



**Middle School/High School
Student Handbook**



2025-2026

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OPENING STATEMENT

Welcome Letter

July 2025

Greetings, Students and Families,

As we prepare to begin the 2025-26 school year at Moravia Middle School / High School, I want to take this opportunity to welcome all of our new and returning students and their families back for another school year. Reflecting on last year, I am confident, as always, that this will be a great year to be a Mohawk.

This will be my 5th year at Moravia Middle School / High school. This will be my 18th year of working with students professionally in the middle school / high school setting. I enjoy working with teenagers. Adolescents bring such an intersection of potential, fearlessness, and creativity to all those who spend time with them.

In past years, we have focused our attention on school climate/culture, student connection and engagement with all that we undertook at the middle school / high school. We will continue that emphasis, with an eye towards building school spirit and belonging. Please know that everyone at the school is here to serve you (students and their families). Don't hesitate to reach out to any of us.

As you prepare to return your student to the school, one of our areas of emphasis this year will be regular attendance at school. The comedian Woody Allen once said "80% of success in life is just showing up." If that's the case, then it's likely that the other 20% is following up. At Moravia Middle School / High School, we believe that showing up matters. Chronic Absenteeism will play a key role in the grade card of schools for the 2025-2026 school year. For the 2023-2024 school year the middle school / high school had chronic absenteeism of 23.7%. Chronic absenteeism, a primary cause of poor academic achievement, is defined as missing at least 10 percent of days in a school year for any reason, including excused and unexcused absences. For example, the Moravia school district is scheduled for 151 days meaning any student who misses beyond 15 days in a school year is considered chronically absent. Our goal for the 2025-2026 school year is for chronic absenteeism to be below 15%.

Every one of our students matters and so our work will involve interacting with, challenging and engaging with students and their families. In service to this work, we welcome and request your communication with us, administrators, teachers, and staff regarding information and insights into your child's academic, social and emotional growth and success.

It is our primary hope and goal this year that Moravia Middle School / High School is a place the students want to come to each day and end the day with success in all areas of their school life. It is our hope that the school is a welcoming and warm place for them to live out their high school years. Thank you in advance for supporting and holding us to that aspiration.

Let's work together and have an outstanding 2025-2026 school year.

It's always a great day to be a MOHAWK!

*Mr. Kevin Cochran
Principal Moravia Middle School / High School
Kevin.cochran@moraviacsdsd.com*

School District Mission Statement, Vision Statement, Educational Goals, and Expected Outcomes

Our Vision:

Building a better world one student at a time.

Our Mission:

Our mission is to provide a safe haven where everyone is valued and respected. All staff members, in partnership with parents and families are fully committed to students' college and career readiness. Students are empowered to meet current and future challenges to develop social awareness, civic responsibility, and personal growth.

Our Core Values:

P = PERSEVERANCE - A TRUE Mohawk will show continued effort to do or achieve something despite difficulties, failure, or opposition: When we get knocked down, we get back up and persevere at full effort.

R = RESPECT - A TRUE Mohawk will show continued effort to respect others: We respect all human beings regardless of age, race, religion or gender. Treat all people with the genuine human nature of your heart.

I = INTEGRITY - A TRUE Mohawk will show continued effort to the quality of being honest and having strong moral principles, moral uprightness. We will pursue the efforts to do what is right as an individual and stand up to those who choose a path of poor decisions.

D = DISCIPLINE - A TRUE Mohawk will show continued effort to show self discipline, obey rules or a code of behavior. A TRUE Mohawk will follow the school guidelines to help uphold and protect our school and students.

E = EXCELLENCE - A TRUE Mohawk will exemplify the quality of being outstanding on a daily basis. They are GREAT human beings and show their qualities every day in the classroom, the community and at home. Their excellence will be proven by their successes beyond high school.

School Song, School Colors, and School Mascot

Fight Fight for Victory

We Love our Blue and our White

Don't let them get the ball

We're gonna win this game tonight

Come on Let's

Fight Fight for Victory

We'll Cheer you as we go go

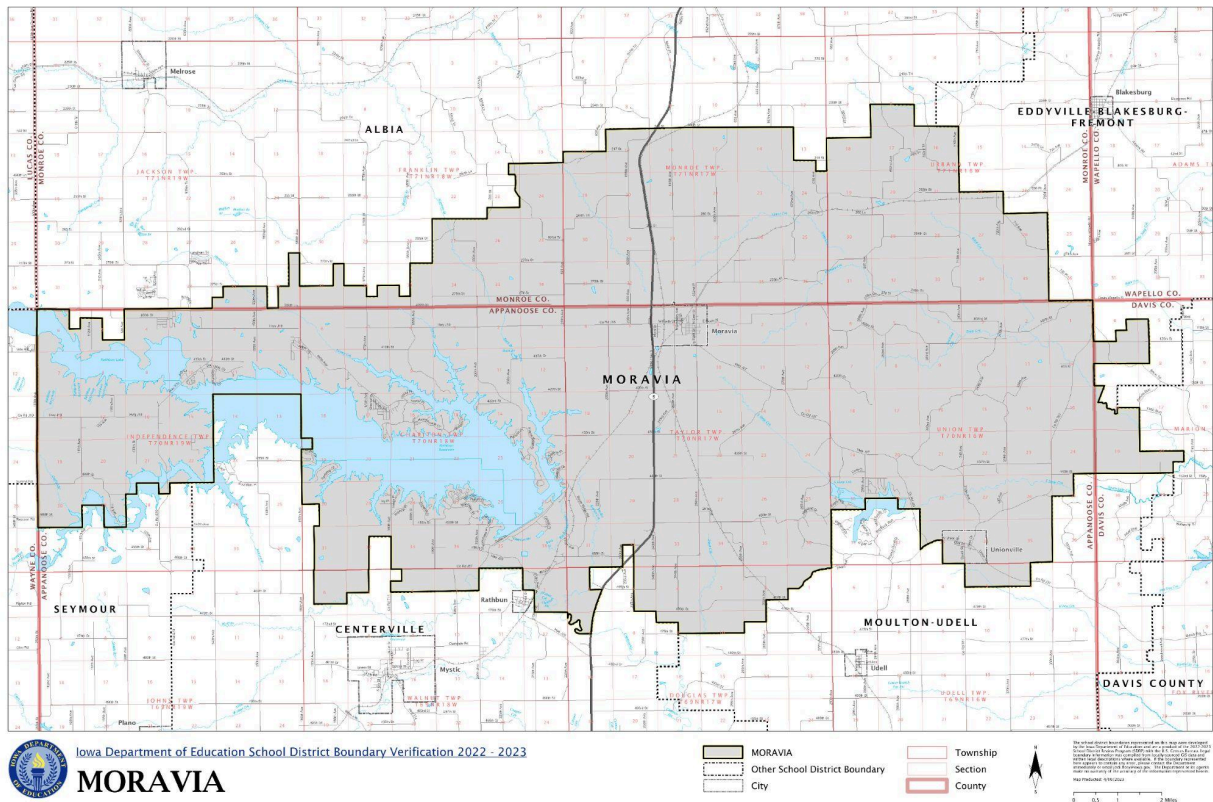
Honor Defend We Will

Fight Till the End

For Moravia High

School Mascot: Mohawk

Map of the District/School



Staff Introductions

Superintendent/K-5 Principal

Sam Swenson, sam.swenson@moraviacsd.com, 641-724-3241 ext.

Middle School/High School Principal

Kevin Cochran, kevin.cochran@moraviacsd.com, 641-724-3241 ext.

Administrative Assistant

Rachael Helmick, rachael.helmick@moraviacsd.com, 641-724-3241

Tasha Irving, tasha.irving@moraviacsd.com, 641-724-3241

Middle School/High School Teachers

Shaye Brewer - HS Social Studies, shaye.brewer@moraviacsd.com, 641-724-3241 ext. xxxx

Sonja, Carson - MS/HS SPED, sonja.carson@moraviacsd.com, 641-724-3241

David Carter - MS Science, david.carter@moraviacsd.com, 641-724-3241 ext.

Jake Cook - MS/HS PE/Athletic Director, jake.cook@moraviacsd.com, 641-724-3241 ext.

Kristine Eyheralde - HS English/SS, kristine.eyheralde@moraviacsd.com, 641-724-3241 ext.

Matt Finley - HS Math/IT, matt.finley@moraviacsd.com, 641-724-3241

Angela Fulton - MS English, angela.fulton@moraviacsd.com, 641-724-3241

Jordan Hall - MS Math, jordan.hall@moraviacsd.com, 641-724-3241

Adam Havard - HS Science, adam.havard@moraviacsd.com, 641-724-3241

Tiffany Lawson - MS Social Studies, tiffany.lawson@moraviacsd.com, 641-724-3241

Maranda Leadon - HS English, maranda.leadon@moraviacsd.com, 641-724-3241

Amy Marshall - MS/HS FCS, amy.marshall@moraviacsd.com, 641-724-3241

William Mayer - MS/HS Industrial Tech, william.mayer@moraviacsd.com, 641-724-3241

Lavada McDanel - Elem./MS/HS PE/Health, lavada.mcdanel@moraviacsd.com, 641-724-3241

Chira McKee - MS/HS Foreign Language, chira.mckee@moraviacsd.com, 641-724-3241

Garret Nook - MS/HS Band, garret@moraviacsd.com, 641-724-3241

Hailey Parrish - Elem./MS/HS Chorus, hailey.parrish@moraviacsd.com, 641-724-3241

Megan Pregon - Elem./MS/HS Art, megan.pregon@moraviacsd.com, 641-724-3241

Deana Swenson-K-12 Counselor, deana.swenson@moraviacsd.com, 641-724-3241

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Meaghan VanBogaert - HS SPED, meaghan.vanbogaert@moraviacsd.com, 641-724-3241

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Arianna Weilbrenner - MS/HS Vo-Ag/FFA, arianna.weilbrenner@moraviacsd.com, 641-724-3241

Amanda White - MS Math, amanda.white@moraviacsd.com, 641-724-3241

Angela Wubben -MS/HS Bus./Comp. Science, angela.wubben@moraviacsd.com, 641-724-3241

Definitions

“The district” means **Moravia Community School District**

“Parent” also means “guardian” unless otherwise stated.

