondary students will be involved in at least one extra or co-curricular activity in 4 of 6 years.
5. Extra or co-curricular teams/programs will routinely be regarded among the top ten in the state.
6. On the annual Parent/Student Survey, 95% of responses will be in the combined agree & strongly agree for each category.
7. Annually, the PVCSD will be regarded among the top five districts in the state.

STRATEGIC GOALS

- All students will demonstrate the abilities of a self-directed learner.
- All students will demonstrate the ability to communicate effectively.
- All students will demonstrate the ability to produce work of high quality.
- All students will demonstrate the ability to be responsible citizens.

BELIEFS

- We believe all individuals have the ability to learn.
- We believe a flexible, innovative, and superior quality educational process prepares students for success in a global society.
- We believe a major purpose of learning is to explore and develop one's abilities.
- We believe understanding, acceptance and respect of diversity and individuals is essential.
- We believe family involvement is important to student success.
- We believe learning begins at home, is nurtured by experiences at school, and broadened by the involvement of the community.
- We believe learning is a lifetime process that leads to productivity and self-fulfillment.
- We believe continuous improvement is essential to education.
- We believe a safe, healthy, disciplined environment at home and school is necessary for student success.
- We believe the education of students is our highest priority.
- We believe educational needs and decisions are best determined and made within the district.
- We believe high expectations are essential to achieve a superior quality education.

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PVJH BELL SCHEDULE

7th grade Regular Schedule			
1st	7:34-8:18		
2nd	8:21-9:06		
3rd	9:09-9:54		
4th	9:57-10:41		
A Lunch	10:41-11:12	5th	10:44-11:28
5th	11:15-11:59	B Lunch	11:28-11:59
6th	12:02-12:46		
7th	12:49-1:35		
8th	1:38-2:25		

8th grade Regular Schedule			
1st	7:34-8:21		
2nd	8:24-9:09		
3rd	9:12-9:57		
4th	10:00-10:44		
5th	10:47-11:31		
B Lunch	11:31-12:02	6th	11:34-12:18
6th	12:05-12:49	C Lunch	12:18-12:49
7th	12:52-1:38		
8th	1:41-2:25		

7th grade Advisor Schedule			
1st	7:34-8:14		
2nd	8:17-8:57		
3rd	9:00-9:40		
4th	9:43-10:23		
A Lunch	10:23-10:53	5th	10:26-11:06
5th	10:56-11:36	B Lunch	11:06-11:36
6th	11:39-12:19		
ADVISOR	12:22-12:55		
7th	12:58-1:38		
8th	1:41-2:25		

8th grade Advisor Schedule			
1st	7:34-8:17		
2nd	8:20-9:00		
3rd	9:03-9:43		
4th	9:46-10:26		
5th	10:29-11:09		
B Lunch	11:09-11:39	6th	11:12-11:52
6th	11:42-12:22	C Lunch	11:52-12:22
ADVISOR	12:25-12:58		
7th	1:01-1:41		
8th	1:44-2:25		

7th grade Advisor Schedule End of Day			
1st	7:34-8:14		
2nd	8:17-8:57		
3rd	9:00-9:40		
4th	9:43-10:23		
A Lunch	10:23-10:53	5th	10:26-11:06
5th	10:56-11:36	B Lunch	11:06-11:36
6th	11:39-12:19		
7th	12:22-1:02		
8th	1:05-1:45		
ADVISOR	1:48-2:25		

8th grade Advisor Schedule End of Day			
1st	7:34-8:17		
2nd	8:20-9:00		
3rd	9:03-9:43		
4th	9:46-10:26		
5th	10:29-11:09		
B Lunch	11:09-11:39	6th	11:12-11:52
6th	11:42-12:22	C Lunch	11:52-12:22
7th	12:25-1:05		
8th	1:08-1:48		
ADVISOR	1:51-2:25		

7th grade Early Out Schedule			
1st	7:34-8:04		
2nd	8:07-8:34		
3rd	8:37-9:04		
4th	9:07-9:34		
7th	9:37-10:04		
8th	10:07-10:36		
A Lunch	10:36-11:06	5th	10:39-11:20
5th	11:09-11:50	B Lunch	11:20-11:50
6th	11:53-12:34		
ADVISOR	12:37-12:55		

8th grade Early Out Schedule			
1st	7:34-8:07		
2nd	8:10-8:37		
3rd	8:40-9:07		
4th	9:10-9:37		
7th	9:40-10:07		
8th	10:10-10:39		
5th	10:42-11:23		
B Lunch	11:23-11:53	6th	11:26-12:07
6th	11:56-12:37	C Lunch	12:07-12:37
ADVISOR	12:40-12:55		

7th grade Late Start Schedule			
1st	9:34-10:00		
2nd	10:03-10:29		
A Lunch	10:29-11:00	5th	10:32-11:12
5th	11:03-11:43	B Lunch	11:12-11:43
6th	11:46-12:26		
3rd	12:29-12:55		
4th	12:58-1:24		
7th	1:27-1:53		
8th	1:56-2:25		

8th grade Late Start Schedule			
1st	9:34-10:03		
2nd	10:06-10:32		
5th	10:35-11:15		
B Lunch	11:15-11:46	6th	11:18-11:58
6th	11:49-12:29	C Lunch	11:58-12:29
3rd	12:32-12:58		
4th	1:01-1:27		
7th	1:30-1:56		
8th	1:59-2:25		

ATHLETICS/ACTIVITIES PARTICIPATION IN JUNIOR HIGH

Pleasant Valley Junior High School follows the guidelines of the Department of Education, Iowa High School Athletic Association, and the Iowa Girls High School Athletic Union. An athlete is ineligible for competitive sports if the athlete:

1. Does not have a doctor's certificate of fitness issued for the current year.
2. Is 16 years or older.
3. Is below the seventh grade.
4. Has attended junior high school for more than four semesters.
5. Has changed schools this semester (except upon change of his parents).
6. Has accepted any money or expenses for participation other than the customary awards issued by the school.
7. Has accepted awards for junior high school participation other than the customary awards issued by the school.
8. Has trained with or has been a member of a college squad or has participated in a college contest.
9. Is on probation for school violations.

Physicals and Concussion Forms

To participate in athletics or cheerleading each student must have a physical and concussion form on file in the athletic director's office before practice begins.

Insurance

1. Athletes, too, have the responsibility of follow-up to initiate the insurance claim. Remember, insurance companies have no way of knowing about an injury unless you inform them as soon as possible.
2. The school district does not purchase an insurance policy for athletes. School time insurance is offered at a nominal fee and covers all sports except football and wrestling. Football players and wrestlers may also purchase a policy for football and for wrestling at their own additional expense.
3. The cost of any and all treatment for injuries sustained by a participant shall be the responsibility of the parent/guardian and all such costs will be paid by the parent/guardian, thus releasing the school from all financial obligations.

Athletic Equipment

1. In most sports, practice and/or game equipment will be issued to athletes. Athletes will be responsible for said equipment.
2. All equipment must be returned when the athlete finishes the sport, either at the end of the season or upon quitting the sport. This is to be done immediately.
3. Any equipment will be paid for by the athlete if it is lost or destroyed through his/her negligence. Cost of equipment will be determined by the activities director and will be based on replacement cost of equipment.
4. School-owned equipment is to be worn only at scheduled practices or games/meets.
5. At no time is it permissible for individuals or groups to work out in the gymnasium area without authorized supervision.

Sportsmanship

Your support of, or participation in, the extra-curricular program at PVJH is essential to its success. As participants or spectators we must hold ourselves to high standards of sportsmanship. This involves positive support of participants and avoids behaviors that are vulgar, derogatory, disruptive, dangerous, or otherwise detrimental to the values and traits that our extracurricular program advocates. Individuals who violate this standard may lose the privilege of extra-curricular attendance and participation. (See The Good Conduct Code on page 15)

ATTENDANCE POLICY

Our attendance policies are designed to promote academic achievement and student responsibility, in addition to providing for the safety and protection of each individual. Regular attendance, regardless of your age or academic placement, is the surest avenue toward well-rounded development in three crucial areas: academic growth, social growth, and emotional growth. School attendance is the responsibility of

the student and his/her parents or guardian and the school. The school expects that a student will be in school every day and that planning ahead and keeping school attendance as a high priority can minimize most absences.

Absent and late students - safety procedure

If your child is going to be absent or late, please call the school attendance number (563-332-0201) with the following information:

In the event of illness

1. Your child's name.
2. Your child's teacher's name.
3. Reason for absence.
4. Please state 2 symptoms describing your child's illness. This is in accordance with Scott County Health Department (SCHD) requirements. All schools in Scott County keep track of illnesses and report them every week to the SCHD. A student's name is not used when the information is reported. This information is collected to look for changes in types of illnesses and the number of cases reported for the county. This information is reported to the Iowa Department of Public Health who looks for changes in illnesses reported in Iowa. The information is then passed on to the Center for Disease Control (CDC) so they have an accurate picture when identifying health threats like yearly influenza.

In the event of a doctor appointment, please have your doctor's office provide the following:

1. Your child's name
2. Date of appointment
3. Time of appointment
4. Authorizing signature

You need to call every day your child is absent or late and state the reason for your child's absence or tardiness. If some unusual and unavoidable circumstance makes it impossible for you to contact the school, you will be called at home or work for the purpose of determining your child's absence. In cases where telephone contact cannot be made, the student must bring in a written excuse stating their absence, signed by at least one parent or the student's guardian, on the first day back to school.

Students will be counted absent for one-half day if they miss more than 50 percent of the one-half day session.

For truancy purposes, every three late to school tardies will equate to one day of absence.

Attendance philosophy

School attendance is the responsibility of the student, his/her parent or guardian, and the school. The Pleasant Valley Community School District expects students to be in school every day. Under the Federal No Child Left Behind Act (NCLB), each school is expected to maintain, at a minimum, a 95% average daily attendance throughout the year. Achieving this goal requires planning ahead and keeping school attendance a high priority. With this goal in mind:

1. Doctor and dentist appointments should be made outside the school day whenever possible.
2. **Family vacation trips** taken during school days are discouraged.

Attendance policy

1. Six days absent during a school year will result in a personal contact with parent/guardian to discuss solutions for improving attendance and or sending a letter of concern.
2. Nine days absent during a school year will result in a follow-up letter and/or a personal contact to develop a plan for improved attendance. Medical documentation may be required in order for future absences to be considered 'excused'.
3. Fifteen days absent during the school year will result in a parent conference to review the previous interventions to improve attendance. Included in this meeting will be a discussion of possible legal procedures if attendance does not improve. A letter for documentation will also be included in this step.

Note: For truancy purposes, three late to school tardies will equate to one day of absence.

You must have been in attendance for half of your regularly scheduled classes during a school day to participate in after-school or evening events. Administrator approval will be needed to participate in events if more than half of a school day is missed.

Excessive Absences

Any student not in attendance for fifteen consecutive days (without a valid excuse) will be dropped from the rolls of Pleasant Valley Community High School. Pleasant Valley High School will enforce all attendance requirements as outlined by state law. Students with six (6) or more unexcused absences in a semester may result in the student being removed from the class (Iowa Dept. of Education Attendance Policy Guidelines)

Arrangements For Make-up Work

When you are absent, make-up work may be picked up after 2:30 of the day of absence if the guidance office is called by 9:00 a.m. Otherwise, your work will be ready the next day. You are responsible for making up class work missed during an absence. You will be given the same length of time to make-up the work as the time missed, unless the work was assigned before you were absent. Work not completed in time will not receive full credit without previous approval by the teacher.

Extended Trips/Pre-Arranged Excused Absences

It is our policy to discourage family vacation trips except during school vacations, as students almost invariably show a decline in content knowledge and grades when an absence lasts beyond three days. Students will be given a pre-arranged excused form, which they will promptly show each teacher during non-instructional time. ALL WORK IS TO BE MADE UP **BEFORE** THE TRIP, UNLESS THE STUDENT AND TEACHER MUTUALLY AGREE ON A LATER DUE DATE. Where it is determined that such a trip is in the best interest of the student by the family, the school requests that a written request to be absent, signed by a parent or guardian, be presented to the Dean of Students or attendance secretary no fewer than five (5) school days prior to leaving. This allows students and teachers to prepare as much advance make-up as possible.