“School grounds” includes the school district-owned or operated facilities, school district-owned or operated property, property within the jurisdiction of the school district or school district premises, and school-owned or operated buses, vehicles, and chartered buses.

“School facilities” includes school district buildings and vehicles.

“School activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Equal Educational Opportunity

Moravia Community School District does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, marital status (for programs), sexual orientation, gender identity, hearing impairments, limited English speaking proficiency or ability, and socioeconomic status (for programs). The school district’s goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use **Moravia Community School District’s** educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

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 **Sam Swenson** and can be contacted @ sam.swenson@moraviacsd.com or call 641-724-3241

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Moravia Community School District, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. **Sam Swenson** is responsible for this process. Parents wanting access should contact **Sam Swenson** at sam.swenson@moraviacsd.com or call 641-724-3241.

To the Students of Moravia Middle School/High School

This handbook has been prepared to serve as a useful guide for all 6-12 students and parents in the Moravia Community School District. Students are expected to know the provisions of this handbook, which include a description of the policies and procedures under which your 6-12 school operates. This is essential if our school is to function smoothly and efficiently for the benefit of all.

The ultimate purpose of education is to help each student become an effective citizen in society. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school, which will prepare you to live a better life and eventually take your place in the complex society. Remember that your success at Moravia Community Schools will be directly proportional to your efforts.

This school will be whatever you/we make it. Let us always have the spirit to do things which will make it outstanding.

STUDENT ENROLLMENT

Student Registration and Enrollment

Students and parents going through the enrollment and registration process with **Moravia Community School District** for the first time must complete the following process: See Rachael or Tasha in the Administration Office.

School Calendar

Moravia Community School District's school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons.

AUGUST 2025				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025				
M	T	W	Th	F
		1	2	3
06	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER 2025				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY 2026				
M	T	W	Th	F
			1	2
05	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2026				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST 2025	
14-15	New Staff Inservice
18-22	Staff Professional Development (All Staff 20 & 21)
25	Classes Begin
29	School Day

September 2025	
5,26	School Day
12	Staff Professional Development
24	Staff Meeting

October 2025	
16	End 1st Quarter
17	Staff Professional Development (All Staff)
21,23	Parent/Teacher Conferences
29	Staff Meeting

November 2025	
7	Staff Professional Development
19	Staff Meeting
21	School Day

DECEMBER 2025	
5	Staff Professional Development
17,18	Semester Tests
19	School Day 12:00 pm Dismissal, End 2nd Quarter/1st Semester
22-Jan. 2nd	Christmas Break

JANUARY 2026	
2	Staff Professional Development (All Staff)
5	Begin 2nd Semester/Classes Resume
9	School Day
21	Staff Meeting

FEBRUARY 2026	
13	Staff Professional Development
25	Staff Meeting

MARCH 2026	
12	End 3rd Quarter
13	Staff Professional Development (All Staff)
17,19	Parent/Teacher Conferences
25	Staff Meeting

April 2026	
3-7	Spring Break
10	School Day
17	Staff Professional Development
29	Staff Meeting

May 2026	
20, 21	Semester Tests
22	Last Day of School 12:00 pm Dismissal



2025-2026 School Calendar

SUMMARY OF CALENDAR



151 STUDENT CALENDAR REQUIRED
DAYS HOURS HOURS

SCHOOL DAY
8:00 AM - 3:45 PM
ELEMENTARY & HIGH
SHCOOL

APRIL 24TH - PROM
MAY 10TH - GRADUATION

MAKE UP DAYS

Our calendar has 3.67 built-in inclement weather/emergency days. We will use 5 virtual days as needed. Any days beyond these will be added to the end of the school year

**PARENT TEACHER
CONFERENCE TIMES**
4:00PM - 7:00PM

CALENDAR LEGEND

- PROFESSIONAL DEVELOPMENT
- NO SCHOOL
- PARENT/TEACHER CONFERENCES
- STAFF MEETINGS
- SCHOOL DAY
- SEMESTER TESTS
- START/END QUARTER/SEMESTER

Daily Academic Schedule

Early Bird: 7:00 - 7:48

1st Period: 8:00 - 8:48

2nd Period: 8:51 - 9:39

3rd Period: 9:42 - 10:30

4th Period: 10:33 - 11:21

Homeroom 11:24 - 11:50

5th Period:

A Lunch: 11:50 - 12:20

A Class: 12:23 - 1:12

B Lunch: 12:42 - 1:12

B Class: 11:53 - 12:42

6th Period: 1:15 - 2:03

7th Period: 2:06 - 2:54

8th Period: 2:57 - 3:45

School Day – Arrival and Departure

8:00 - 3:45

STUDENT ATTENDANCE

Iowa law requires that all children between the ages of 5 and 16 be educated. It is the responsibility of parents/guardians to see that their children fulfill this legal compulsory education requirement through public, nonpublic or competent private instruction. Regular attendance is essential to reaping the benefits of what our school has to offer. Attendance is positively correlated with higher grades, increased feeling of connection to school and activities, and greater satisfaction with the high school experience. In order to earn credit in each course students must not only achieve the academic expectations of the course; they must also satisfy the attendance requirements as adopted by the Board of Education.

Regular attendance by students is essential to obtain maximum opportunities from the education program. Because each day of school in the 4-day schedule is equal to 1.35 days in a traditional schedule, parents and students are strongly encouraged to schedule all appointments on Fridays and when school is not in session.

Students must attend school for the number of days or hours school is in session in accordance with the school calendar. Students are expected to be in class and to make attendance a priority. Attendance is not only compulsory by Iowa law ([Iowa Code Chapter 299](#)) but is the only way a student can participate and benefit from **Moravia Community School District's** education program and accomplish the student's educational objectives. Although **Moravia Community School District** believes that traditional, in-person school attendance

leads to the greatest learning opportunities for students, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In such cases, the superintendent will have discretion to make reasonable accommodations for students on a case-by-case basis, to attend school through remote learning opportunities. Attendance will still be taken during these remote learning experiences.

Should a student return to school from an absence during the school day, or leave the school during the school day, the student must report to **the Administration Office**. If the student is returning to school during the school day, the student must **scan the barcode located on the entrance door prior** to returning to class. This process is not meant to excuse an absence or act as a reason for an unexcused absence but merely to keep track of student activity and attendance.

COMPULSORY ATTENDANCE

Policy 501.3

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 149 days or 1080 hours. Students not attending the minimum days or hours must be exempted by this policy as listed below or referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are unable to attend school due to legitimate medical reasons;
- has an individualized education program that affects the child's attendance;
- has a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

CHRONIC ABSENTEEISM AND TRUANCY

Policy 501.3-R1

The District believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the District to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the days or hours in the semester established by the District.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days or hours in the semester. Truancy does not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;
- are unable to attend school due to legitimate medical reasons;
- have an individualized education program than affects the student's attendance;
- have a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22;
- are exempt under Iowa Code §299.24;

- are a military applicant undergoing military entrance processing;
- are engaged in military service;
- are traveling to attend a funeral; or
- are traveling to attend a wedding.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall, in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met. It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

CHRONIC ABSENTEEISM AND TRUANCY REGULATION

Policy 501.3-R2

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents, and the school. This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary, and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the District's central office is located. The school official will also notify the student, or if a minor, the student's parent,

guardian or legal or actual custodian via **U.S. mail, electronic mail, electronic message or in person delivery**, that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School officials will send notice when the student's absences meet a **10%** threshold, but before the student is deemed chronically absent. **(50 hours or 7 days first semester / 60 hours or 8 days second semester)**

School Engagement Meeting

If a student is absent from school for at least fifteen percent of the days or hours (75 hours or 10 days in first semester / 90 days or 12 days in second semester), the school official will attempt to find the cause of the absences. **If the school official determines that the child's absences are negatively affecting the child's academic progress, the school official will start and participate in a school engagement meeting.** All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and student's parent or guardian under the plan. If the student and student's parent or guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

Truancy / Mediation Meeting

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to the following unless the goals and objectives of the student's

Individualized Education Program are capable of being met; supervised study hall, detention, early bird school, Friday school, in-school suspension, check in/check out, or any other appropriate disciplinary sanctions as assigned on a two-for-one-basis. A mediation meeting will be held to discuss the student's excessive absences/tardiness and determine appropriate action / mandatory punishment.

SECTION II

Students are required to be in attendance, pursuant to board policy, for **140 days per school year** unless their absences have been excused by the principal for illness (must have doctors note to be counted as unexcused), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 8 a.m. on the day of the absence.

Consequences for Unexcused Absences: If a student has an unexcused absence, Friday school (from 9-11) will be assigned. A staff member will be present to monitor the student and work on grade level material with them. Students whose parents or guardian call them in sick with no doctor's documentation, will still count as an unexcused absence but in most cases Friday school may not be assigned.

If a student accumulates **10 unexcused absences** in a class for a semester, he or she may lose credit for the class if the student was previously warned at **6 unexcused absences** in a class for a semester. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

Consequences for 10 Unexcused Absences (High School): Must complete the course online/edmentum during the class period or repeat the course the following semester. The online course must be completed within 75 school days.

Consequences for 10 Unexcused Absences (Elementary): Must complete 100% of summer school or repeat the grade level the following school year.

School work missed because of absences must be made up within two times the number of days absent, not to exceed **7 calendar days**. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Students will remain in class until the superintendent makes a decision regarding loss or restoration of credit. Full credit is awarded

to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, this will be recorded in the **student's record as an "F" for failure**. A student who loses credit due to excessive absences is assigned to supervised study hall or in-school suspension for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching unexcused absences. Such advice, discipline and counseling is in addition to the requirements listed in Section I of this regulation and includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, early dismissal or other consequences.