Approved Absences

Personal illness, death in the family, religious holiday, or extreme emergency are acceptable reasons for absence. A **valid** excuse, written by a parent or guardian and presented to the Dean of Students or attendance secretary upon the return to school, or a phone call from a parent or guardian on the day of absence, documenting the reason for absence entitles the student to make up all work missed. For a definition of a **'valid'** excuse, see the following section of Excused and Unexcused Absences.

Example of Excused Absences: *(Notification must be given within 48 hours of occurrence)*

1. personal illness
2. death in the family/funeral
3. religious holiday
4. educational trips accompanied by parents
5. emergency work necessary to the family welfare
6. emergency in the family
7. medical appointments as long as a Dr.'s note is provided.

Examples of Unexcused Absences:

1. "Got in late, needed to sleep..."
2. "Had to finish my homework..."
3. "Car wouldn't start..."
4. "Car had a flat tire..."
5. "I missed the bus."
6. Leaving building/campus without first receiving permission from a school official.

Ultimately, excused and unexcused absences will be determined by the building administrators.

Truancy

Any student absent from school and/or any class without the knowledge and consent of the parent and approval of the school administration will be considered truant. To be reinstated, a conference may be required during regular school hours, among the parents and the school administration. Students must make up work missed as a result of an absence or receive no credit for assignments. For truancy purposes, three late to school tardies will equate to one day of absence.

Leaving School

You must have written permission from your parents or guardian to leave school at any time. No one may leave the school grounds during the school day without permission from the principal or dean of students. You must sign out in the office and indicate the departure time and destination. When returning to school, you must sign in at the office. If you want to ride home on someone else's bus, a parent or guardian must write a permission note. This note must be initialed in the office before the end of first period.

Tardiness

It is your responsibility to get to school and to each class on time. Failure to follow through with this responsibility will result in disciplinary procedures (separate form to be filled out) being initiated in accordance with the school's discipline policy. The first two tardies will result in a warning. The third and fourth tardies will result in lunch detentions. The fifth and sixth tardy will result in one-hour after-school detentions. The seventh tardy will result in a one-hour after school detention and a parent/administrator conference. Remember, when you are tardy you affect not only your education, but also the education of your classmates.

STUDENT DISCIPLINE AND SOCIAL CONDUCT

Discipline is important to our daily school environment. You must understand that discipline has to be maintained to insure the safety, teaching, learning and daily operation of our school.

Discipline can be defined as controlled behavior for desired results. It is the goal of the faculty and staff to have students control their own behavior and, in so doing, become self-disciplined individuals.

Our discipline policy is based on a progressive discipline program with negative behavior being dealt with in accordance to its severity and frequency. The staff will follow the progressive discipline program in their respective classes and areas. Discipline problems of a severe or frequent nature will be referred to the office. Violations of school and/or legal procedures will be handled with the following levels of progressive discipline.

Student Rights and Responsibilities

In school, there are numerous opportunities for disagreement between people to arise. When such occasions occur there must be someone who has the responsibility for settling the disagreements in order to avoid disorder in the school. Such a structure is necessary to facilitate the teaching-learning process. The power and the responsibility for the settlement of disagreements have been given to the Pleasant Valley Board of Education and, through them, to the principals and teachers. In order for this power to be exercised fairly, and so that students know their responsibilities, it is necessary that each student's rights be stated.

1. All students have the right to be free from harassment and physical torment while in class, passing legitimately through the halls, or legitimately on the school grounds. Outward behavior (speech, actions, symbols, etc.) which is motivated by a bias revolving around any of the following – age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status is expressly prohibited by the Pleasant Valley Community School District.
2. All students and staff members have the right to be treated with respect and, in turn, have the obligation to treat others respectfully. This respect and treatment includes not using vulgar, abusive, suggestive, or otherwise offensive language.
3. All students have the right to participate in curricular and co-curricular activities so long as they have met the requirements of the Iowa Department of Education, the Pleasant Valley Community School District, and Pleasant Valley Junior High School.

4. All students have a right to a fair hearing on disciplinary matters with the understanding that the final decisions must be made by the school.
5. All students have the right to bring their concerns about school matters to the attention of the staff and administration of the building.
6. Along with these personal rights goes the obligation and responsibility to respect these as the rights of all students. Any students violating the rights of others will be held responsible and appropriately disciplined (including forfeiture of their attendance rights) in accordance with the Pleasant Valley Board of Education.

General Rules/Violations Summary

Due Process Pleasant Valley Community Schools follow the Supreme Court ruling outlining the minimum requirements for due process for a suspension of ten (10) days or less. Before being suspended the student will be afforded:

1. oral or written notice of the charges;
2. an explanation of the evidence if the student denies the charges;
3. a hearing where the student has an opportunity to present his/her side of the case.

In all cases of possible expulsion from school, the student will be afforded due process as outlined in the Pleasant Valley Community School District Board Policy (502.3). Appeals may be made to the next higher school/district administrator.

Rules and regulations are not needed for the vast majority of our students. Like any society, however, they are necessary for the protection of that majority. Most of the students are here for an education, and we will strive to give it to them in the best possible environment. Your junior high school education will be the foundation for the remainder of your life – build it well.

Discipline is administered through a four-level system. Generally, these are:

Level One

- A. Reprimand and warning to student
- B. Possibility of detentions assigned
- C. Notification of parents
- D. Rule Clarification to parent and student
- E. Parent conference may be required
- F. Involvement of counseling services

Level Two

- A. Reprimand and warning to student
- B. Possibility of detentions assigned
- C. One to three days in-school suspension
- D. Notification of parents
- E. Parent conference may be required
- F. Rule clarification to parent and student

Level Three

- A. Reprimand and warning to student
- B. Possibility of detentions assigned
- C. One to three days out-of-school suspension
- D. Notification of parents
- E. Parent conference required
- F. Rule clarification to parent and student

Level Four

- A. Notification of parents
- B. Parent conference required
- C. Recommendation for expulsion for remainder of semester or a full calendar year to Superintendent of Schools and the Board of Education

These "levels" apply to the violations listed below:

- | | |
|---|----------------|
| 1. Absence, unexcused | Levels 1-2-3-4 |
| 2. Alcohol, including beer and wine products distribution | Levels 3-4* |
| 3. Alcohol, wine products/consumption of
(no evidence of possession, but detectable/observable signs of use) | Levels 2-3-4* |
| 4. Alcohol, wine products use or possession (evidence of possession) | Levels 3-4* |
| 5. Arson | Levels 3-4* |
| 6. Cheating | Levels 2-3-4 |

7. Contraband (includes lighters/incendiary devices)	Levels 1-2-3-4*
8. "Counterfeit" Drugs, Alcohol, Tobacco, possession or use of (non-prescription)	Levels 1-2-3-4*
9. Dangerous Weapons	Levels 3-4*
10. Defiance of faculty authority	Levels 2-3-4
11. Drugs, distribution	Levels 3-4*
12. Drugs, evidence of use (no evidence of possession)	Levels 2-3-4*
13. Drugs, use or possession (see also page 17)	Levels 3-4*
14. Fighting/Harassment (including outward bias)	Levels 1-2-3-4*
15. Fireworks, use of	Levels 3-4*
16. Gambling/Card playing	Levels 2-3-4*
17. Harassment/Hazing (to include, but not limited to, sexual/gender, age, religion, race, color, disabilities, or national origin)	Levels 1-2-3-4*
18. Inappropriate use of technology (note Appendix)	Levels 1-2-3-4
19. Obscene or vulgar language	Levels 1-2-3-4
20. Physically attacking a faculty member	Levels 3-4*
21. Physically attacking a fellow student	Levels 2-3-4*
22. Referred for discipline from classroom, study hall, bus, etc.	Levels 1-2-3-4
23. Referred for being in unauthorized area	Levels 1-2-3-4
24. Terrorism, including bomb threats	Level 4*
25. Theft	Levels 2-3-4*
26. Threat of faculty member	Levels 2-3-4*
27. Threat of fellow student	Levels 1-2-3-4*
28. Tobacco, possession	Levels 2-3-4 *
29. Tobacco, use	Levels 3-4*
30. Truancy (failure to attend class)	Levels 2-3-4
31. Unauthorized use of safety equipment (false fire alarm, improper use of fire extinguisher)	Levels 3-4*
32. Vandalism or defacing school property	Levels 2-3-4*

<p>* MAY INVOLVE REFERRAL TO LEGAL AUTHORITIES AND/OR REFERRAL TO CENTER FOR ALCOHOL AND DRUG SERVICES.</p>
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Administrators reserve the right to maintain a safe, orderly environment. Disciplinary situations not covered in this guide book will be dealt with in a manner that follows the philosophy of Pleasant Valley Community Schools Board Policies.

Displays of Affection

Public displays of affection are disruptive to the school environment and are discouraged. When students are found to be in violation and are not able to exercise self-control after being reminded, disciplinary action will be taken.

Suspensions

Students may be given in-school suspension when they are in violation of the attendance policy and/or good conduct and citizenship. Students are expected to adhere to all policies and requirements of this supervised study area.

Credit will be granted to all students placed in in-school suspension. Once the school day has begun, the suspended student will not be allowed to interfere with the normal school routine and will not be allowed to participate in or attend any school-sponsored activities - either on or off campus, including attendance at extra-curricular events in which Pleasant Valley is participating at other schools or locations. Students violating this suspension are subject to additional consequences.

Students may be assigned to out-of-school suspension when they are in violation of the attendance policy and/or good conduct and citizenship. Students suspended out of school are not allowed on school or district grounds or at any school sponsored functions. In addition, a parent conference is required prior to the student returning to school. Students who are suspended from school are ineligible for participation in activities for the period of the suspension.

Use of Alcohol, Drugs, and Tobacco

By state law, Board of Education policy, and administrative policy, no student may be on school premises possessing or using alcohol, non-prescription drugs, prescription drugs not registered with the nurse, tobacco, or products which imitate any of the previously mentioned items. School premises include the school bus and/or any portion of time a student is on a school-sponsored field trip, activities or athletic trip, or on a fan bus. For specific penalties, see General Rules/Violations Summary.

Students possessing and/or using any quantity of non-prescription, or "counterfeit" drugs face a minimum three-day suspension for the first incident; if school behavior to the time of being caught does not indicate that keeping the student in school is in the best interests of other students or the school, he/she may be recommended for expulsion for the first incidence. Students selling any substance they represent as a "drug" may be recommended for expulsion.

Students possessing and/or using any quantity of alcohol or drugs on school premises face a minimum three day out-of-school suspension. Students in violation of this policy are required to undergo a C.A.D.S./New Life substance abuse evaluation. The appointment for this evaluation must be made within two weeks of the incidence. Failure to comply with the substance abuse evaluation will result in an additional three day out-of-school suspension. Possession of a vaporizer, "E-cigarette", or other such device is not allowed on school premises. Consequences of possession and/or use of these will be the same as tobacco.

If you have information or suspect that an underage drinking party is occurring, please contact the appropriate law enforcement agency (Bettendorf Police Department at 563-344-4015, the Scott County Sheriff's Office at 563-326-8628, or the LeClaire Police Department at 563-289-4242 - this number rolls over to the Sheriff's Office after regular business hours.) You do not have to have confirmation of the party before you call, and you may remain anonymous if you wish. The law enforcement agency will respond and investigate as to whether or not any illegal activity is occurring. If you have any information of an upcoming underage drinking party, please call the police, and they will give it special attention and provide extra patrol for that suspected location.

If you are interested in joining the PV Committee for Drug, Alcohol, Tobacco and Violence Free Youth or the Pleasant Valley Parent Network (for students in grades 6-12), please contact Chris Smith at the Pleasant Valley Administration Center at 563-332-5550.

Bus Behavior

All students who wish to get on or off at a bus stop other than their own assigned bus stop must have a written note signed by the parent and approved by school office personnel. Students will only be dropped off at existing bus stops.

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

Bus Procedures During Inclement Weather – Regular School Day and Athletic Events

Regular School Day Procedures

The following steps are to be taken when school bus pick-up or drop-off delays are experienced. The district strives to avoid any transportation delays and the inconvenience they can cause. Despite those efforts, delays can and do occur. Ice, snow, fog, traffic, mechanical difficulties and other circumstances can result in delays to your child's bus pick-up or drop-off time.