Chronic Absenteeism / Attendance Procedure

Parents of students who know they will be absent must use **Safe Arrival Reporting App or call 866-318-3211** in advance of the absence. Absences approved by **administrative personnel** are not automatically excused absences.

The Iowa State Department of Education has made it clear that the definition of what constitutes an excused or unexcused absence is left to the school district. Each district is to create, publish, and implement a policy that contains guidelines in this area. The determination of excused or unexcused is made by the administration and all determinations are final. Although they do not automatically mean an absence will be excused, items such as parental contact (phone call, note, or email) and doctor's notes will be considered by the administration in determining whether an absence will be excused or unexcused. Unexcused absences may result in loss of credit for class activities/assignments assigned or turned in while the student was absent. Posting the absence on SafeArrival before 8:00 a.m. from the parent or guardian when a student is going to be absent is required each day a student is absent in order not to count the student truant. When a student returns to school after an absence her/she is required to present a note which verifies the reason for the absence. This is in addition to the pre-absence reporting. Note may be provided by a parent/guardian or medical practitioner or other official upon returning to the school after an absence.

Chronic absenteeism, a primary cause of poor academic achievement, is defined as missing at least 10 percent of days in a school year for any reason, including excused and unexcused

absences. For example, a student who misses as few as two days per month for each month of the school year is described as being chronically absent. In a Moravia school calendar year, that's 15 or more total missed school days.

if a child is absent from school for greater than or equal to 15%, but less than 18%, of the days in the school calendar, a school official shall attempt to find the cause for the child's absences and shall initiate and participate in a school engagement meeting. The purpose of the school engagement meeting is to identify the child's barriers to attendance and the interventions that may be used to improve the child's attendance. Stricter measures take place after a student is deemed chronically absent over 18% of the time. This can include the inclusion of the county attorney in the proceedings.

Attendance Procedure (Excused or Unexcused- Per Semester)

Days Absent	Action
After reaching 10% of state-allotted absences: <ul style="list-style-type: none"> • 1st Semester- 50 hours / 7 days • 2nd Semester 60 hours / 8 days 	<ul style="list-style-type: none"> • A letter will be generated and sent to the student's home. • The principal/counselor may call the student's parent(s) to notify them that a letter has been sent. • An entry will be logged in PowerSchool to note that contact has been made in regard to the student's absences/tardiness.
After reaching 15% of state-allotted absences: <ul style="list-style-type: none"> • 1st Semester- 75 hours / 10 days • 2nd Semester 90 hours / 12 days 	<ul style="list-style-type: none"> • A second letter will be generated and sent to the student's home. • An engagement meeting will be set with the student, parents, classroom teachers, and principal. • The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan. • The school official will contact the student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the attendance plan. If the student's parent or guardian does not attend the meeting, does not enter into a plan, or violates

	<p>the terms of the plan, the school official will notify the county attorney.</p> <ul style="list-style-type: none"> • An entry will be logged in PowerSchool to note that contact has been made regarding the student's absences/tardiness.
<p>After reaching 20% of state-allotted absences:</p> <ul style="list-style-type: none"> • 1st Semester- 101 hours / 14 days • 2nd Semester 120 hours / 16 days 	<ul style="list-style-type: none"> • The student will be considered Chronically Absent / Truant at this point. • A mediation meeting will be held to discuss the student's excessive absences/tardiness and determine appropriate action / mandatory punishment. • The school will notify the Appanoose County Attorney for further action with parental guardians. • An entry will be logged in PowerSchool by the principal/counselor to note the outcome of the meeting. • Students are subject to disciplinary action for truancy including suspension and expulsion. • If a student is open enrolling into our district, the school may revoke the enrollment agreement and send the student back to their residential district.
<ul style="list-style-type: none"> • Failure to attend and excessive absenteeism may result in the student being dropped from courses due to the loss of learning standards and ability to meet standards. • Students should not be out of the classroom for an extended period of time during the day. Bathroom breaks should be of reasonable length. If a medical condition that requires longer or more often breaks exists please notify the office. • Failure to return to class during a reasonable time may result in detention or time spent recovering material missed after school. • It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy. 	

Tardies

Students will be marked tardy if they are not in the classroom ready to work when the bell rings. If a student is more than 5 minutes late for a class they will be counted absent. Students with a signed pass from a teacher, or the office will be counted as excused, all others will be unexcused. Students will receive a 30-minute detention for the 4th tardy, and additional consequences for every tardy after 4. Other disciplinary actions may also be applied, including

the Rules of Good Conduct. The office will keep track of tardies for 1st period classes, and the teachers will keep track of all other classes. If a student demonstrates a persistent problem with tardiness the administration will request a conference with the parents and the student to decide how best to address the problem.

1st OFFENSE – Warning issued by classroom teacher

2nd OFFENSE – Warning issued by classroom teacher

3rd OFFENSE – Communication with the student and/or family and counselor

4th OFFENSE – 30-minute Detention

*Conference with student and administrator or counselor

5th OFFENSE – One Hour Detention

*Parent Contact

6th OFFENSE – In School Suspension

*Conference with student and administrator or counselor

*Further consequences as determined by conference

7th Offense - In School Suspension

8th Offense + - Friday School

*With continued tardiness, student will receive consequences that may include, but are not limited to early dismissal Detention, Lunch Detention, problem solving meetings with parent, making up time missed or possible drop from class

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Parents/guardians may apply for open enrollment for their child to attend another Iowa public school prior to March 1st for enrollment in the 2025-2026 school year. Students wishing to open enroll in another school must contact **Sam Swenson or Kevin Cochran** for more information.

College Visits

Juniors and Seniors are encouraged to visit college campuses on weekends or school holidays. However, if visits cannot be scheduled at those times, **Juniors and Seniors** may be excused up to **2** days for seniors and 1 day for juniors to visit college campuses as approved by the Administration when accompanied by a note signed by the student's parent.

Open Campus Privileges

Students in grades 11th or 12th may be allowed to leave the school district facilities when they are not scheduled to be in class (1st or 8th period). Because open campus is a privilege, it may be suspended or revoked should a student violate school rules.

Students:

- Must not have any unfulfilled disciplinary sanctions such as detentions or suspensions.
- Must maintain good standing in attendance.
- Must maintain a good academic standing. (3.0 GPA or higher)
- Excessive tardiness.
- Unexcused absences
- Failing a course at any time.
- Excessive incomplete assignments.
- Violation of student code of conduct.
- Any other school rule violations.
- Other reasonable requirements.

Open campus privileges may be suspended when a student no longer meets one or more of the open campus privilege requirements. The student will have the opportunity to fulfill those requirements during the suspension period. Open campus privileges may also be suspended at any time should the student violate school rules.

A student must **follow check in/out procedures** prior to leaving campus. Failure to follow procedures may result in *loss* of open campus privileges.

- Scan/ show student ID when leaving and returning.
- Check in with the main office when leaving or returning.

Students and parents must sign the open campus application form.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Appearance

Moravia Community School District believes inappropriate student appearance causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, employees, and visitors. **Moravia Community School District** believes there is a strong correlation between student academic performance and conduct and students' appearance. Because of this, students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Clothing or other apparel promoting products or activities that are illegal for minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. When in the judgment of **School Personnel**, 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. Clothing that may be restricted, or requested to be modified include but not limited to:

The following will NOT be considered appropriate school attire:

1. **Head covering** – hats, hoodies or anything worn that covers the head. Separate head coverings need to be put in your locker or book bag upon entering school. No head coverings can be worn from 7:45-3:45 while anywhere in the building.

2. **Headwear**- Sunglasses, bandanas, visors, any novelty headwear. Separate headwear needs to be put in your locker or book bag upon entering school. No headwear can be worn from 7:45-3:45 while anywhere in the building.

3. **Shirts:**

- Must not expose midsection or cleavage.
- Shirts with large, open armholes will not be permitted.
- Tops that expose undergarments (bra straps) will not be permitted including: strapless, halter, one shoulder, spaghetti strap, racer-back, or narrow strap shirts unless worn under a jacket or over a shirt or sweater.

4. **Other Clothing & Apparel:**

- With alcohol, tobacco, or drug advertising.
- With inappropriate words or phrases including words, phrases, or symbols that are gang related.
- Apparel that carries images, slogans, pictures, diagrams or that espouses in any fashion negative or degrading ethnic, racial, sexual or gender messages, or can be construed in a reasonable fashion to do so.
- Clothing to be a form of expression that promotes violence, bigotry, hate or abuse.

5. **Pants:**

- Must be worn at the waist line
- No holes exposing undergarments or that are higher than the inseam, or which are otherwise deemed to be inappropriate.

6. **Skirts, shorts, shoes, dresses & rompers:**

- Must be appropriate in length.
- Skirts and shorts must be at a length that allows students to sit and bend with modesty.

- The measurement standard used for skirts and shorts is determined by the administration office. You may be asked to change clothes or parents will be called to bring you additional proper attire.
- Shoes must have some sort of sole (no barefoot).

7. Pajamas, Slippers, Blankets & Costumes

Students who refuse to comply or are found to be a habitual offender may be sent to the **Administration office** who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures.

Student Care of School Property/Vandalism

Students must take care of school property including desks, chairs, books, lockers, school equipment, and other school property. Vandalism and/or destruction of school property is not tolerated. Students found to have committed vandalism or to have destroyed or otherwise harmed school property may be subject to discipline. In certain circumstances, students may be reported to law enforcement authorities.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by *the superintendent or principal*, depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

- Students may be required to reimburse the school district for actual cost of the damages.
- Students may be required to reimburse the school district for cost of labor to restore property.
- Student clean up and repair depending on the severity of the vandalism/damages and if cleanup would pose a threat to the safety of the student.
- Restrictions on participation in extracurricular activities.
- Other disciplinary actions.

Student Expression and Publication

The board of directors of **Moravia Community School District** protects the intellectual freedom of the school district's students and practitioners. Expressions made by the students, including student expression through publication, is not an official expression of the school district. The *Student Expression and Publication Code* policy are made available to parents and students via district policy **553 Student Publication**.