The principals and secretaries in the affected building, and the staff at the Belmont Administration Center will be notified by Durham Bus Service in the event that any bus is 10 minutes or more late in its assigned route. If you experience a delay of your normally assigned pick-up or drop-off time, please direct your questions to the personnel listed in the order below.

Durham School Services	563-332-4949
Pleasant Valley Junior High	563-332-0200
PVCSD Maintenance Center	563-332-6895
PVCSD Administration Center	563-332-5550

Athletic Events

When an athletic event or other activity has been scheduled requiring that students be bused out of town and there are concerns about the weather, the High School or Jr. High Athletic/Activity Director will call the destination point to inquire about weather conditions. If after calling the receiving school there are still concerns about road conditions, the Director of Operations or his designee will call the highway patrol, national weather service, etc. and make a final decision as to whether to proceed or cancel the activity.

If at any time the coach or supervising teacher chooses to cancel the activity once the bus is on the road, the bus driver will do so immediately. If, however, at any time after the trip is underway, the coach/teacher would like to continue, but the bus driver determines that conditions are dangerous and continuing would present a hazard to students and other personnel, the driver has the prerogative to cancel the trip immediately and return to the point of origin.

Unless conditions are extremely hazardous, field trips with destinations in and around the Quad Cities generally cause no transportation problems and will proceed as scheduled. On days when school has been canceled or dismissed early due to inclement weather, all field trips/athletic events for that day will be canceled unless authorization to hold the event has been approved by the Superintendent

Dangerous Weapons

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline including possible suspension or a recommendation for expulsion. In like manner, the possession of a dangerous weapon or an object that resembles a dangerous weapon while on school property or at a school event is strictly prohibited and will result in possible suspension or recommendation for expulsion.

Fire and Safety Equipment

Students who see a fire or other hazardous situations are to contact the nearest staff member immediately. If the situation requires use of extinguishers and/or the fire alarm and teachers are not present, the student(s) involved should immediately report or send someone to the office to report on the condition, location of the problem, students involved, and other pertinent data.

Students who improperly use fire and safety equipment will be dealt with severely, including the likelihood of referral to legal authorities for arrest and a recommendation for expulsion.

Students who accidentally trip an alarm should report the accident and location to the office at once.

Search and Seizure Policy

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles, or protected student areas based on a reasonable and articulate suspicion that a school district policy, rule, regulation, or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities. The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, lighters/incendiary devices, weapons, explosives, poisons, laser pointers, and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; or while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district. Periodically a drug sniffing dog will be used to check lockers and parking lots as a regular part of the substance abuse prevention program.

Search and seizure will follow Pleasant Valley Community School District Board Policy 502.6.

Personal Appearance/Dress Code (Iowa Code No 502.1)

The Pleasant Valley School District believes that our dress code standards must encourage respect, character and reasonable levels of modesty in our working environment: our school. Some articles of clothing that are acceptable outside the school setting may not be considered appropriate for the school day, and as a result, should not be worn to school. Students are expected to wear clothing which is suitable for learning and promotes respectable student-teacher relationships, as well as student-student relationships. While the primary responsibility for appearance rests with the students and their parents, *building administrators reserve the right to determine what is acceptable attire*. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct is not allowed. When in the judgment of an administrator, if a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Examples below clarify the standards of dress that are compatible with the requirements of a good learning environment:

- Shorts with a minimal inseam and unreasonably short skirts are not acceptable.
- Pants/shorts must be worn at the waist to insure that undergarments are not visible.
- Shirts must cover the abdomen, cleavage, shoulders, and back during normal classroom activities.
- Footwear is required.
- Prohibited Items:
 - Spaghetti strap tops.
 - Head apparel, such as bandanas, hats, and other head coverings, with the exception of those serving religious or medical purposes, should not be worn inside the school. All hats are expected to remain in the student's locker until the end of their school day.
 - Clothing and accessories such as patches, jewelry and notebooks displaying racial or ethnic slurs/symbols, gang affiliations, vulgar, subversive or sexually suggestive language or images. Students may not promote products which are not legal to buy such as alcohol, tobacco and illegal drugs.
 - Sunglasses
 - Large, long heavy chains
 - Studded or chained accessories
 - Long coats and jackets

The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as wellness, vocational classes and science labs.

DIVERSITY RESOLUTION

WHEREAS, the Quad Cities is a community enriched by its wondrously diverse population;

WHEREAS, the Quad Cities has consistently celebrated, affirmed and valued the diversity;

WHEREAS, the Quad Cities has a noble history of its civic and religious leaders and private citizens standing together in the partnership in unequivocal opposition to those who preach hatred and bigotry or commit hate crimes or other acts of hatred;

THEREFORE, BE IT RESOLVED that the Pleasant Valley Community School District is committed to continuing this community's tradition of standing fast and standing united in our valuing of our diversity and our opposition to the efforts of those who promote hatred, whether through words or deeds.

BE IT ALSO RESOLVED THAT the Pleasant Valley Community School District will actively participate in the collaborative efforts to promote an environment of respect, acceptance and inclusion throughout our community.

BE IT FURTHER RESOLVED THAT the Pleasant Valley Community School District will commit resources to the protection of all people from acts of hatred, and to the prosecution, to the fullest extent of the law, of those who perform such acts.

SPORTSMANSHIP/ADMINISTRATIVE POLICY

Your support of, or participation in, the extra-curricular program at PVJH is essential to its success. As participants or spectators, we must hold ourselves to high standards of sportsmanship. Students at all school events must demonstrate proper respect and attitude toward teachers, fellow students and guests. This involves positive support of participants and avoids behaviors that are vulgar, derogatory, disruptive, dangerous, or otherwise detrimental to the values and traits that our extracurricular program advocates. Individuals who violate this standard may lose the privilege of extra-curricular attendance and participation, and may include further disciplinary action, which may include suspension or expulsion.

When PVJH is host to another school, all students are expected to extend the usual courtesies to our guests. When PVJH travels to another school, students refusing to obey the chaperones and displaying undesirable conduct will not be allowed to ride the bus to any more activities. Students should not leave the activity area unless there is an intermission in the contests.

Students who ride a team or fan bus must return on that same bus unless specifically cleared in advance with the administration or their coach.

THE GOOD CONDUCT CODE

We believe that participation in an extra-curricular program contributes to the development of certain values and traits. Our belief is that these values and traits describe many of the desired outcomes of extra-curricular participation. Furthermore, we believe that these benefits can accrue to any student who fully engages himself/herself in the extra-curricular program and such benefits enhance their chances for success in future endeavors. Participation in extra-curricular activities should.....

1. Underscore the value of determination. Self-improvement is always a function of commitment and perseverance.
2. Help build a positive self-image. The sense of fulfillment that comes from doing something well builds self-confidence as does meeting challenges.
3. Help develop a good work ethic. This often means a willingness to acknowledge that accomplishment is not an immediate reward. It involves setting goals and making the sacrifices necessary to achieve them.
4. Strengthen interpersonal skills. Important among these skills is patience, tolerance, and the ability to cope with criticism.
5. Build sportsmanship. Sportsmanship is chiefly an attitude that influences how we overcome adversity and disappointment, and how we deal with the public attention that comes with success. Much of sportsmanship is respect.
6. Develop the ability to work in groups. This involves being to work with others; to offer leadership when the opportunity exists; and to follow leadership when that is most appropriate.
7. Enhance self-discipline. This involves the motivation to control one's behavior and decisions in a manner consistent with established rules and with standards of achievement. Self-discipline requires the ability to accept responsibility for one's decisions.
8. Provide enjoyment. This enjoyment is broadly derived from the camaraderie that comes from working with others, and the sense of physical, mental, and spiritual wellness that comes with engagement in challenging circumstances.
9. Develop skills. The challenges inherent in extra-curricular participation and performance serve to broaden horizons.

The Good Conduct rules and processes were developed to provide a set of expectations which contribute to the development of these values and traits. The school will not seek out violations of The Good Conduct Code but will act in concert with students, parents, and legal authorities to advance the integrity of the program and its values.

I. Violation of the Good Conduct Code

A. General Conditions

1. In the event a student admits guilt or is found guilty by any court system for criminal activity, except minor traffic offenses, he/she is in violation of the Good Conduct Code.
2. Any student using or possessing tobacco is in violation of the Good Conduct Code.
3. Any student using or in possession of an alcoholic beverage including beer and wine products is in violation of the Good Conduct Code.
4. Any student using, possessing, and/or involved in the transfer of a controlled substance and/or narcotic is in violation of the Good Conduct Code. (Controlled substances and/or narcotics do not include drugs that have been prescribed to a student by a doctor. It does, however, include narcotic look-alikes or substitutes.)
5. Any misconduct involving theft, vandalism, or criminal mischief that is handled internally by the school is a violation of the Good Conduct Code.

B. Additional Eligibility Requirements

1. Department of Education guidelines: Students **are not eligible to participate** in the interscholastic program:
 - a. If they do not have a physician's certificate of fitness issued this school year, or if they are twenty years of age or over.
 - b. If they have attended high school for more than eight (8) semesters (Twenty days of attendance or playing in one contest constitutes a semester.)
 - c. They must pass an equivalent of twenty semester hours or more the previous semester. (At P.V.C.H.S. this means four credit courses, excluding Wellness and Music.) The period of ineligibility is one semester.
 - d. If they were out of school last semester or if they entered school this semester later than the second week of school. Exceptions to this provision may only be granted by the superintendent of schools with the approval of the Board of Education.
 - e. If they have changed schools this semester (except upon like change of residence of their parents).
 - f. If they have ever accepted an award for their high school participation from an outside group other than an inexpensive, unframed, un-mounted paper certificate of recognition, or if they have ever received any money for expenses or otherwise for their participation in an athletic contest.
2. The coach, sponsor, or director in charge of each sport or activity shall have the authority to establish other regulations he/she feels are necessary to insure a well-disciplined squad or group. These rules may not circumvent the Good Conduct Policy. These shall be prepared in writing and submitted to the principal and/or his designee for approval. It shall be the responsibility of the coach, sponsor, or director to acquaint students and parents with the rules governing the sport or activity prior to the onset of participation.
3. A student who is suspended in or out of school is ineligible for participation and/or attendance in all school-sponsored activities, including athletics, for the period of the suspension.
4. Extra-curricular participation is a privilege that the school and community extend to students. If students are not meeting high expectations for school citizenship, which includes behavior and attendance, participation privileges may be restricted or denied.
5. Any student who transfers into Pleasant Valley High School must be eligible under the guidelines of the P.V.C.H.S. Good Conduct Code. The actions of a student while enrolled in his/her previous school are subject to review and consequences under the P.V.C.H.S. Good Conduct Code.
6. Eligibility of students for extracurricular interscholastic competition will be determined by Article V11 of the Constitution and Bylaws, Iowa High School Athletic Association and other rules and regulations established by the district.

It shall be the policy of the Pleasant Valley Community School District that any student who participates in a school sponsored sport may participate in the same non-school sponsored sport during the same season with prior approval of the principal and /or Associate Principal/Activities. Such outside participation shall not conflict with the school-sponsored sport. Students in violation of this policy will be ineligible to participate in the school-sponsored sport for the remainder of that season.

When and Where Can a Violation Occur?

A student is expected to follow the expectations of the Good Conduct Code:

1. While enrolled in grades 7-12
2. All year
3. Both on and off campus

III. How Long Do Violations of the Good Conduct Code Stay on the Individual's Record?

Violations will accumulate for one calendar year from the date of the most recent incident. Violations accumulate by incident rather than category of incident. For example, if a student during one calendar year is discovered consuming alcohol and subsequently possessing tobacco, the second incident (tobacco) would have consequences in accordance with the second Good Conduct violation under tobacco.

IV. Consequences for Violating Provisions of the Good Conduct Code

Note: In-season is defined as running from the first official practice held to begin the activity until the conclusion of that activity's "season (which includes post season play)." When calculating the actual number of lost games or contests, the figure used is the regularly scheduled games or contests prior to the onset of post-season play. Contests will not be split into something less than whole and the number that results from the percentage calculation will always be rounded up to the nearest whole number (example: 3.2=4)

When serving a loss of competition penalty, the student must complete the entire activity season in good standing, as well as be withheld from the prescribed number of competition dates. If a student quits an activity or is removed from a team because of disciplinary reasons, he/she will not receive "credit for time served".

1. If I admit guilt or am found guilty by any court system for **criminal activity**, except minor traffic offenses, I am in violation of the Good Conduct Code. This includes operating a vehicle while intoxicated.

First Good Conduct Code Violation

Simple misdemeanor – Ineligible to participate for a number of games which is equal to 20% of the regular season (Self-Reporting). Offenses more serious than a simple misdemeanor – Ineligible to participate for a number of games which is equal to 40% of the regular season.

Second Good Conduct Violation

Simple misdemeanor – Ineligible to participate for a number of games which is equal to 50% of the regular season. Offenses more serious than a simple misdemeanor – Ineligible for one calendar year from the point of the violation.

Third Good Conduct Violation

Simple misdemeanor – Ineligible for one calendar year from the point of the violation.

2. If I use or **possess alcohol** including beer and wine products, or tobacco products:

First Good Conduct Violation

Ineligible to participate for a number of games equal to 20% of the regular season (Self-Reporting).

Second Good Conduct Violation

Ineligible to participate for a number of games which is equal to 40% of the regular season.

Third Good Conduct Violation

Ineligible to participate for one calendar year from the point of the violation

3. If I use or **possess a controlled substance or narcotic**:

First Good Conduct Violation

Ineligible to participate for a number of games which is equal to a full season.

Second Good Conduct Violation

Ineligible to participate for one calendar year from the point of the violation.

4. If I am involved in the **distribution, dispensing, or delivery of a controlled substance/narcotic/prescription drug or narcotic look-alike**:

Any Violation

Ineligible to participate for one calendar year from the point of the violation.

5. If I engage in misconduct involving **theft, vandalism, or criminal misconduct** that is handled internally by the school:

First Good Conduct Violation

Simple misdemeanor-like violation -- Ineligible to participate for a number of games which is equal to 20% of the regular season. (See self-reporting). Students who have offenses more serious than a simple misdemeanor are ineligible to participate for a number of games which is equal to 40% of the regular season.

Second Good Conduct Violation

Simple misdemeanor-like violation -- Ineligible to participate, for a number of games which is equal to 80% of the regular season (Self Reporting). Offenses more serious than a simple misdemeanor-like violation -- Ineligible to participate for one calendar year from the point of the violation.

Third Good Conduct Violation

Simple misdemeanor-like violation -- Ineligible to participate for one calendar year from the point of the violation.

6. If I, or my parent(s)/guardian(s), "**self-report**" a **good conduct violation**, the consequence will follow the penalty as described in the appropriate category of items in 1 through 5 in section IV. "Self-Reporting" is considered an admission of being in violation of the code, even if charges are later dismissed by the court system. In addition, if a court report follows a "self-reported" incident and the court report describes a more serious offense (that results in greater consequences), the greater penalty will be enforced. For the 1st in-season violation, a person self-reporting will be ineligible for 10% of the season and will complete 10 hours of community service. Self-reporting must be done within 48 hours of the incident or before the next scheduled competition. Community service must be completed within two weeks of the infraction.

V. Community Service Option

The community service option is offered to a student only if all of the following criteria are applied:

- The violation occurred out-of-season (see earlier definition of in-season: Section IV).
- For the 1st violation, a person self-reporting will be ineligible for 10% of the season and will complete 10 hours of community service. Community service must be completed within two weeks of the infraction. (Refer to number 6)
- The violation is a first offense (see earlier definition of term of offense: Section III).
- The violation is considered to be no more than a simple misdemeanor.
- The student has not utilized the community service option previously. (The community service option will only be offered to a student once during high school and once during junior high school. Further offenses that are first offenses (as defined in Section III) and are out-of-season offenses (as defined in Section IV) will result in loss of competition or performance. If it is a first violation and if the terms of the contract are successfully completed, the student will not lose the ability to compete in any contests or other activity forms.

The form of the contract is as follows:

The student will agree to serve a number of hours of approved and supervised community service which is equal to the percentage of the season for which they would have lost competition if this had been an in season violation. (Example: For a first offense simple misdemeanor during the season, a student does not compete in the number of games equal to 20% of the regular season: See Self-Reporting). The same offense out-of-season would result in the assignment of 20 hours of approved and supervised community or school service. Community service hours cannot be used to fulfill a school consequence if

they are also being used to fulfill requirements for some other type of program or organization. (Example: Juvenile Court consequences.)

All contracts will involve the following terms:

1. The mutually agreed upon date by which time the service must be completed.
2. A brief description of what the service will involve.
3. A supervisor that meets the approval of the school official.
4. A system by which the school will be notified when the service is successfully completed.
5. A statement that the student will not be eligible for competition or other forms of public participation in school activities until the community service is fully completed by the agreed upon date.
6. A student who does not agree to contract terms would be ineligible for the percentage of contests or other forms of public participation that is indicated for in-season violations.

VI. Carry-Over Violations

Carry-over occurs when a student receives an in-season penalty but the current season does not have sufficient games or performances to complete the penalty. In this case, the unserved penalty is recalculated to determine the percentage of the season (during which the penalty began) that would be required to complete the penalty. This percentage may never be less than 10%. The student may then enter a contract as described in Section V (for first offenses only) to complete the penalty or lose the number of contests or public performances that the percentage results in for the next season of participation.

VII. One In-Season and One Out-of-Season Violation

In the situation where in one calendar year a student has an in season violation and subsequent out-of-season violation, two options are available:

- A. The student may enter a participation contract which allows him or her to do community or school service to satisfy 50% of the total penalty. The remaining 50% of the total penalty may only be satisfied through lost competition.
- B. Should the student choose not to enter a participation contract, 100% of the penalty will be satisfied with lost competition.

VIII. Double Out-of-Season and Double In-Season Violations

When either there has been a second out-of-season violation or a first violation that is out of-season and a second, which is in-season, the consequences will be controlled by the guidelines in Section IV. Two in-season violations that are the same type and in the same season will result in ineligibility for the remainder of that season.

IX. Co-Curricular and Non-Athletic Extra-Curricular Violations

- A. For individuals participating in programs (e.g. band, choir) that are a mixture of curricular and co-curricular activities, the following elements of The Good Conduct Code will apply:
 1. The "season" runs from the first organizational practice until the school year closes to begin summer vacation.
 2. Any violation leads to the loss of public performance privileges for three weeks or until a minimum of one public performance is lost, whichever is greater.
- B. For individuals participating in events that have a "season" made up of a single performance or consecutive presentations of a single performance (e.g. drama, speech, academic decathlon), the following elements of the Good Conduct Code will apply:
 1. The "season" runs from the point of selection or casting until the conclusion of performances for which the casting or selection was made.
 2. During such a "season," a violator will be declared ineligible for the duration of that season's event or agree to serve 40 hours of community service under the procedures outlined in Section V. For "out-of-season" violations, Section V will be followed. If more than a month is left until public performance, remove the offender from the performance for any offense that would result in a penalty of 40% or greater loss of competition, as written in Section IV.
- C. If a student is involved in more than one activity, the greater of the two penalties shall be enforced. Greater refers to the activity the student spends more time in and/or typically has performed at a higher level in.

X. Due Process

- A. The student and his/her parent(s)/guardian(s) shall be invited to the school for a conference. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be given in writing.
- B. Should the student and his/her parent(s)/guardian(s) feel the penalty is unjustified or unfair, they may appeal within three (3) days in the following manner:
 1. A three-member panel shall review the case. The review panel shall be appointed by the principal within two (2) days of the appeal and shall consist of three (3) school staff members not involved with the case. One of these three (3) staff members may be chosen by the student, if desired. The student and his/her parent(s)/guardian(s) shall be notified when and where the review panel will meet, and they shall be allowed to appear before the review panel. The panel shall meet within a period of three (3) days of their appointment by the principal.
 2. The review panel shall consider the circumstances and evidence and make its findings and recommendation in writing to the student and parent(s)/guardian(s) and to the school principal within two (2) days. Responsibility for the decision rests solely and finally with the principal of the school.
 3. Following the decision, the student and/or his/her parent(s)/guardian(s) shall be given three (3) school days to file an appeal with the Superintendent. The appeal shall be heard at the earliest feasible opportunity, but not later than seven (7) days following the filing of the appeal.
 4. During the appeal procedure, the student will be ineligible.
 5. All time limits in this policy shall consist of school days except that when an appeal is submitted after the last day of school, the limit shall consist of all weekdays, Monday through Friday.
- C. When unusual circumstances or vacation schedules interfere, these timelines can be modified by mutual agreement among involved parties.

PARENT AND STUDENT INFORMATION

Counseling Services

The Pleasant Valley Junior High counselors are available to talk with you about any area of your life that you want to discuss. Some of these areas might include personal and family problems, school progress, career information and testing. Intervention strategies for students experiencing behavioral and/or learning problems are available through this office. Remember that what you say to a counselor is confidential and will not be shared with other people without your knowledge.

Any student may come to the Guidance Office and ask to talk to a counselor. You do not have to have a problem in order to see a counselor. You may just want to have another adult in your life that is supportive to you. The guidance staff is here to help you be successful and to feel good about yourself. We also work closely with your parents and teachers to help make junior high a good experience for you.

Parents who suspect their child has a disability requiring accommodation or special education are urged to contact their child's school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet entitled Parental Rights in Special Education.

Interagency Agreements

The School District may share with Parties (i.e. any agency with which a sharing agreement has been signed) any information contained in a student's cumulative records which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in a student's cumulative records may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to student or student's family. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school

suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions, and to support students in successfully completing their education.

The party requesting the information will contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidential information shared between the Parties and the school district shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Referral Services

It is understood that family, school, or personal circumstances occasionally warrant special help beyond what the school can provide. Students with special problems are encouraged to discuss these with an administrator or their counselor. Agencies that work with the schools on these problems include the following:

Department of Human Services (including Child Abuse, Family Counseling Services)

Center for Alcohol and Drug Services (C.A.D.S.)

Mental Health Center of Scott County (Vera French)

A.E.A. School Psychologist

A.E.A. School Social Worker

Bettendorf Youth Bureau

Maternal Health Care Center

Teen Academic and Parenting Program (T.A.P.P.)

Edison Academy

Scott County Sheriff Department

Juvenile Court Services

Domestic Violence Advocacy Program

Lutheran Social Services

Confidentiality

Based on a strong foundation in federal law, Iowa Code, and by general counselor codes of ethics, students are entitled to a confidential relationship with their counselor when discussing personal problems. Section 622.10 of the Iowa Code says, in part: "No qualified school guidance counselor....who obtains information by reason of his employment as a qualified school guidance counselor shall be allowed, in giving testimony, to disclose any confidential communications properly entrusted to him by a pupil or his parent or guardian."

Exceptions to maintaining confidentiality exist, where the counselor is aware of a serious danger to health or well-being. For a more complete discussion on counseling and keeping a student's confidence, please consult with a member of the counseling staff.

Parent/Teacher Conference

A parent may request a parent/teacher conference at any time during the school year. These conferences are scheduled with the teachers requested by the parent. This could be with one teacher or all teachers. Another method of conferences with teachers is by telephone. A parent may call the school and request that a teacher call to share information. The teacher will then return phone calls and conference with the parents over the phone.

Homework

Homework is one strategy for extending the school day and increasing the amount of time students spend learning. It is an integral part of the educational program that contributes to good study habits, self-discipline, personal initiative, independence, and responsibility as well as providing a vital, cooperative link between the teacher, child, and the home.

We believe...

- The purpose of our school is to ensure all students learn.
- It is our responsibility to create conditions that promote high levels of learning for all.
- Completing homework is essential to students being successful in their learning and to demonstrate their level of learning based upon the learning targets of the course.

- Students must complete their homework and we will create systems to ensure they do so.

We believe...