Students who violate expression and publication rules may be subject to disciplinary measures. Disciplinary measures cannot violate a student's protected right to expression and publication, except to the extent that regulation of protected speech is allowed by law. Disciplinary measures should relate directly to the violation of the legally allowed regulation of speech. Appropriate level of discipline will be determined by the superintendent and/or principal.

Student Expression

Moravia Community School District aims to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon students' rights. Students are generally allowed to express their viewpoints and opinions.

The school may regulate speech in certain qualifying circumstances, to help ensure the safety and welfare of the school community. The expression must be done in a reasonable time, place and manner so that it is not disruptive to the orderly and efficient operation of the school district. The school may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activities.

Students who believe they have been unreasonably restricted in their exercise of their rights should follow the complaint procedure outlined in the *Student Complaint/Grievances* portion of the student handbook.

Student Publication

Students may produce official school district publications as part of the curriculum under the supervision of the Yearbook Advisor. Student-produced official school publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee. Students cannot express, publish, or distribute in an official school district publication material that is obscene, libelous or slanderous, encourages students to commit unlawful acts, violates school district policies, rules or regulations, or causes a material and substantial disruption of the orderly operation of the school as required by Iowa law. It is the responsibility of the Yearbook Advisor to maintain professional standards of English and journalism and comply with the law.

Should a student believe they have been unreasonably restricted in their exercise of expression through publication, they should follow the complaint procedure as outlined in the *Student Complaint/Grievances* portion of the student handbook.

“Prior restraint” is a form of censorship that allows the government to review the content of printed materials and prevent their publication.

Iowa law prohibits prior restraint of material prepared for official school publications except for when those materials violate the law as outlined in [Iowa Code 280.22](#).

Student Complaints/Grievances

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with the following adopted procedures:

Complaints and grievances should first be brought to the student's teacher or other licensed employee within **2 days** of the incident underlying the basis of the complaint. Should the teacher or other licensed employee's response be unsatisfactory, the student may bring the complaint or grievance to the principal within **2 days** of the response from the teacher or licensed employee.

- (1) Should the principal's response be unsatisfactory, the student may bring the complaint or grievance to the superintendent within **2 days** of the principal's response.
- (2) Should the superintendent's response be unsatisfactory, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board will determine whether they will address the complaint or grievance.

Complaint procedures will differ depending on the nature of the complaint. For instance, complaint procedures regarding bullying and/or harassment follow a different filing and investigatory procedure as outlined in this handbook and in IASB sample policy **104 – Anti-Bullying/Harassment Policy**.

Student Search and Seizure

Moravia Community School District believes that in order to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students' belongings, school-owned lockers, desks or other facilities may be searched or inspected pursuant to constitutional protections and state and federal law. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that a law and/or school district policy, rule, or regulations have been violated.

Personal Searches

A student's person and protected student areas may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband materials or has violated law or school district policy, rule, or regulations. A student means a student's person. Student-protected areas are a student's personal effects which include but are not limited to backpacks, satchels, purses, gym bags, etc. Personally intrusive searches of the student's body require more compelling circumstances to be considered reasonable. If a pat-down or search of student's garments such as jackets, socks, pockets etc., is conducted, it must be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's person and personal effects, is permissible in emergency situations when the health and safety of students, employees or visitors are threatened with imminent harm. This emergency-induced search can only be

conducted by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by delay.

Lockers and Desks

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the district. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker, desk, or other space. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

Iowa law requires schools to give notice that locker inspections may occur periodically without informing the student ahead of time.

Iowa law requires that a search of individual lockers occur in the presence of the students whose lockers are being searched or the search must be conducted in the presence of at least one other person, according to [Iowa Code 808A.2](#).

Motor Vehicle

Students are permitted to park on school premises as a matter of privilege and not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's vehicle on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

Seizure

School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search. Such items are not to be possessed by a student while they are on school district property, on property within the jurisdiction of the school district, while on school-owned or school-operated or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district. Possession of such items will result in disciplinary action including suspension or expulsion and may be reported to law enforcement.

Iowa law requires written notice to all students and students' parents, guardians or legal custodians regarding the district's student search rules. This rule must be adopted in the student handbook. The student search rule must address the following three items:

- Search of a student's person;
- Search of a student's protected area; and
- Search of lockers, desks, and other facilities or spaces owned by the school.

IASB provides a checklist and factors in sample policy **502.8E1** – Search and Seizure Checklist that should be considered in order to determine whether reasonable and articulable suspicion exists to perform a search of the student, the student’s personal effects or vehicle. Reasonable and articulable suspicion is required by *Iowa Code* 808A.2. It is important that the district considers these factors as Iowa law requires searches to be reasonably related to the objectives of the search and not excessively intrusive, or the search risks violating student rights.

Iowa law requires schools to give notice that locker inspections may occur periodically without informing the student ahead of time.

Iowa law requires that a search of lockers occur in the presence of the students whose lockers are being searched or the search must be conducted in the presence of at least one other person *Iowa Code* 808A.2.

Student Lockers and Desks

Students are allowed to use the lockers and desks for storing school-related materials and personal items where necessary for attendance at school. Students are required to keep their assigned locker and desk clean and undamaged. Expenses to repair any damage done to a student’s locker and desk may be charged to the student.

It is highly recommended that students do not store valuables in their lockers or desks. The school district is not responsible for such items. A student may use a lock to secure their locker space, however this does not prevent searches conducted by the school. **Superintendent and/or principal** may periodically inspect all or a random selection of lockers and desks for inspection. Either students or another school administrator will be present during the inspection of lockers. These searches may be conducted at any time and without advance notice in compliance with the district’s search and seizure rules and policies.

Iowa law requires that a search of lockers occur in the presence of the students whose lockers are being searched or the search must be conducted in the presence of at least one other person *Iowa Code* 808A.2

Bullying and Harassment

Moravia Community School District 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. A safe and civil school environment is necessary for students to learn and achieve. Bullying and/or harassment can seriously disrupt the ability for a school district to maintain a safe and civil environment, hindering the students’ ability to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal and state law, and **Moravia Community School District's** rules, regulations, and policies.

Bullying and/or harassment will not be tolerated on school district property, on property within the jurisdiction of the school district, while on school-owned or operated or chartered vehicles, while attending or engaged in school activities, or while away from school grounds if the

misconduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Definitions

“Harassment” and “bullying” mean any electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual 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.
- 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.

“Trait or characteristic of the student” includes but is 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.

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

Complaint Procedure

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith with ***the superintendent and/or principal***. Complaints will be investigated in accordance with adopted district policy and procedures. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student.

After considering the totality of the circumstances, should the ***superintendent and/or principal*** determine after the investigation, that a student has suffered bullying and/or harassment by another student enrolled in the district; a parent, guardian, or legal custodian of the student may enroll the student in another attendance center within the district that offers classes at the student’s grade level, subject to the requirements and limitations established in Iowa law.

Retaliation and False Reports

Individuals who knowingly file false bullying and/or harassment complaints, and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated this policy or retaliated against another student for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

Iowa Code 280.28 (2)(f) requires that the superintendent or the superintendent's designee be identified as the investigator. Districts should have an alternative investigator in case the superintendent or the superintendent's designee is conflicted out.

Threats of Violence

Parents and guardians should review and become familiar with this policy. All threats of violence, which include any written, verbal, symbolic, electronic, or behavioral message, that either expressly or implicitly express an intention to inflict emotional or physical injury or damage against students, employees, visitors, or school facilities are prohibited. A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. Threats will be promptly investigated. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Threats issued and delivered away from the school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operations of the school.

Disciplinary measures may include discipline up to and including suspension and expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threats of violence.

Factors include but are not limited to:

- The student's intent and knowledge of their actions.
- The student's developmental level and the context of the incident.
- Whether a pattern of threats of violence exists.
- Age, grade level, and maturity of the student.
- The circumstances surrounding the threat.
- Cooperation of the student and his or her parent(s) or guardian(s).
- The degree of disruption to the school community created by the threat.
- Other relevant information from a credible resource.

As required by Iowa law, districts must:

- Adopt a policy on this topic such as the [“Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence”](#) policy provided by the Iowa Department of Education.
- Make the policy available on the district website.
- Provide each parent or guardian with a copy of the policy.
- Require the parent or guardian acknowledge receipt of the policy in writing or electronically.

Exact policy language or a link to the policy may reside in this section of the student handbook, allowing for parents and guardians to acknowledge receipt of the policy through the “acknowledge receipt” page at the end of this handbook.

Weapons and Weapon Look-a-Likes

Weapons, weapon look-a-likes, and other dangerous objects cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be expelled from school for a period of no less than one year. However, the superintendent may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc.

Some districts may allow for certain approved educational activities that may involve weapons such as archery, DNR approved hunter's safety course, trap shooting, etc. Should this be the case, consider adding the following language:

"Exceptions to this rule include Students and individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity."

Student Substance Abuse

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or look-a-like substances while on school district premises or property within the jurisdiction of the school district, while on school-owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

Internet

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school district to ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or 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 operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience the following disciplinary measures and/or, depending on the severity violation may experience disciplinary measures up to suspension and expulsion:

First Violation: A verbal and written "Warning" notice will be issued to the student. The student may lose internet access for a period of 2 days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parents and a copy provided to the building principal.

Second Violation: A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student will forfeit all internet privileges for a minimum period of 4 days.

Third Violation A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student will forfeit all internet privileges for a minimum period of 8 school days.

Electronic/Technological Devices/Cell Phones

Personal electronic/technological devices include but are not limited to cell phones, headphones, earbuds, radios, etc. These devices are only permitted for use prior to the start of the school day, between classes, during lunch and at the conclusion of the school day. Should a student be found using a device outside of the permitted times, it may be confiscated. The confiscated device will be returned at the end of the school day. Should a student continue to violate these rules, the device may be required to be confiscated at the start of the school day and returned at the end of the school day for a certain designated time.