- Homework should have a clear academic purpose that addresses the learning targets of the lesson and enhances classroom learning.
- Homework should check for student understanding.
- Homework should give students the chance to practice a skill.
- Homework should be a means to prepare students for summative assessment throughout the course.
- Homework should give feedback to students about their learning.

We believe...

- Students may need academic support to complete their homework.
- Students need to practice homework responsibility by completing 100% of their homework
- Students must attend after school study table sessions for additional support

Types:

- Preparation Homework: helps student inform themselves about the next day's lesson in preparation for the class session.
- Practice Homework: provides student with the needed review and reinforcement about material presented in a previous lesson or lessons.
- Extension Homework: guides students so they expand on concepts that have been or will be taught in class.
- Creative Homework: includes student-selected inventive and resourceful activities related to a class topic.
- Make-Up Homework: provides students with the opportunity to complete unfinished class work.

Students enrolled at Pleasant Valley Junior High can expect assigned homework on a regular basis. It is the responsibility of each student to carry an assignment book/planner with them to every class. Planners are purchased at the beginning of the year. Students are expected to carry their planners at all times. These planners are to be used for assignments and hall passes.

Students who are absent from class for legitimate, school related reasons, are still responsible for assigned work. They will receive an additional day for each day missed in order to turn in missed work. Otherwise homework is expected to be turned in on time. If not, students will be given 24 hours to turn the work in or they will stay after school to complete the work.

Pleasant Valley Reading Expectations

"The amount of free reading done outside of school has consistently been found to relate to growth in vocabulary, reading comprehension, verbal fluency, and general information." (Anderson, Wilson, and Fielding 1988; Greaney 1980; Guthrie and Greaney 1991; Taylor, Frye, and Maruyama 1990). Further, "students who read independently become better readers, score higher on achievement tests in all subjects, and have greater content knowledge than those who do not." (Krashen 1993; Cunningham and Stanovich 1991; Stanovich and Cunningham 1993).

Toward these ends and to prepare its students to succeed in the diverse global society in which they will live and work, it is the unequivocal expectation of the Pleasant Valley Community School District that all students will spend significant time reading outside the school day. The specific expectations for each level are defined and monitored according to the developmental capabilities and the unique characteristics of the identified student population.

The expectations by level are as follows:

- Students in grades K-2 are expected to read or be read to 20 minutes daily.
- Students in grades 3-4 are expected to read 20-30 minutes daily.
- Students in grades 5-6 are expected to read 30 minutes daily or a total of 150 minutes over the course of a week.
- Students in grades 7-8 are expected to read a total of 25 books over the course of the school year.
- Students in grades 9-12 are expected to read 1000 pages each semester.

Required Written Work

The Pleasant Valley District has invested considerable time and funding in promoting staff development for a "writing across the curriculum" program. This has been ongoing for the past several years, and all staff members, including those in the special areas of art, music, and wellness, may very well be requiring written work as part of the regular curriculum. Therefore, students should expect written assignments as a requirement in all classes in which they are enrolled.

Plagiarism Policy

Pleasant Valley Junior High School is committed to academic integrity. The administration and faculty of this school expect that all students submit course work that reflects their individual original efforts. Plagiarism jeopardizes academic integrity and violates school code.

- Turning in a paper retrieved from an Internet source as one's own.
- Using another student's work in whole or part and handling it in as one's own.
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source.
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information without citing the source.
- Paraphrasing another person's unique ideas without citing the source.
- Letting someone else write portions of a paper.
- Inventing sources.
- Using someone else's words or ideas unintentionally as a result of poor research methods.

Since the Internet has become accessible to most students, incidents of plagiarism have increased tremendously. In order to foster students' good character and academic integrity, Pleasant Valley High School uses the following plagiarism policy:

When a student plagiarizes, the student will receive no credit for the assignment, the student's parents will be notified, and a disciplinary referral will go in the student's file. Any further act of plagiarism by the student in that course will result in automatic failure of that course. A further act of plagiarism in any course will result in progressive disciplinary action in concert with school policy.

If the plagiarism is deemed by the instructor to be unintentional, the instructor will impose a penalty. The student may be asked to rewrite the assignment in keeping with proper scholarly practice and resubmit it for evaluation. The instructor may reduce the student's grade for the assignment.

If the plagiarism is deemed by the instructor to be intentional, the student will receive no credit for the assignment. Any further acts of intentional plagiarism by the student may result in failure of the course and/or disciplinary action.

Grading

Marking System:

(A) Excellent	(G) No Grade Given/Credit Given
(B) Good	(H) Withdrawn
(C) Average	(I) Incomplete
(D) Below Average	(N) No Grade Given/No Credit Given
(F) Failure	(S) Satisfactory*

(I) Incomplete: When a student's work is not completed by the end of the quarter due to being absent from school, he/she receives an "I". This work, in most cases, must be made up within two weeks after the end of the quarter. Exceptions to the two-week period must be cleared through either the principal or the associate principal. If work is not made up in the allowed time, the "I" becomes an "F".

(H) Withdrawn: A student receives this grade when he/she drops a course with administrative approval.

(N) No Grade Given/No Credit Given: A student receives this grade when one of the following criteria is met:

1. When a student moves into the district late in the first or third quarter.
2. When a student is auditing a course.
3. With administrative approval.

The philosophy of Pleasant Valley Junior High is that each student will be provided with the opportunity to succeed at his/her level of ability.

Report Cards

Fall and winter conferences will be held for all parents. Report cards for first quarter will be available at that time, and the school will mail the second, third and fourth quarter report cards. Parents may use Infinite Campus to view students' report cards throughout the school year. If you have a portal account, report cards will not be mailed to you. Grades are determined by achievement, daily and unit tests, completion of assigned homework, participation in class, proper adherence to classroom procedures and ability to achieve. Academic progress can be checked by both students and parents any time by accessing the online Parent/Student Portal. Please contact the Belmont Administration Center at 563-332-5550 for username and password information.

Retention – Promotion Policy

Requiring a student to repeat 7th or 8th grade is a serious matter. Consequently, retention should be considered only after all other efforts have failed. Parent/teacher conferences, teacher assistance, progress/grade reports and counseling are some ways the junior high staff intervenes to help students be successful. Retention will be considered for those students who, despite the efforts of our staff, still make unsatisfactory progress.

Waiver of Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplementary 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. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship can fill out a fee waiver form online through the [parent portal](#). Within the parent portal, the fee waiver is found under the Applications/Forms section. If parents do not have a parent portal account, please contact Susan Parks at 563-332-5550. This waiver does not carry over from year to year, but can be filled out at any time during the school year, and must be completed annually.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon parental request. Students wishing to open enroll to another school district must apply for open enrollment by the deadline established during the school year preceding the school year which they wish to open enroll. Students interested in open enrolling out of the school district must contact the school district's central office for information and forms.

Wellness Requirement

In addition to the district's physical education requirements, the Healthy Kids Act found in Iowa Administrative Code requires students to engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. Students will complete an Individual Activity Plan which indicates the activity and the duration of the activity students complete.

All Wellness excuses must be presented to the school nurse. Students are expected to report to Wellness Education class unless otherwise directed by the school nurse. If the excuse is to cover more than three class periods, a note from a doctor must be obtained. During this excused time, students will be required to report to Wellness each day for attendance. Students will remain in Wellness class and participate in a limited or accommodated manner unless otherwise noted by a physician. In these instances After roll is taken, the student will report to study hall. Upon receiving medical clearance, students will return to participating in Wellness classes.

HEALTH CLINIC

The school nurse is at PVJH between the hours of 7:15 am and 3:15 pm. First aid is available in the clinic and the office. You must report all accidents to the teacher in charge or to the office immediately.

Prescription and Non-Prescription Drugs

The school nurse or his/her designee will administer prescribed and over-the-counter medication when it is necessary for these medications to be taken during school hours. Medication will not be administered unless the following requirements are met:

- I. The prescribed medicine must be properly labeled. The medicine shall be sent to school in the original prescription container which shall be labeled with:
 - A. Name of pupil
 - B. Name of medicine
 - C. Directions for use
 - D. Name of physician
 - E. Name and address of pharmacy
 - F. Date of prescription
- II. Over the counter medicine will be given if the following conditions are met:
 - A. The medicine is in a closed container
 - B. The container has the student's name on the outside
 - C. The outside of the container states the contents inside

Students are not to have medicine in their lockers. It shall not be the duty or responsibility of the district to determine if the correct medication is supplied by the parent in the marked container. The district will not interpret the need for medication or the responsibility for/nor assume the correct dosage for the medication.

Emergency Information

Students are required to fill out or update their Emergency Information Cards during registration. New information regarding new addresses, parent jobs, and doctors must be given to the nurse.

Immunization Cards

According to Iowa State Law each student is required to have a completed Immunization Card on file at the school. These are kept in the nurse's office.

Accidents

Any accident that happens during school or at a school-sponsored activity must be reported to the nurse. An accident report will be made out if it is necessary to receive further care.

Insurance

The school district's property and liability insurance policy does not cover costs for medical treatment incurred by students due to injuries resulting from normal participation in any school activity, including, but not limited to classroom, recess, athletic, and extra-curricular activities, whether or not these activities take place on school property.

The school district does make available a student insurance policy that may be purchased to cover limited medical payments for accidental bodily injury. This policy may be purchased for football coverage only, interscholastic sports coverage except football, school-time coverage, or full time coverage. Information regarding this policy is available at the time of registration or by contacting the school building's office.

Screening Programs

All students who do not pass the initial health screenings are rechecked. If they fail the second testing, they are referred to a doctor for further testing.

Junior high school students will be given periodic audiometer screening tests as determined by the Area Education Agency hearing clinician.

LIBRARY

Students are encouraged to come to the Library any time during the day to work on assignments or check out reading materials and resources. The goal of Pleasant Valley Community School District is to help students become life-long learners and read regularly for personal growth and enjoyment.

Computers are available for access to the online catalog for book searches, Internet research, and Microsoft Office applications for classroom assignments.

Checkout Information and Overdue Book Fines

Students check out books for a 2-week period and may renew the item if they have no overdue books or fines and if no one has placed it on hold. If the item is kept longer than 2 weeks, the item is considered

overdue. Reference books and magazines may be checked out overnight only and are considered overdue the next day.

There is a fine charged of 5¢ a day for books and magazines, and 25¢ a day for reference books.

4-Day Grace Period: If the student returns the overdue book or magazine within the first 4 days the item is overdue, no fine will be applied. There is no grace period for Reference books.

From the 5th Day On: The student would then owe 25¢ for books and magazines, with that amount growing by 5¢ each day up to \$3.00 maximum, \$10.00 for reference books, or until the item is returned. If it is not returned, the student will pay the replacement cost of the book or magazine.

Fines money collected throughout the year will be used to purchase specific books requested by students and staff or to replace damaged or lost books.

Go to www.pleasval.org > junior high > Library for more specific information on procedures and book and research links.

GENERAL INFORMATION AND RULES

Activity Tickets

Activity tickets may be purchased at registration or in the main office. An activity ticket entitles the student admission to more than 80 selected events.

Administrative Policy

Students at all school events must demonstrate proper respect and attitude toward teachers, fellow students, and guests. Any student known by authorities to be using and/or possessing alcohol, drugs, or tobacco while representing Pleasant Valley Junior High School at any activity will face disciplinary action, which may include suspension or expulsion.

When Pleasant Valley Junior High School is host to another school, all students are expected to extend the usual courtesies to our guests. When Pleasant Valley Junior High School travels to another school, students refusing to obey the chaperones and displaying undesirable conduct will not be allowed to ride the bus to any more activities. Students should not leave the activity area unless there is an intermission in the contests.

Students who ride a team or fan bus must return on that same bus unless specifically cleared in advance with the Associate Principal or their coach.

Cell Phones/Mobile Devices

Students are not allowed to use cell phones to make calls, check voice mail, send text messages, or read text messages during school hours without permission from school personnel. Students not following this policy will have their phones confiscated and the following consequences will be put into place:

1. First incident: Cell phones will be turned over to the main office and students will receive a written warning. Students would pick up the cell phone at the end of the day.
2. Second incident: Cell phones will be turned over to the main office, students will receive a lunch detention, and parents will be contacted to pick up the phone.
3. Third incident: Cell phones will be turned over to the main office, students will receive an after-school detention, and parents will be contacted to pick up the phone.

Access to cell phones/mobile devices is given to students for academic-related purposes. With that access come certain responsibilities and obligations. Students will not use their cell phones/ mobile devices in any way that disrupts the student learning environment of the school. Students' phones/mobile devices must be silenced during the school day. Any disruption by cell phones/mobile devices will result in discipline action and may result in the phone/mobile device being searched.

Examples of unacceptable use of cell phones/mobile devices includes but not limited to the following:

- Taking pictures in restroom or locker rooms with cell phones/mobile devices
- Taking any picture of a student/staff member for the purpose of ridiculing that person.
- Using the cell phone/mobile device to cheat on assignments/tests
- Using the cell phone/mobile device to harass another person
- Using a cell phone/mobile device during class time without the stated permission of the classroom teacher

- Using a cell phone/mobile device in any manner which is contrary to school rules and expectations

Disciplinary action for unacceptable use of cell phones/mobile devices may include detentions, suspensions and referral to the Scott County Sheriff Department.

Prosecutors will charge individuals who secretly watch, photograph or digitally record others who are nude or partially nude with “invasion of privacy.” This violation is classified as a serious misdemeanor in a court of law.

Liaison Officer (Scott County Sheriff's Department)

A Scott County Sheriff's Deputy schedules regular office hours as a liaison officer at Pleasant Valley Junior High School. Students may see the liaison officer during study hall time or by special appointment. These services are also available to parents as well. The deputy provides information about careers in law enforcement, speaks to classes upon the request of instructors, and answers questions about legal issues.

Library

Students are encouraged to come to the Library any time during the day to work on assignments or check out books and magazines. Computers with Internet access are available for research and working on assignments.

Lockers

Each student is issued a locker at the beginning of the school year. A locker is to be considered on loan and it must be in the same condition at the end of the year as it was when you received it. You should not share your locker/combination with anyone else. The locker and combination are given to you and you only in the strictest of confidence. When other people have your combination, things can be taken from your locker. It is important that you take care to be sure that your locker is securely locked after each use. Any malfunctions or problems should be reported to the office immediately.

Locker inspections without prior notice may be conducted periodically throughout the school year. When conducted, the students will be present for the inspection of their lockers. Random searches of lockers may occur at any time in the present of the student or one other person. (See Search and Seizure Policy)

Food Service

Breakfast is served every morning before school in the cafeteria.

Students are assigned to the cafeteria for their lunch period. Students may bring a lunch from home or eat a lunch prepared by the school in the cafeteria. Eating in the cafeteria is a privilege. Any student who demonstrates poor conduct in the cafeteria may lose this privilege.

Snacks may be purchased in the cafeteria at the end of each school day.

Food and beverages, other than bottled water, are to be consumed only in the cafeteria.

Each student has a customized account number for food service items. This is a debit account. Deposits may be made into the account at any time by sending cash or check to the school office or on-line (www.pleasval.org) using a debit or credit card. Checks should be made out to PVCSD Food Service. We would request that if possible, **a minimum amount of \$5.00** be deposited at any one time. If a student uses cash, no change will be given when a food item is purchased since this is a debit system.

Students are allowed to have a negative balance up to \$5.00. After the \$5.00 negative balance limit has been reached, money must be deposited into the lunch account before additional purchases can be made. Students must provide their own lunch until their balance is in the positive.

At any time, parents may log into the Parent Portal to see their child's food service balance and a history of items purchased. Low balance reminders will be sent electronically. Please contact Food Service Director, Andrea Mahler, at 563-332-5550 or mahlerandrea@pleasval.k12.ia.us with questions.

Outdoor Activity

Any supervised activity occurring before, during or after school will be moved indoors should inclement weather conditions exist. Designated school personnel will utilize local weather resources to determine whether the activity will be indoors or outdoors. The temperature benchmark for moving activities indoors is zero degrees Fahrenheit or lower with wind chill included.

School Property and Personal Property

The school district's property and liability insurance policy does not cover loss, theft, or destruction of personal property of students. All personal property items brought to school are the responsibility of the students. The student's parent/guardian should check with their homeowner's insurance policy to provide coverage, if desired, in the event of a loss, theft, or destruction of a student's personal property.

Book bags and duffel bags are not allowed to be carried inside the school building. If they are brought to school, they are to be placed in the locker and remain there until the student exits the building. Book bags and duffel bags are not allowed in the building during the last week of school.

Hall lockers and gym lockers are assigned to you for your use, and you are responsible for them both inside and out. They are the property of the school and provided for your use while you are here. If the principal believes you have something in your locker or on you that is harmful for anyone in the building, it is our responsibility to search that locker. Our best advice to you is not to have anything that is dangerous, illegal or unsafe in your locker.

Headsets, radios, tape players, CD players, or MP3 players may not be used during school hours. Students not following this policy will have their listening device confiscated. If you bring one of these items to school, it must stay in your locker during the school day. Laser pointers are not allowed on school premises at any time.

Students will be held financially responsible for any willful damage or damage as the result of "horse play" to any school or personal property. In addition, disciplinary action may be taken.

Severe Weather/Fire Alarms

In case of severe weather, students will be alerted from the office by alarm and voice instruction over the loudspeaker. Teachers will direct you to the areas designated for severe weather protection. These areas are posted in the classroom and other areas. Students should not go outside the building. A series of drills will be held throughout the year to acquaint students with "safe areas".

In case of a fire alarm, students are to evacuate the building completely along routes designated, posted, and explained by teachers. If between classes, proceed quietly to the nearest outside exit. In all cases, get completely away from the building (a minimum of 50 feet) until the signal is given to return.

Pleasant Valley Junior High School students are expected to take drills and all information and directions seriously, and they have regularly done so. Failure to do so impairs the safety of everyone in our building and will be dealt with severely.

Student Identification Card/Identification Number

All students will be issued a student identification card during the early part of the 1st quarter of school. Students may carry the card during school hours if they desire. Students will need to use their identification number printed on their card in the cafeteria if they wish to purchase school lunch items. They will also need to use their number to check out school materials in the Library. If a student purchased an activity pass, it will be displayed on their student identification card. Students must present their identification card/activity pass in order to enter school district extracurricular events.

Telephone Use

Office and classroom telephones are business phones and shall not be used by students during school hours except for school business or emergencies. An emergency is determined by the administration. Students shall not be called from classes except in the case of an emergency. Personal telephone messages to students are discouraged and, except in the case of emergency, will not be delivered during class time.

Theft Reports

The carrying of large sums of money and valuable items of any kind to school is strongly discouraged. Where materials or cash have been brought, please check them in with the office where they can be stored in the safe until you are able to take them home.

The administration does its best to maintain the security of the building. We definitely stress that students lock all valuables in hall and/or physical education lockers.

Please report thefts to the principal's office at once. Students are encouraged to contact their insurance carrier to see if theft loss is covered by their parents' policies. A report of any theft can be made to the Scott County Sheriff's Department.

Visitors

Generally, student visitors are not allowed. Approved visitors must secure a visitor's pass from the Attendance Office by leaving a photo ID and signing the attendance log. Upon departure, visitors will return the badge, pick-up their ID and sign out. The pass is valid for only one day and the visitor must wear and display the pass at all times. All visitors must have administrative approval.

Parents are welcome to visit the school at any time and should feel free to do so. If a parent-teacher conference is desired, an appointment should be made. Appointments may be easily arranged by calling the student's counselor.

-APPENDIX-

Family Education Rights And Privacy Act Of 1974

Excerpt from Education Amendments of 1974, Public Law 93-380.88 Statute 571-74, August 21, 1974:

PROTECTION OF THE RIGHTS AND PRIVACY OF PARENT AND STUDENTS

Sec. 513 (a) Part C of the General Education Provisions Act is further amended by adding at the end thereof the following new section.

(f) The Secretary, or an administrative head of an education agency, shall take appropriate actions to enforce provisions of this section and to deal with violations of this section, according to the provisions of this Act, except that action to terminate assistance may be taken only if the Secretary finds there has been a failure to comply with the provisions of this section, and he has determined that compliance cannot be secured by voluntary means.

(g) The Secretary shall establish or designate an office and review board within the Department of Health, Education, and Welfare for the purpose of investigating, processing, reviewing, and adjudicating violations of the provisions of this section and complaints which may be filed concerning alleged violations of this section, according to the procedures contained in sections 434 and 437 of this Act.

(b) (1) (i) The provisions of this section shall become effective ninety days after the date of enactment of section 438 of the General Education Provisions Act.

(2) (i) This section may be cited as the "Family Educational Rights and Privacy Act of 1974".

PROTECTION OF PUPIL RIGHTS

Sec. 514 (a) Part C of the General Education Provisions Act is further amended by adding after section 438 the following new section:

PROTECTION OF PUPIL RIGHTS

Sec. 439 All instructional material, including teacher's manuals, films, tapes, or other supplementary instructional material which will be used in connection with any research or experimentation program or project shall be available for inspection by the parents or guardians of the children engaged in such program or project. For the purpose of the section 'research or experimentation program or project' means any program or project in any applicable program designed to explore or develop new or unproven teaching methods or techniques.

(b) The amendment made by subsection (a) shall be effective upon enactment of this Act.

LIMITATION ON WITHHOLDING OF FEDERAL FUNDS

Sec. 515 (a) Part C of the General Education Provisions Act is further amended by adding after section 439 the following new section.

** The House Committee in which the bill originated indicated that an error was made in this sentence it should read (b) (1)*

Special Education Services

Provision of Special Education - Parents who suspect their child has a disability requiring accommodation or special education are urged to contact their child's school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet Parental Rights in Special Education.

Special Education Students

A special education student is an individual with a disability who is handicapped in obtaining an education. These students are unable to receive educational benefit from the general education experience without the provision of special education and related services. Special Education students have an IEP (Individualized Education Plan) which determines their educational program. Students in special education are expected to follow the policies and

procedures in the guidebook; however, the Individual Education Plans of special education students will take precedence.

Special Education Student Records

The Pleasant Valley Community School District maintains confidential special education student records for all students who receive Special Education and related services.

Parents and eligible students age 18 and over have the right to review special education records; to have these records explained; to obtain copies of any records at no charge; to have a written response pertaining to record content; to request an amendment or deletion of record content which they feel is inappropriate, inaccurate, or an invasion of privacy; to request a hearing, if the requested amendment or deletion of record content is not made; to be informed of who has access to records; and to whom records have been disclosed.

Requests to exercise these rights or to determine procedures established to provide for the exercise of these rights should be directed to the principal of the building in which the student is attending.

Special education student records contain information generated in determining a student's need for Special Education services in planning and providing educational programming and related services throughout the course of the student's educational career. These records include the Cumulative Record folder, the I.E.P. folder, and any psychological reports generated by AEA personnel or external agency personnel. These records will be housed in one of three locations: student's classroom, Main Office, or Guidance Office. Only information relevant to the provision of appropriate educational programming services may be generated and maintained as part of a student's record. No such information is available to anyone other than school officials without the consent of the parent or student aged 18 or over. A list of school officials having access to student records will be posted in the building.

Parents will be informed by the counselor when personally identifiable information is no longer needed to provide for a student's educational services and how such information is to be destroyed.

It should be noted that special education student records are reviewed annually and materials no longer relevant to the provision of educational services are removed and destroyed.

All special education student records maintained by the Pleasant Valley Schools will be maintained for at least three years following graduation or discontinuance of a student's enrollment in the district.

Release Of Information

The following information may be released to the public in regard to any individual student of the Pleasant Valley Community School District as necessity or desirability arises.

- Name
- Address
- Telephone Listing
- Date and Place of Birth
- Grade Level
- Enrollment Status
- Major Field of Study
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Dates of Attendance
- Honors and Awards Received
- The Most Recent Previous School or Institution Attended by the Student
- Photograph or Likeness

Two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with name, address and telephone listings, unless parents/guardians have advised the school district that they do not want their student's information disclosed. Any student 18 years of age,

parent or guardian not wanting the information released to the public or military recruiters, must make their objection in writing to the principal of their child's school at the address listed inside the front cover of this handbook.