Students are expected to refrain from using their devices for non-academic purposes. Misuse of devices include but are not limited to taking photos in the locker room or restroom, using a device to cheat, using a device to incite violence, using a device to bully, harass, threaten, or intimidate another person, to disseminate inappropriate photos or other restricted material, etc. Should a device be misused, a student may face disciplinary measures up to and including suspension and expulsion. Depending on the severity of the misuse, local law enforcement authorities may be contacted.

Possessing, displaying and/or using a cell phone is considered a privilege during the school day and while attending school sponsored activities. This policy includes the use of headphones, air pods, or other bluetooth capable electronics that distract from the classroom environment. The Moravia School Board extends to middle school/high school students this privilege to possess, display and use cell phones or related technology before school, after school, during passing periods in the hallway, during lunch, and in the commons. Cell phones, or related electronics, are not to be “used, SEEN, or heard” in the classroom and in the academic hallways during class time. It is required that all cell phones should be turned “OFF” and placed in a locker class time.

Instructional time is defined to mean the period of classroom instruction from the beginning of class bell until the end of class bell. During this time all electronic devices are not allowed in the classroom and are to remain in student lockers. Students may be allowed electronic usage during lunch and passing periods.

Exceptions may be made for students with specific needs that require such devices under a “504 Plan,” pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; as per their Individualized Education Plan “IEP”, or a Student Health Plan. These decisions will be made by the appropriate team of decision makers or each circumstance. (i.e. Building SAT team, IEP team etc.)

The school reserves the right to require students to surrender their cell phone at any time during the school day or during school sponsored activities or events for misuse and/or in order to maintain the integrity of the learning environment. If a cell phone is “used, seen or

heard” during class time, the teacher will confiscate the device and take it to the office. The teacher will turn the cell phone to the office and submit a behavior referral. The incident will be recorded as an “incident”. The student may pick up the device after their last scheduled class at the end of the school day on the first two offenses.

Consequences for additional offenses after three could include an extended and/or permanent loss of cell phone access during school hours, detention and/or in-school suspension. (see below)

Steps for dealing with cell phone misuse:

? 1st incident: Staff will confiscate, give to the office, and it will be given back at the end of the day.

? 2nd incident: Students will pick-up the item from administration.

? 3rd incident: Parents will pick up phone after the third incident from administration

Additional incidents: Parents will pick up the phone after the third incident from administration. The cell phone will spend minimally five school days in the principal’s office during the school day (the phone cannot be used during the school hours from 8:00 – 3:45).

***Detention and/or in-school suspension may be issued if deemed necessary after the 2nd incident.*

Cell phones are banned from use for any purpose in locker rooms and restrooms at ALL times. All cell phones must be turned “OFF”, and locked in a PE locker, or stored in a backpack, pocket, or similar enclosure when in the locker room or restroom.

The school district will not be responsible for financial charges related to student cell phone at any time, to include during times of confiscation. Student use of personal cell phone for permitted educational purposes or to communicate with school staff or other students is optional. The school district will not be responsible for loss, damage, destruction, or theft of any cell phone or other cell phone brought to school.

Use of Motor Vehicles

Driving a motor vehicle to and parking it at the school is a privilege. Students who have a valid permit are allowed to drive and park a motor vehicle at the school in the student parking designated area locations. Students are to drive and park their motor vehicles for the purpose of attending school or extracurricular activities. Students may not loiter, or be in their vehicle

during the school day, unless granted permission from **administrative staff**. Students will leave the school when there is no longer a legitimate reason for the students to be at the school.

Students must comply with the school rules and regulations for driving and parking a motor vehicle or face disciplinary action that may include revocation of school driving and parking privileges or any other disciplinary action up to and including suspension and expulsion.

The markings with yellow and blue are reserved for staff members only. All other open spots within the concrete parking lot are allotted for Juniors and Seniors who drive to school. There are 49 available spots for staff and 39 slots for students. These spots are on a first come first served basis. If all spots are filled you must park in the lower rock parking lot. Any student parked on the concrete parking lanes without a parking permit will be in violation of the school parking guidelines.

Note: Students are not allowed to park in the staff parking spaces from the hours of 6:30 – 4:00. Anyone may park in the parking lot after 4:00.

Students are permitted to park their vehicles only in student parking zones. All vehicles will be parked within stall markers (lines), except gravel parking lot. Parking is not permitted on curbs, bus lanes, fire lanes, visitor parking, staff areas, walkways, sidewalks, medians, on grass, on snow piles. The District reserves the right to tow a parked vehicle, at the owner's expense, when it is improperly or illegally parked and poses a traffic hazard or obstruction to the normal movement of traffic or is in violation of said regulations without prior notification.

Where students cannot park:

- ❑ Visitor parking
- ❑ Handicapped parking
- ❑ Fire lanes
- ❑ End of a row where there are not yellow lines on each side
- ❑ In the grass
- ❑ Anywhere directly on the east side of the school
- ❑ Any designation with signs with specific instruction

Additional Violations:

- ❑ Cutting "Cookies" or "Donuts" in the gravel parking lot
- ❑ Break stand / throwing rock with tires
- ❑ Excessively speeding through parking lot
- ❑ Vandalism of school property

Vehicle operators that have more than three violations in one school year may lose parking privileges and the vehicle may be removed from the school parking lot at the operator's

expense. After the third violation a letter will be mailed with a notification of loss of parking privileges and future removal of the vehicle at the operator's expense. Removal of the vehicle may occur every time the vehicle is driven or parked on school property thereafter.

Moravia Schools has the authority to deny future use of District parking facilities to habitual parking violators.

Hall Passes

Students must have a hall pass to be in the hallways when classes are in session. Students may obtain a hall pass *[insert procedure here]*. If a student is found in the hallways without a pass, they will be sent back to class. Repeated offenses may be subject to disciplinary measures.

Academic Integrity

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student's schoolwork without permission, copying others' work, copying from other unauthorized sources such as past exams, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty. In addition to such disciplinary measures, students may face loss of class credit.

Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in **Moravia Community School District** are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact **the Superintendent**.

Annually, school districts must notify students receiving competent private instruction, i.e. home school/private instruction students, of the options for participation in school district activities or enrollment in classes. This notification is located on the Iowa Department of Education's website known as ["Form A: Competent Private Instruction Report"](#).

STUDENT CONDUCT

IASB NOTE: When drafting the student conduct portion of the student handbook, it is important that the district's adopted good conduct rule policy be carefully reviewed. The language used in the student handbook must align with the adopted policy.

Good Conduct Rule

Participation in school activities is a privilege. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with law, board policy, and school rules and must refrain from activities which are illegal, immoral, or unhealthy. Students who participate in extracurricular activities serve as ambassadors of the school during 2024-2025, both away from or at the school. The privilege of participating in these activities is conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches, sponsors, and directors. The Principal will keep records of violations of the good conduct rule. The following activities are covered by the board's policy and these rules:

Activities include but are not limited to athletics, music, drama, speech, FFA, Honor Societies, curricular clubs such as Spanish Clubs, Art Clubs, cheerleading, drill team, debate, etc.

Academic Eligibility

To be eligible for activity, students participating must:

- ❑ Be enrolled or dual-enrolled in school;
- ❑ Have earned passing grades in at least six full-time classes the previous semester; or be enrolled in the Rathbun Area Career Academy (RACA).

<u>IOWA SCHOLARSHIP RULE 36.15(2)</u>	
· A student must receive credit in at least 4 subjects at all times.	
· A student must pass all classes and make adequate progress toward graduation to remain eligible.	
· If a student is not passing all classes at the end of a final grading period (semester), the student is ineligible for a period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.	
· A student with a disability and an IEP is judged based on progress made toward IEP goals.	
· The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.	

Moravia CSD Eligibility Requirements:

Grades will be pulled every week on Monday after the first 4 weeks of a semester. If any student is failing 2 courses when grades are pulled they will be deemed academically ineligible. If the student gets their grade up during the week they will become eligible immediately once the grade is above failing.

The athletic director will notify the student and all coaches of any players that are deemed to be academically ineligible at the beginning of each school week.

Prohibited Activities and Violations

Students who allegedly violate the good conduct rule will be given notice of the alleged misconduct, the basis of the allegation, and given the opportunity to respond. A student may lose eligibility under the good conduct rule for any of the following reasons:

- Behavior that would constitute bullying or harassment prohibited by district policy.
- Possession, use, or purchase of tobacco/nicotine products.
- Possession, use, or purchase of alcoholic beverages.
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, regardless of whether the student was actually cited, arrested, convicted or adjudicated.
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, serious hazing or harassment of others. Such harassment does not have to rise to the level of the district's anti-bullying/harassment policy, but may include inappropriate and/or disparaging comments made to, or about others, whether made verbally, in writing or by electronic means.

Penalties

If a student, after being provided due process, is found to have violated the good conduct rule, the student will be subject to the following penalties:

FIRST OFFENSE

The student will be suspended from competition for 25% of the current extracurricular activity season (including any post season competition). If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The before-mentioned activity's season must be completed in good standing with the coach for the suspension to be served.

A student who self-reports or admits their Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by a school official or within 24 hours after school officials begin questioning other students about the same incident, may receive a reduced penalty for a first offense from suspension of 25% of an activity season to 10% of an activity season.

SECOND OFFENSE

The student will be suspended from competition for 100% of the current extracurricular activity season (including any post season competition) or a period not to exceed 6 months. If the

student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The before-mentioned activity's season must be completed in good standing with the coach for the suspension to be served.

A student who self-reports or admits their Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by a school official or within 24 hours after school officials begin questioning other students about the same incident, may receive a reduced penalty for a second offense from suspension of 100% of an activity season to 50% of an activity season.

THIRD OFFENSE

The student will be suspended from competition in all extracurricular activities for a period of one year (including any post season competition), effective immediately. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in.

A student who self-reports or admits their Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by a school official or within 24 hours after school officials begin questioning other students about the same incident, may receive a reduced penalty for a third offense from suspension of one year in all extracurricular activities to suspension of 100% of an activity season.

FOURTH OFFENSE

The student will be suspended for the remainder of the student's high school career.