Child Abuse

State law requires each local school district to appoint a designated investigator and alternate investigator to receive complaints and investigate allegations of child abuse filed against any member of the Pleasant Valley Community School District staff. The Pleasant Valley School Board has appointed Brian Strusz (563-332-5550) as the investigator and Cindy Lewis (563-332-0250) as the alternate investigator.

Corporal Punishment/Restraint

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

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

If you have any questions about this state law, please contact Dr. Trampus Budde, Director of Special Education at 563-332-0200 or budde@pleasval.k12.ia.us. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

Harassment, Hazing, Bullying

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

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

If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the 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 the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent of Schools or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent of Schools or designee will be responsible for handling all complaints by employees alleging harassment.

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

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

Threats of Violence

All threats of violence, whether oral, 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 or school activities may be grounds for disciplinary action 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 or terroristic 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 or 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;
- any other relevant information from any credible source.

Safe Climate Mandate

Harassment, hazing and/or bullying is unwelcome conduct by a person that is persistent or pervasive so that it affects another person's ability to participate in or benefit from school programs. The Pleasant Valley Community School District will not tolerate any action or activity that inflicts physical harm or mental anxiety, which demeans, degrades or disgraces a person.

Examples of harassment, hazing and/or bullying may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic "compliments" about another student's personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting or belittling
- Nonverbal threats and/or intimidation such as "fronting" or "chesting" a person
- Demeaning statements relating to a student's race, gender, ethnicity or personal characteristics
- Blackmail, extortion, demands for protection money or other involuntary donations or loans

- Blocking access to school property or facilities
- Deliberate physical contact or injury to person or property
- Stealing or hiding books or belongings
- Threats of harm to student(s), possessions, or others

If you witness this behavior or are a victim of this behavior, please report the situation to a school employee.

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of color, disability, gender identity, marital status, national origin, race, religion, creed, socioeconomic status (for programs), age (for employment), gender, or sexual orientation. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Brian Strusz who can be reached at Pleasant Valley Administration Center, 525 Belmont Road, Bettendorf, IA. 52722; telephone 563-332-5550. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department Education 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146 (515) 281-5294.

Notification Of Nondiscrimination Policy

It is the policy of the Pleasant Valley Community School District not to discriminate on the basis of age (for employment), color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status in the educational program or activities which it operates.

Inquiries concerning the application of federal and state nondiscrimination statutes and the implementing regulations to the district may be referred to Brian Strusz, who has been designated by the district as Educational Equity Coordinator. Brian Strusz can be reached at Pleasant Valley Administration Center, 525 Belmont Road, Bettendorf, IA. 52722; telephone 563-332-5550.

Grievance Procedure for Non-Discrimination Policy:

Section 1. Definitions

- "Days" means working days for grievances filed by employees and attendance days for grievances filed by students.
- "District" means the Pleasant Valley Community School District.
- "Employee" means a person who is, on a permanent basis as opposed to a temporary basis, on the payroll of the District.
- A "grievance" is a complaint alleging action by the District in violation of the Non-Discrimination Policy or the implementing regulations.
- "Responsible official" means the employee designated by the District to coordinate its efforts to comply with and carry out its responsibilities under the Non-Discrimination Policy and the implementing regulations.
- "Student" means a person enrolled in one of the schools operated by the District.
- "Parent" means the legal guardian of a district student.
- "Superintendent" means the superintendent of schools or his designee.

Section 2. Procedure

All grievances brought by students, parents, or employees shall be handled in the following manner:

Step One - Informal

Within twenty (20) days of the time that the grievant knew, or reasonably should have known, of the grievance [or within twenty (20) days of the publication of this grievance procedure, whichever is later], the grievant shall present the grievance orally to the

building principal (if the grievant is an employee). Within five days after the presentation of the grievance, the principal or immediate supervisor shall orally answer the grievance.

Step Two – The “Responsible Official”

- a. Within five (5) days of the oral answer, if the grievance is not resolved, it shall be stated in writing, signed by the grievant, and submitted to the “responsible official” on the form provided as part of this procedure.
- b. The grievance shall (1) name the employee, parent, or student involved, (2) state the facts giving rise to the grievance, (3) identify the specific provisions of the Non-Discrimination Policy or the implementing regulations alleged to be violated, and (4) indicate the specific relief requested.
- c. Within five (5) days after receiving the written grievance, the “responsible official: shall give his answer in writing to the grievant.

Step Three – The Superintendent

- a. If the grievance is not resolved in step two, the grievant may, within five (5) days of receipt of the “responsible official’s” answer, appeal to the superintendent by filing the grievance and the “responsible official’s answer, along with any written response of the grievant to the answer of the “responsible official,” with the office of the superintendent, which shall receipt therefore.
- b. The superintendent shall hear the grievance within (10) ten days after receipt of any written grievance properly filed with the superintendent’s office and shall render his decision in writing within the (10) days after such hearing.
- c. The grievant shall be afforded a full and fair opportunity to present evidence relevant to the facts and to the issues raised by the grievance and may be represented by counsel at the hearing of a grievance by the superintendent.
- d. The grievant shall be furnished a copy of the decision of the superintendent.
- e. The decision of the superintendent shall be final within the school corporation.

Section 3. Failure to Observe Time Limits

In the event the grievant fails to exhaust its remedies under the grievance procedure provided above, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned and the manner shall be settled in accordance with the District’s last answer thereto. In the event the District fails to give its answer at any step with the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. Any time limit may be extended by written mutual agreement of the grievant and the District.

Section 4. Effect of Settlement

Any settlement of a grievance shall be applicable to that grievance only and shall not be binding authority of the disposition of any other grievance. Any grievance initiated under this procedure shall be brought by and for the student, parent, or employee alleging action in violation of the Non-Discrimination Policy and the implementing regulations by the District affecting the student or employee initiating the grievance.

Limited Open Forum Policy

Secondary school student-initiated curriculum and non-curriculum related groups, upon receiving permission from the building principal, may use school facilities for group meetings during non-instruction time. Further information is available from the building principal. (Board Policy 503.2)

Homeless Definition

As a part of the district’s At Risk interventions, there is a requirement to provide education to homeless children. The following defines homeless.

- Children in permanent foster care are not homeless.
- Temporarily placed foster children are homeless.
- Transitional housing is homeless.
- Runaways are considered homeless even if their families have provided and are willing to provide a home for them. Children who run away and live with friends or relatives should be

considered homeless until the relationship with the friends or relatives becomes fixed, regular and adequate.

- Throwaway children are homeless. These are children who are not allowed back home by the parents.
- Children who are living in families that are doubled or tripled-up with other families are homeless if these arrangements are because of a loss of housing or economic hardship. Families that voluntarily move into together to save money are not homeless.
- Abandoned children are homeless
- Children living in cars, travel trailers, hotels, motels, campgrounds, public spaces, bus or train stations, abandoned buildings or other areas not designated as regular sleeping accommodations for human beings are homeless.

School Publications

It is the policy of the P.V.C.S.D. that all official school publications shall be free from prior restraint by school officials except as provided by law. An editorial board comprised of participating students under the supervision of publication advisors shall be responsible for the content of official student publication. Student expression in official school publications is not an expression of school policy.

Distribution Of Materials Regulation

I. Guidelines

Students have the right to exercise freedom of speech. This includes the right to distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- (a) Is obscene to minors;
- (b) Is libelous;
- (c) Contains indecent, vulgar, or profane or lewd language;
- (d) Advertises any product or service not permitted to minors by law;
- (e) Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion, gender, disability, age, or ethnic origin);
- (f) Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operating and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

II Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student,
2. Date(s) and time(s) of day intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended. Within twenty-four hours of submission, the principal will render a decision whether the material violated the guidelines in subsection 1 or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request shall have the right to appear and present the reasons, supported by relevant witness and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its content by either the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school or otherwise disrupts school activities. The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entranceways, but which shall give reasonable access to students.
2. The material shall be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial distribution" is defined as any disruption which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, wide spread shouting or boisterous demonstration, sit-in, stand-in, walk out, or other related forms of activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except schools, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

School Bus Rules And Information

To insure the safety of all passengers, persons riding in school district vehicles will adhere to the rules listed below. The driver, sponsor or chaperones are to follow the school bus discipline procedure. Offenders of school bus rules and regulations face progressive disciplinary action and may ultimately receive suspension of bus riding privileges. Video cameras may be in operation on the school buses.

Bus Rules

1. The driver is in charge of the vehicle and students. Directions from the driver are to be followed at all times.
2. Students must be seated promptly before the bus moves. Students cannot change seats during the trip unless told to do so by the driver. If voluntary seating becomes a problem, the bus driver may assign seating.
3. Students will conduct themselves in an orderly manner enroute to and from the bus stop and at the bus stop. Students will follow classroom rules of conduct while riding the bus. While ordinary conversation is expected, there will be no excuse for boisterous and rowdy behavior.
4. Students will keep their feet off of the seats and will not put their heads, arms or other objects out of windows. Permission to open windows must be obtained from the driver.
5. Eating, drinking and/or chewing gum on regular bus routes are not permitted.
6. Passengers are allowed the use of electronic devices and mobile phones so long as it does not create a distraction to the driver or other passengers.
7. Wastepaper, personal items, etc. are to be picked up when exiting the bus.
8. Weapons and other dangerous objects including their "look alike" are prohibited on the school bus.
9. The use and possession of tobacco, alcohol, controlled substances and "look alike" substances is prohibited on the school bus.
10. Conversations with the driver will be limited to that which is essential. Passengers will not sit in the driver's seat or touch the vehicle controls.
11. The Good Conduct Rule is in effect at all times.

Bus Information

1. Students should be at the bus stop 5 minutes before scheduled pickup time.
2. All passengers will enter and leave via the right front door. The rear door is for emergencies only.

3. Students who must cross the road from their homes to board the bus should not do so until the bus has arrived and until they have received a signal from the driver to cross the road. Bus riders will wait until the bus comes to a complete stop before attempting to enter the bus.
4. Students must use their assigned, designated bus stops and are to travel between home and that point only. In most instances, students will not be required or permitted to cross a state highway.
5. All students who wish to get on or off at a stop that is not their own must have a written note signed by the parent and approved by school office personnel.
6. Only items that fit under the seat or in the storage compartment will be transported on the bus. Students who must store large items (band instruments, etc.) in the bus storage compartments are required to follow the bus storage compartment procedure. (*Copies of BUS STORAGE COMPARTMENT PROCEDURE are available at the building's main office.*) Before using storage compartments, students must first inform the bus driver to avoid possible accidents.
7. Animals are not to be transported on the school bus.
8. Riders who damage seats or other equipment will reimburse the district for the cost of repair or replacement.
9. When a designated school bus stop becomes unsafe due to reduced visibility caused by fog, snow or other temporary weather conditions, the school bus will not stop to load or unload students. The student's parent/guardian will be notified by telephone at the number listed on the district's records. Students will be picked up or dropped off at the nearest attendance center. It is the parent/guardian's responsibility to transport the student to/from the attendance center. We regret any inconvenience, which may be caused by such an occurrence; however, the rule is established in the interest of the student's safety and meets the requirements of Chapter 279.8 of the Code of Iowa.
10. The Pleasant Valley Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes are confidential student records and will be retained with other student records. Videotapes will be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Regular School Day Procedures

The following steps are to be taken when school bus pick-up or drop-off delays are experienced. The district strives to avoid any transportation delays and the inconvenience they can cause. Despite those efforts, delays can and do occur. Ice, snow, fog, traffic, mechanical difficulties and other circumstances can result in delays to your child's bus pick-up or drop-off time.

The principals and secretaries in the affected building, the staff at the Belmont Administration Center, and the Maintenance Center personnel will be notified by the Bus Service in the event that any bus is 10 minutes or more late in its assigned route. If you experience a delay of your normally assigned pick-up or drop-off time, please direct your questions to the personnel listed in the order below.