Ineligible students must still attend practices or rehearsals but may not perform or participate in games, performances, competitions, etc. The period of eligibility attaches immediately upon the finding of a violation. Should a student drop the activity prior to the completion of the ineligibility period, the student must serve the penalty at the next extracurricular season.

Penalties will not result in academic consequences such as grade reduction, impact, or withholding.

Appeals

Should a student be found to have violated the good conduct rule, they may obtain a review of the determination within **3 days** of being notified of the decision by filing a written request for review with the superintendent and/or principal. If a student is not in agreement with the superintendent and/or principal decision on review, the student may seek further review by the school board. A student must file a written appeal with the board secretary within **7 days** prior to the next board meeting. The review by the board will be done in closed session per Iowa law.

The student shall remain ineligible pending in any appeal process. If a review by the school board results in the reversal of the decision, the student will be immediately eligible, and any record of the violation and ineligibility period will be removed from the student's record.

Detention

Detention means that a student is required to attend school during non-school hours for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by ***the handbook policy***.

Student Suspensions

Suspensions and discipline in lieu of or on condition of suspension, may be considered when a student violates board policy, school rules, or the law. All suspensions will be determined by the superintendent ***and/or principal*** after an investigation of the incident or allegation. Written notice and reasons will be given to the parents and student regarding the suspension, probation, or intervention. Students who are suspended from school will still be expected to complete course work to receive class credit.

In-School Suspension

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

Rules and regulations for any student serving in the ISS room.

- ❑ Students are not allowed to sleep or to lay their heads down during in-school suspension
- ❑ Students will turn in their cell phone and all other electronic devices (smart watches, earbuds, etc.) to the administration office.
- ❑ Students must bring work or reading materials to ISS.
- ❑ Food or beverages, other than water, are not allowed.
- ❑ Students are not allowed to leave the ISS room during passing time for any reason.
- ❑ Students will not leave their seat without permission.
- ❑ The ISS monitor will provide one five-minute restroom break in the morning and one five-minute restroom break in the afternoon.
- ❑ Students will eat their lunch in the in-school suspension room. The ISS monitor will accompany the students to and from the cafeteria to get their lunch.
- ❑ Students will not be allowed to talk to or communicate with other students in the ISS room.

Any student who does not adhere to the above guidelines will be removed from ISS, sent to the principals office and appropriate disciplinary action will be taken.

Any student who is in ISS can attend extra-curricular practices but will not be allowed to participate, or attend a home or away extracurricular activity that day. Multiple suspensions for a student may lead to recommendation for expulsion.

Out-of-School Suspension

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student's presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law.

A student may be suspended out of school for serious or repeated breaches of discipline. The suspended student may be readmitted to school following a conference with the student, parent, and the principal. A suspended student may make up all missed schoolwork for full credit. Students on out-of-school suspension for any part of the day will not be allowed to practice, participate, or attend a home or away extracurricular activity that day. Multiple suspensions for a student may lead to recommendation for expulsion.

Probation or Intervention

Probation is a conditional suspension of a penalty for a set period of time. Time period and conditions are determined by the superintendent and/or principal. This may be imposed where violations do not necessarily require removal from school.

Interventions are actions in lieu of suspension intended to help the student understand and refrain from engaging in the behavior again. This may be imposed where a student's behavior may be indicative or symptomatic of a great underlying issue.

Student Expulsions

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law.

At the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the determination to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law.

By a majority vote, the Board of Education may expel any student from school for a violation of rules and regulations approved by the Board, or when the presence of that student is considered to be detrimental to students or staff for the purpose for which school is conducted. The building administrator is responsible for the origin of the recommendation for expulsion of a student and shall have the authority to suspend said student from attendance until such time as a special meeting of a majority of the members of the Board of Education can be held to weigh the charges, act upon them, and notify the student and his/her parent(s)

or guardian(s) of its decision. The provision for suspension pending hearing shall exist as a means by which the student and/or the school may be protected from further unpleasant or harmful consequences of the incident which prompted the expulsion request. In cases where there is to be an unusual delay in assembling the Board, the superintendent, at his discretion, may place the student on probationary status and allow him/her to return to classes pending the arrangement of a meeting of the board as mentioned above. Every effort shall be made to hold such a meeting within five days following the incident or action that led to the proposal of expulsion. Where a student is suspended pending a hearing, said student shall be afforded means of alternative education during the period of such suspension. Such education shall be of a type which will guard against the loss of credit for classes missed, should the hearing prove him/her guiltless. When it is felt that sufficient reasons exist for calling a meeting of the Board to consider the expulsion of a student, the Superintendent of Schools shall notify the student and parent(s), or legal guardian(s), of said student, of the place and time at which the Board will hold said meeting. Such notice shall be both oral and in writing and shall also include a summary of the specific reason(s) for the consideration of the expulsion of the student. Furthermore, the above-mentioned student and said parent(s), or legal guardian(s), shall be made aware of their right to have themselves represented by counsel and their right to have present at such meeting witnesses who, in their opinion, may have vital information material to that specific consideration of expulsion. The Board shall have in attendance the person(s) who primarily initiated the request for the student's expulsion and such other persons as it may wish to call as witnesses. All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, his/her parent(s), or guardian(s), and the representative of the student. The Secretary of the Board of Education shall be responsible for seeing that the minutes of the meeting are completely and accurately recorded. Within five days of the meeting held by the Board of Education to consider the expulsion of a student, the President of said Board will instruct the Secretary of the Board to notify said student and his/her parent(s) or guardian(s), of the board's decision in the matter specifying terms and provisions of the decision. In the absence of any overriding judicial directive, the Board shall determine whether the school shall provide or deny alternative education to the expelled student. When expelled by the Board of Education, a student may be readmitted only by the Board of Education and upon such terms as prescribed by the board.

Fines and Fees

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact the administration office for more information and waiver forms.

STUDENT HEALTH AND WELL BEING

Insurance for Students

Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa's medical insurance program for uninsured children. Parents can apply for low-cost health insurance for their children through the program. For more information contact **the administration office**.

More information and resources regarding the Hawki program, may be found on the Iowa Health and Human Services website: [Hawki | Health & Human Services \(iowa.gov\)](https://hhs.iowa.gov/hawki)

Extracurricular Student Insurance

Option 2

Health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion and bear the entirety of the cost. If a parent is interested in purchasing insurance, they must contact the superintendent **and/or principal** for more information.

Moravia Community School District requires students participating in intramural or extracurricular athletic activities to have health and accident insurance. The student must provide written proof of insurance prior to the start of the athletic activity. Student athletes who do not have and cannot afford insurance should contact **the Athletic Director**.

Immunizations

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.

Physical Examinations

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

Students participating in athletic activities are required to provide the school with a physical examination form signed by the student's **approved health care provider: doctor,**

physician's assistant, chiropractor etc. stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination causes the student to be ineligible to participate in the athletic activity. Students that cannot afford a physical examination should contact the athletic director.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Medication will be administered after a student's parent or guardian has provided a signed and dated written request that medication be administered. In some cases, students who have demonstrated competency in administering their own medication may do so after receipt of a written and signed statement by the student's parent or guardian. However, a student with asthma, respiratory disease, or other airway constricting diseases must be allowed to carry and self-administer their medication without showing competency as long as the school is presented with a written approval signed by both the parent or guardian and the prescribing physician. Students are not permitted to abuse their self-administered prescriptions. Those who have been found to be abusing self-administration may have the option of self-administration withdrawn if medically advisable and lawful.

Medication is held **in the nurse's office** and distributed by **the school nurse**. Medication must be in the original container, with original label, and an instruction sheet or parental authorization that includes the student's name, medication name, directions for use and dosage, times and duration of administration, contact information of the pharmacy (if applicable), date of the prescription (if applicable), name of the physician (if applicable), potential side effects, and emergency number of the parents.

Iowa law requires that school districts must allow students with asthma, airway constriction diseases or respiratory diseases to carry and self-administer their medication as long as the parents and prescribing physician report and approve the prescription in writing. School districts should adopt a consent form, typically included in policy. IASB provides a sample consent form, **507.2E1 - Authorization- Asthma, Airway Constriction, or Respiratory Distress Medication Self-Administration Consent Form**.

Student Illness or Injury at School

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

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact

emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school provided they are able to do so, and their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to others in the school district environment will be determined on a case-by-case basis by the student's physician, a physician chosen by the school district, or public health officials. Infectious or communicable diseases include but are not limited to mumps, measles, chicken pox, etc.

Iowa Department of Health and Human Services provides a list of reportable diseases on their website: [Reportable Diseases | Health & Human Services \(iowa.gov\)](https://www.idhs.gov/reportable-diseases).

Sexual Abuse and Physical Abuse of Students by School Employees

Moravia Community School District does not tolerate physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees. Students who are physically or sexually abused by an employee should notify their parent or guardian, and report to a principal or other trusted school employee. A report may also be made directly to the Level 1 investigator.

The Iowa Department of Education has established procedures adopted by the district for investigating allegations. The procedure requires the district to identify the Level 1 investigator and Level 1 investigator alternative. **Moravia Community School District's** Level 1 investigator is **Sam Swenson** and can be contacted at sam.swenson@moraviacsdsd.com or 641-724-3241.

Moravia Community School District's Level 1 investigator alternative is **Kevin Cochran**. Allegations will be handled promptly and confidentially to the maximum extent possible.

The Iowa Department of Education provides further information on their website and through their published Chapter 102 Manual: [Chapter 102 Level 1 Investigator Manual | Iowa Department of Education \(educateiowa.gov\)](https://www.educateiowa.gov/chapter-102-level-1-investigator-manual).

Health Education List

Moravia Community School District provides the following age-appropriate and research-based materials and resources:

Per Iowa law, districts are required to include a list of age-appropriate and research-based materials and resources that may be used by parents to educate their children in recognizing unwanted physical and verbal sexual advances and other related topics as described in [256.9\(46\)\(a\)](https://www.legis.iowa.gov/legislation/code/256.9(46)(a)). The Iowa Department of Education is required to develop and make available to school districts examples of age-appropriate and research-based materials and lists of resources. This list is titled "Health Education List" by the Iowa Department of Education and can be found here: [Health Education List \(iowa.gov\)](https://www.educateiowa.gov/health-education-list)

Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

Iowa law requires schools to perform a total of eight fire and tornado drills each year. At least two drills of each type (fire and tornado) must be performed prior to December 31 and at least two drills of each type (fire and tornado) must be performed after January 1.

Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint. That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy and state law.

STUDENT SCHOLASTIC ACHIEVEMENT

Conferences and Student Progress

Students receive progress reports in the form of report cards at the end of **each semester**.

Students who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will notify parents and students should the student be doing poorly in the class.

Students who receive an incomplete in a class must complete the class within **4 days** prior to the start of the next semester. Extensions may be granted by the teacher. Failure to finish an incomplete may result in a failing grade and/or loss of credit.

If parents have any concerns or questions about their child's progress, they may contact **the classroom teacher**. Additionally, parent-teacher conferences are regularly scheduled and held **in October and March**. Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through **the classroom teacher**.

GRADING POLICY

This policy is intended to make Moravia Middle School/High School grading practices consistent across the building, to eliminate practices that focus on sorting and selecting, and to improve alignment of grading practices with the mission of teaching and learning. The same grading scale will be used by all teachers for all classes (with the exception of Concurrent Enrollment and Advanced Placement classes). The Powerschool categories will be as follows: Formative Assignments= 30%, Summative = 55%, and Semester Test = 15%.

Summative Assessments

Summative Assessments may include quizzes, tests, papers, projects, presentations, etc. These assessments are generally given at the end of a chapter/concept/ unit to measure a student's understanding and will make up 55% of the final grade. The deadline for an assessment is midnight, the date the assessment is due. If a student is absent on the day of a summative assessment, the student will receive a 0% in the grade book. The 0% will remain until the student makes up the assessment (See the Make-Up Policy in the student handbook for the make-up deadline). Students present the day of a summative assessment but unprepared to turn it in will incur a 10% penalty (the penalty starts at 80%) Example in school days: Day 1 Late =80%, Day 2 Late= 70%, Day 3 Late = 60%, Day 4 Late = 50%. If the student elects to redo the assessment, the re-do score will still incur the late penalty. Missing summative assessments must be turned in within 4 school days of the due date in order to receive any credit. If a summative assignment is not turned in within the 4 school days of the due date the assignment cannot be turned in and a 0 will be entered in the gradebook.

If a student is absent the day of a test and returns after two days' absence, the student has three (3) days to take the test (two absent days plus one). If taken during the allowable time period, the student will incur no penalty on their earned grade.

A student who is present the day a project is due but fails to turn it in until later will suffer a late penalty. For example, if a student turns in a project four days late, he/she will incur a 50% penalty (10% late per day, 20% the first day), and he can only earn 50% of the earned score. If the project was worth 100 points and the student earned a score of 88, the score entered into the grade book is 44 (88 points x .50). If the student elects to redo the assessment and earns a 96 redo, the replacement score in the grade book is 46% after averaging the redo with the

original score. Redo's are an average of the two original scores. Teachers should comment in the grade book to indicate the original score and the number of days late.

If the student does not turn in an assessment within two weeks of the deadline and later decides to complete the assessment, the student will earn a 0%.

Formative Assessments

Formative assessments are practice and should comprise no more than 30% of the final grade. Formative assessments should be a safe place to try out new skills. Formative assignments are strategies for preparing students to earn summative grades. Formative assignments will be graded based on the quality of the work submitted. The deadline for an assessment is midnight the date the assessment is due. If a formative assignment is not turned in, the student will receive a 0% in the grade book. The 0% will remain until the student makes up the assignment. Missing formative assignments will incur a 50% penalty if it is late, up to 4 days late. No Formative assignments can be turned in after 4 school days of the due date. Formative assignments do not qualify for redos.

Semester Test

The semester test will comprise 15% of the students overall grade for the semester. If a student fails to complete a semester test the score will be a 0 in the gradebook.

Feedback

Feedback is required in a timely manner as it helps guide students in their future writings and helps to prepare them for other assessments. Summative assessments that include short answer, multiple choice, true/false, or completion should be returned to students within three (3) days of the assessment. A summative assessment that includes short in-class essays should be returned with feedback within one (1) week of the deadline. Any summative assessment three (3) or more pages should be returned with feedback within two (2) weeks from the deadline.

Re-Do Policy

Re-do policy is the primary intervention for helping students who earn low scores on major summative assessments. Every student has the opportunity to raise his/her assessment score by re-studying and re-taking a test, or revising a piece of written work, or re-doing a project. The deadline for an assessment is midnight, the date the assessment is due. The final grade will be an average of the first attempt and the re-do grade), thus reflecting the student's actual proficiency on the standard(s) being measured. Teachers should encourage students to complete a re-do as soon as possible after a summative assessment. Students have a final limit not to exceed one week (4 school days) from the time the graded assessment was returned to the student. The return date will be reflected in Powerschool as the due date. Students in attendance failing to take the initial assessment will not qualify for a redo opportunity unless teacher arrangements were made prior to the assessment.

Concurrent Enrollment and Advanced Placement Courses will follow the institutions' grading scale. The re-do policy and late work policy is at the discretion of the teacher and will be noted in their syllabus.

The grading structure and scale identified is the standard that will be followed by all staff at Moravia Middle School/High School and will be used for calculating grade point average.

Testing/Survey Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law. Students may be excused from testing for certain reasons by contacting **the school principal**.

The Iowa Department of Education lists all federal and state required student assessments on their website: [Required Student Assessments | Iowa Department of Education \(educateiowa.gov\)](https://education.iowa.gov/Required-Student-Assessments). Districts may opt to list specific standardized tests given. Certain survey or testing programs are established and maintained to evaluate **Moravia Community School District's** educational program and to assist in providing services to students and their families. These programs include surveys, marketing surveys, analysis, or evaluations. **Moravia Community School District** will provide notification, information and/or request permission prior to surveys being administered in accordance with state and/or federal law.

Districts may add more detailed procedures for granting requests from a parent or guardian or adult student for a detailed review of the survey or testing program in accordance with state and/or federal laws.

Districts must provide notice about policies regarding surveys or information used for marketing material.

Health Education Program for Students

Moravia Community School District provides instruction in health education in compliance with the Iowa Department of Education's Human Growth and Development Education requirements adapted appropriately for each grade level.

Upon request, parents may review the health education curriculum prior to their use. Parents who object to the health education instruction in human growth and development may file a written request that the student be excused from the instruction. Written requests must include a proposed alternative activity or study that is subject to the approval of the **superintendent and/or principal**. Parents who wish to review or file a written request must contact a school administrator.

Class Hours and Adding/Dropping Classes

Students must be registered for at least **7** hours per **semester** unless prior permission is granted by **administration**.

Students who wish to add or drop a class must do so within **15** after the start of the semester. The **school counselor's** permission is necessary to add or drop a class.

Study Hall

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy themselves for the entirety of the study hall duration.

Student Honors and Awards

GRADUATION REQUIREMENTS

Moravia CSD requires 50 credits for high school graduation, as adopted by the Moravia Community Board of Education. A credit is defined as a passing grade in a semester of a given course (See Appendix C).

SCHOOL HONORS

The Valedictorian may be any student who has completed the graduation requirement of 50 credits and has the highest GPA at the end of Senior year. The student with the next highest GPA would be the Salutatorian. A contender for these honors must have enrolled in the Moravia School not later than the beginning of the junior year. Those students who have not completed all four years of their work in our school must not only have a four year average higher than that of any other student, but also their average for each year at Moravia must be higher than the average for the same period of any competitor who has earned all their grades in the Moravia School.

HONOR ROLL

The honor roll will be computed at the end of each quarter for both junior high and high school students. There are two honor rolls. Those students on the "A" honor roll will have a minimum GPA of 3.5, and those on the "B" honor roll will have a minimum GPA of 3.0. An incomplete grade on the report card will automatically make the student ineligible for the honor roll during that grading period. An academic letter will be awarded for those students who are on the honor roll the entire year.

NATIONAL HONOR SOCIETY (NHS) PROTOCOL

The National Honor Society is the front-runner of organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service. Moravia Community High School is proud to maintain a local chapter of the NHS. To be eligible for membership in the National Honor Society, the candidate must be a member of the sophomore, junior, or senior class. Candidates must have been in attendance at the school the equivalent of one semester. Candidates must have a cumulative scholastic average of at least 3.5 on a 4.0 scale. Candidates shall then be evaluated on the basis of scholarship, service, leadership, and character. Once the students who possess the prerequisite GPA have been identified in the spring, they submit a Students Activity Information Form to support their candidacy by providing relevant information for use by the Faculty Council. The sponsor will select a faculty council consisting of five high school teachers. This group is charged with the task of reviewing the Student Activity Information Forms and is convened to select new members based upon three criteria: leadership, character and service. All information gathered for the evaluation of the candidates is kept confidential. The selection of members is made by a majority vote of selected faculty members. The NHS Advisor will inform parents by writing or calling about the selection and the time of the induction ceremony.

SILVER CORD PROGRAM

The purpose of this program is to instill within our students the important role that quality community service has in building a successful, growing community; to encourage students to be accountable for investing in their own education early and on a regular basis; and students will display the growth of their educational levels over time through a personalized portfolio in a 5 to 10 minute senior presentation. The Silver Cord Award is a distinguished service award available to Moravia Community School students who earn at least 160 hours of community service from the start of their freshman year through May 1 of their senior year. A minimum of 30 hours must be earned in each of their freshman and sophomore years, with the remainder earned prior to May 1 of their senior year. The community service will benefit a minimum of three different non-profit community groups (school, church, city, nursing homes, hospitals, assisting local service groups, charity programs, parks, etc.) Students will document all work done on the official form and get the signature of an individual or official representative of the organization on the documentation. Forms must be turned in within two weeks of finishing the project. Silver Cord Hours CANNOT BE: To satisfy a class or requirement by any agency, program, or organization; to satisfy court- mandated community service; for a relative; for pay or compensation of any kind; nor can it be any time that school is in session. Time for breaks, lunch, and travel time are not to be included in the hours accepted. Seniors will provide a 5 to 10 minute Senior Presentation that will highlight their years of service in high school. Seniors may utilize whatever forms of technology they are comfortable with to do the presentation. Summer Service: Service hours earned during the summer after the academic year may be applied toward EITHER the prior year or the following year – student's choice. (For example,

the summer after freshman year can apply to either the freshman or sophomore 30-hour requirement.) Pre- approval forms are available in the Counseling Office and should be submitted the week before final exams. This prevents any misunderstanding of qualifying hours. Summer hours are due back in the Counseling Office by September 1st. If students procrastinate handing in forms, there may be lots of “lost hours”. The counselor will keep a file folder for each student working towards the Silver Cord Award.