Pleasant Valley Maintenance Center	563-332-6895
PVCSD Administration Center	563-332-5550

VI. Notice of policy to students

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

No Child Left Behind Requirement Parents'/Guardians' Rights Notification

Parents/Guardians in the Pleasant Valley Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 563-332-5550 or sending a letter of request to Office of the Superintendent, 525 Belmont Rd. Bettendorf, IA. 52722

The Pleasant Valley Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

Health, Safety, And Human Growth And Development Program:

Introduction

Iowa State legislation requires the Pleasant Valley District to offer a comprehensive Human Growth and Development Curriculum, subject to the approval of a state-mandated local citizen's advisory council and the district's Board of Education. The legislation also requires the district to annually provide its citizens with information regarding this curriculum. The following pages detail the state-mandated areas of instruction as well as the local program that has been approved by the district staff, the Citizen's Advisory Council, and the Board of Education. Please be advised that the Iowa State Statutes also make provision for parents/guardians to withdraw their student from any or all parts of this curriculum. To initiate this provision of the law, the request must be submitted in writing to the building principal and renewed on an annual basis. Students exercising this right will be given appropriate alternative educational assignments. Anyone wishing more details regarding the program, its objectives, and the various classroom activities, or requesting to view any of the materials used in the program should contact the appropriate building principal.

State Requirements:

The state-mandated Health, Safety, and Human Growth and Development Program includes the following areas:

Kindergarten: Instruction in protection and development of physical well being with attention given to experiences relating to the development of life skills and human growth and development.

Grades 1-6: Instruction in personal health, including self-esteem and stress management; food and nutrition; environmental health; safety and survival skills, including traffic safety revolving around pedestrian and bicycle safety procedures; consumer health; family life, including human sexuality; substance abuse and nonuse, encompassing the affects of alcohol, tobacco, drugs, and poisons on the human body; emotion and social health, including interpersonal relationships; domestic abuse; health resources; and prevention and control of disease, involving characteristics of communicable diseases, including acquired immune deficiency syndrome.

Grades 7 and 8: Instruction in personal health, including self-esteem and stress management; food and nutrition; environmental health; safety and survival skills; consumer health; family life, including human sexuality; substance abuse and nonuse, encompassing the effects of alcohol, tobacco, drugs, and poisons on the human body; emotional and social health, including interpersonal relationships; domestic abuse; health resources; and prevention and control of disease and the characteristics of communicable diseases, including sexually transmitted diseases, and acquired immune deficiency syndrome.

Grades 9-12: Instruction in personal health, including self-esteem and stress management; food and nutrition; environmental health; safety and survival skills; consumer health including interpersonal relationship; domestic abuse; health resources; and prevention and control of disease, including sexually transmitted diseases and acquired immune deficiency syndrome.

District Program:

The Pleasant Valley District's program, approved by the Human Growth and Development Citizen's Advisory Council and the Board of Education, includes all of the state-mandated areas. The grades K-6 program revolves around the following broad components:

1. Dimensions of Personal Development
2. Interpersonal Skills
3. Sex-based Exploitation
4. Human Sexuality and Sexually Transmitted Diseases
5. Prevention/Intervention (focuses on the topics of dropouts; substances abuse, birth defects, mental retardation, and other developmental disabilities; and suicide).

The 7th and 8th-grade program is composed of the following units:

1. Entering the Teen Years
2. Building Self-Confidence Through Better Communication
3. Developing Competence in Self-Assessment and Self-Discipline
4. Improving Peer Relationships
5. Strengthening Family Relationships
6. Problem Solving
7. Personal Safety and Decision Making
8. Drug Use and Abuse
9. Human Sexuality and Sexually Transmitted Diseases
10. CPR, Nutrition and the Healthy Heart
11. First Aid and Blood Pressure Checks
12. Mental and Emotional Health
13. Peer and Family Relationships
14. Death and the Funeral Process
15. Stress

The 9th grade units are:

1. Physical Health and Wellness Interpretation
2. Understanding Yourself
3. Environment and Heredity
4. Human Sexuality
5. Social Drugs
6. Safety and Emergency Care (including CPR certification)
7. Health Careers and Services

The 10th-12th grade units are:

1. Physical Health and Wellness Interpretation
2. CPR
3. Stress Management
4. Students will also have the option of taking First Aid; Athletic Health and Consumer Awareness; and Nutrition and Eating Disorders.

General Information:

Health and Safety education in the Pleasant Valley District is required to be taught to all grade levels K-9 with selected units in grades 10-12. All of the Human Growth and Development required areas are taught in the Health and Safety Program in grades 7, 8, and 9. A majority of the Human Growth and Development required areas are taught in the Health and Safety Program in grades K-6; however, some of the areas are taught or reinforced in other content areas, such as social studies, science, career education and reading. Certain special programs also deal with specific areas of the Human Growth and Development Curriculum. Such programs are the Elementary Guidance Program and the drug awareness and prevention programs, presented by the Center for Alcohol and Drug Services (CADS) and the City of Bettendorf and Scott County law enforcement agencies (Project Dare – Drug Abuse Resistance Education). These last two are excellent examples of area agencies cooperating in a total effort and commitment to education the young people of our community.

Specific grade-level goals and objectives of the district's total Health, Safety and Human Growth and Development programs are available at the appropriate school or the Pleasant Valley Administration Office. We hope that parents/guardians will become familiar with this program and

spend time with their young people at home discussing and reinforcing the topics and concepts being presented at school. Such an important area of education cannot be left to the school alone. It is the philosophy of the Pleasant Valley District that the schools will do their part, along with other public and private agencies and institutions, in the Health, Safety, and Human Growth and Development education of our young people, but the home should have the major responsibility for such education.

School Bus Rules And Information

To insure the safety of all passengers, persons riding in school district vehicles will adhere to the rules listed below. The driver, sponsor or chaperones are to follow the school bus discipline procedure. Offenders of school bus rules and regulations face progressive disciplinary action and may ultimately receive suspension of bus riding privileges. Video cameras may be in operation on the school buses.

Bus Rules

1. The driver is in charge of the vehicle and students. Directions from the driver are to be followed at all times.
2. Students must be seated promptly before the bus moves. Students cannot change seats during the trip unless told to do so by the driver. If voluntary seating becomes a problem, the bus driver may assign seating.
3. Students will conduct themselves in an orderly manner en route to and from the bus stop and at the bus stop. Students will follow classroom rules of conduct while riding the bus. While ordinary conversation is expected, there will be no excuse for boisterous and rowdy behavior.
4. Students will keep their feet off of the seats and will not put their heads, arms or other objects out of windows. Permission to open windows must be obtained from the driver. Primary age children will not adjust the bus windows.
5. Eating, drinking and/or chewing gum on regular bus routes are not permitted.
6. Wastepaper, personal items, etc., are to be picked up when exiting the bus.
7. Weapons and other dangerous objects including their "look-alikes" are prohibited on the school bus.
8. The use and possession of tobacco, alcohol, controlled substances and "look alike" substances are prohibited on the school bus.
9. Conversations with the driver will be limited to that which is essential. Passengers will not sit in the driver's seat or touch the vehicle controls.
10. The Good Conduct Rule is in effect at all times.

Bus Information

1. Students should be at the bus stop 5 minutes before scheduled pickup time.
2. All passengers will enter and leave via the right front door. The rear door is for emergencies only.
3. Students who must cross the road from their homes to board the bus should not do so until the bus has arrived and until they have received a signal from the driver to cross the road. Bus riders will wait until the bus comes to a complete stop before attempting to enter the bus.
4. Students must use their assigned, designated bus stops and are to travel between home and that point only. In most instances, students will not be required or permitted to cross a state highway.
5. All students who wish to get on or off at a stop that is not their own must have a written note signed by the parent and approved by school office personnel.
6. Only items that fit under the seat or in the storage compartment will be transported on the bus. Students who must store large items (band instruments, etc.) in the bus storage compartments are required to follow the bus storage compartment procedure. (*Copies of BUS STORAGE COMPARTMENT PROCEDURE are available at the building's main office.*) Before using storage compartments, students must first inform the bus driver to avoid possible accidents.
7. Animals are not to be transported on the school bus.

8. Riders who damage seats or other equipment will reimburse the district for the cost of repair or replacement.
9. When a designated school bus stop becomes unsafe due to reduced visibility caused by fog, snow or other temporary weather conditions, the school bus will not stop to load or unload students. The student's parent/guardian will be notified by telephone at the number listed on the district's records. Students will be picked up or dropped off at the nearest attendance center. It is the parent/guardian's responsibility to transport the student to/from the attendance center. We regret any inconvenience which may be caused by such an occurrence; however, the rule is established in the interest of the student's safety and meets the requirements of Chapter 279.8 of the Code of Iowa.
10. The Pleasant Valley Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes are confidential student records and will be retained with other student records. Videotapes will be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Technology Acceptable Use Policy

The Pleasant Valley Community School District believes an important aspect of student preparation is access to technologies which enhance learning. The goal of providing technology resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication, and collaboration.

The use of technology resources must be in support of the district's educational objectives. Access to various technology resources is available to users for academic-related purposes unless written notification is provided to building administration by parent/guardian. A 'user' includes, but may not be limited to the following: student, faculty, administrator, staff, volunteer, support personnel.

Technology resources include district-owned hardware, software and all resources used in the infrastructure, including personal devices. The infrastructure includes the wired network as well as the wireless network and the utilization of bandwidth associated with each segment of the network (e.g. user accessing district network using personal device).

Security and Legal Issues of Technology

Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following.

- Use of another user's account.
- Attempting to breach the desktop security of a computer
- Attempting to break into password protected areas of a network or tampering with network systems
- Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity
- Use of technology to engage in behavior prohibited by the district's anti-harassment and bullying policy.

Any user who violates the acceptable use policy may be denied future access to the school's technology resources.

Property Rights

Users must respect the property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on the District's hardware is the property of the District and may not be copied or transmitted to any outside party: upon termination of employment, no employee shall remove any software or data from District-owned computers. No student or employee may copy, download from the Internet or install onto a District computer or otherwise use any software in violation of applicable copyrights and license agreements.

Privacy

Electronically Stored Personal Data

The District permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way. Users should not assume any right of privacy in the personal files maintained on the District's technology infrastructure. Examples of this include, but are not limited to the following:

- PV Google Apps domain
- Cloud technology such as files stored on third party servers
- Email
- District servers, computers and devices

District Monitoring

Notwithstanding the foregoing, the District reserves the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of this Policy. The District also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Users are permitted to access the district's wired and wireless network with their personal devices, however, the same acceptable use guidelines are in effect. Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming of non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

Safety

People who utilize the district's technology resources are expected to abide by the principles of digital citizenship which are part of the curriculum.

Student Violations

Students who violate the rules and policies stated in the student handbook, will be subject to the actions specified to the violation. These actions range from a verbal warning to expulsion.

Website Recommendations

At various times, information distributed by the Pleasant Valley School District and its employees may suggest educational web sites to assist students and parents with research, homework, curriculum enrichment or general information. These sites are not part of our web site and are not under our control. You should be aware that when you are on a district suggested site, you could be directed to other sites that are no longer educational in nature or have commercial banners or advertisements. The Pleasant Valley Community School District does not endorse any commercial materials that may be advertised on any website. The Pleasant Valley School District is not responsible for the privacy practices of these outside sites. Although suggested sites have been evaluated, it is recommended that users read the individual privacy policy statements of each website when they leave the Pleasant Valley School District's website.

As a reminder to parents, Federal law requires web sites that collect personal information from children under the age of thirteen to first get parental consent. The district strongly encourages all children to always get permission from their parents before sending any information about themselves (such as their name, e-mail address, home address, phone number, etc.) over the Internet to anyone.

Pleasant Valley Community School District Communication Tools

District Web Site

www.pleasval.org

Enews

School and district communication of a non-confidential nature is sent via email (eNews) instead of paper. Information that is specific to a student or groups of students or is confidential in nature will not be sent via eNews. If you provided us with an email address on your child's enrollment form, you will be enrolled in eNews automatically. If you wish to sign up for eNews with additional email addresses, go to the district's webpage at <http://www.pleasval.org>, go to the Parents page and find the link under **eNews Registration**. A confirmation email will be sent to you to verify your registration

Infinite Campus Parent/Student Portal

Infinite Campus is a web-based student information system that provides a portal for parents and students to view information about attendance, fees, report cards and activities at the elementary level. Students and parents at the junior high and high school are also able to view student schedules and grades.

If you have forgotten your login username and/or password, please contact the Technology Department at the Administration Center, phone 563-332-5550.