Academic Eligibility for Extracurricular Activities

For students to be and remain eligible for extracurricular activities, they must be participating in the minimum number of class hours 6 and remain in good academic standing. For a student to remain in good academic standing Moravia Community School District requires

EXTRA CURRICULAR ATTENDANCE/ELIGIBILITY (7th-12th grades)

GAME DAY ATTENDANCE

A student must be in school on time and present the entire day in order to compete in a game/meet that evening.

Excused appointments will allow a player to play with no penalty, but any such appointments must be cleared through the High School Principal's office ahead of time.

An unexcused absence will make that athlete ineligible for that day's contests.

If an athlete has consistent absences/tardies the morning immediately after a competition it may affect their eligibility at the discretion of the coach, and administration.

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for lifetime. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

The following activities are covered by Board's policy and these rules: Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FCCLA, National Honor Society, Student Council, all co-curricular clubs (e.g. Spanish Club, Art Club, book club), all honorary and elected offices (e.g., Homecoming King/Queen/court, Prom King/Queen/court, class officers, Mohawk Voices representative, Academic Bowl, Senior Trip or any other activity where the student represents the school outside the classroom. All penalties must be satisfied for attendance on senior trip, Homecoming and Prom court.

Postsecondary Enrollment Options

Moravia Community School District provides students in grades 10 through 12 with opportunities to receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges, state universities or other post-secondary educational institutions. Students are able to access such services through the **Indian Hills concurrent enrollment courses or RACA**.

Students and parents should be aware of these opportunities and may contact **Ryan VanBogaert** for more information, application forms, and other enrollment procedures.

Early Graduation

Option 1

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to **Ryan VanBogaert** for early graduation. Students must apply at least **by September 15th** prior to the completion of the graduation requirements.

School districts must give notice of the option to graduate early. Schools are not allowed to limit when a student can graduate as long as the student meets graduation requirements as set forth by the board.

Graduation

Students who are in good standing and who meet the graduation requirements set forth by the board are allowed to participate in the graduation ceremony and in senior activities. Students must meet the following requirements in order to graduate

Subject	Credits	Requirements
Language Arts	8	English I (2) English II (2) Electives (4)

Math	6	Must include Algebra I
Science	6	Physical Science (2) Biology (2) Electives (2)
Social Studies	6	American History (2) World History (2) Government (1) Electives (1)
Financial Literacy	1	1 Semester of Economics 1 Semester of Personal Finance or 2 Semesters of Consumer Business Math
Physical Education	4	4 Semesters
Electives	19	May include additional core classes

It is possible that students who are serving discipline at the time of graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

STUDENT ACTIVITIES

Assemblies

Throughout the year the **Moravia Community School District** sponsors school assemblies. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away or the student will not be attending for certain excused reasons. Students who are not participating in assemblies must report to the ISS room in the high school library .

Field Trips

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

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the District. The Superintendent or designee will approve transportation for field trips and excursions. In authorizing field trips and excursions, the principal will consider the financial condition of the school District, the educational benefit of the activity, the inherent risks or dangers of the activity and other factors deemed relevant by the Superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The Superintendent's approval or Superintendent's designee's approval will be required for field trips and excursions outside the state or one way travel in excess of 180 miles from the District Administration Office. Moravia Community School District Board of Education approval will be required for field trips and excursions that involve one way travel in excess of 260 miles from the District Administration Office or unusual expense. Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The District will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Any student who is academically ineligible at the time of the field trip will not be allowed to participate.

All field trips require parent permission. Prior to attending a field trip, students must **complete a field trip form**.

Student Organizations

Moravia Community School District recognizes curriculum related student organizations. These student organizations may use school facilities for their meetings during non-instructional time at the approval of **Kevin Cochran or Ryan VanBogaert**. Meetings will not interfere with the orderly conduct of the education program or other school district

operations. School employee(s) monitor approved meetings and may interact with the curriculum-based student organizations.

Buses and Vehicles Used for Activities

Students who ride a district bus or vehicle for activities must ride to the event on district transportation. Students ride home on the district bus or vehicle unless prior arrangements have been made with the pre-approval of the **Director of Transportation** and parent, or the student's parents personally appear and request from the **Director of Transportation** to transport the student home.

Students are to conduct themselves in an orderly manner fitting to their age and maturity level on district transportation. Students who fail to behave appropriately will be subject to disciplinary measures.

Whenever the school district provides transportation for any school sponsored event of any kind, all participants in the event must travel by way of the school transportation. No student will be allowed to drive to or from any school sponsored event in which he/she wishes to participate, nor may any student ride with a student or non/student friend. Under certain circumstances the Administration may amend this policy.

SCHOOL BUSES

The efficient operation of bus service to district families depends on the cooperation of parents and students. School bus schedules will have the bus at your home within five minutes of the same time each day. Students need to be ready to board the bus when it arrives so the bus can stay on schedule. Buses will not wait on students. Your cooperation is greatly appreciated by all who ride the buses.

BUS REGULATIONS AND DISCIPLINE

Students are responsible for their behavior on the bus as their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported, and disciplinary action will be taken in accordance with these guidelines. Parents are requested to explain the importance of proper behavior on the bus and to support disciplinary actions that are necessary to help the child change his/her behavior. Any violation of the rules must be reported to the parents, transportation director, and building administrator. The driver must make every attempt to notify everyone involved on the day of the violation. This contact may be by phone or in person if possible.

BUS SAFETY RULES

1. Follow all driver instructions the first time they are given.

2. *Remain in your seat with your feet out of the aisle while the bus is moving.*
3. *Nothing should be outside school bus windows at any time.*
4. *Keep hands, feet, and objects to yourself.*
5. *Be respectful to everyone on the bus.*
6. *Speak quietly so as not to distract the driver and so everyone can hear driver instructions.*
7. *FOOD AND DRINK ALLOWED ON THE BUS ONLY AT THE DISCRETION OF THE DRIVER.*
8. *Any vandalism to school property will be reported to the authorities and damages will be assessed against those responsible.*
9. *Students may listen to music on their personal device ONLY if they use headphones, and the music cannot be heard by others on the bus.*

BUS BEHAVIOR CONSEQUENCES

When dealing with discipline regarding bus rules, individual incidents seldom fall into a black-and-white situation, so each case will be handled on an individual basis, based on the circumstances. In most cases the following will be used:

1. *On the first offense a warning may be issued as a reminder of the rule and a call to the parents with a written follow up report.*
2. *A second violation may result in a conference with the Principal/Driver/Parent(s)/Student.*
3. *A third violation may result in a suspension of bus privileges for one week.*
4. *A fourth violation may result in suspension of bus privileges for one month.*
5. *A fifth violation may result in suspension of bus privileges for the remainder of the year.*
6. *Vandalism to school property will be reported to the authorities and damages will be assessed against those responsible.*

Severe Clause -

If behavior is determined to be severe by the driver, the severe clause will be applied without following the sequence of consequences listed above. Examples of severe behavior include, but are not limited to:

1. *Bringing dangerous objects such as guns/knives on the bus.*
2. *Physical aggression against another person.*
3. *Use or possession of a controlled substance .*
4. *Continued refusal to follow rules despite warnings from the driver. If a student is suspended from riding the school bus, the suspension may carry over to all extra-curricular activities.*

Student Funds and Fundraising

Students may raise funds for school activities upon approval of *the administration* at least **15 days** prior to the fundraising event. Funds raised remain in the control of the school district and the board. Curriculum related student organizations must have the approval of the *administration* prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the *administration* prior to selecting a gift.

Dances

School-sponsored dances must be approved by ***the Superintendent*** at least **30 days** prior to the dance date. School district policies, rules, and regulations apply to students as well as nonstudents during school dances. Students and nonstudents violating any of the above will be removed from the dance and school grounds. All dances must end by ***midnight***.

Student Participation in Non-School Athletics

Moravia Community School District allows students who participate in school-sponsored athletics to participate in non-school sponsored athletics during the same season. Students who participate in non-school sponsored athletics during the same season must give deference to the school-sponsored athletic activity, ensuring outside participation will not conflict with the school-sponsored athletic activity.

STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of ***Moravia Community School District***'s policy on education records and other related information and procedures ***contact the administration office***.

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office

US Department of Education
400 Maryland Avenue
Washington, DC 20202-8520
[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

Student Directory Information

Under FERPA, there is certain information that is contained in a student's education files that may be released to the public without prior consent from the parent or eligible student. This information is called directory information and is generally not considered harmful or invasive.

Parents and eligible students may restrict the disclosure of directory information by making the request in writing. Written requests should be turned into **Administration** by *September 15th of the current school year*.

Student Photos

Moravia Community School District allows for school photos to be taken by a commercial photographer. Prior to students' photos being taken, students and students' parents will be notified.

Photos taken will be included in the yearbook and **may insert student publications, e.g. newspaper**, unless parents or students request otherwise.

Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different from what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report the request to **administration**. **Administration** will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

Student Legal Status

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the school district is maintaining a current and accurate student record.

School Library

Moravia Community School District maintains a school library for use by employees and students during the school day. Materials maintained in the library are consistent with all applicable laws and board policy. All parents and guardians of students enrolled in the district have access to the online catalog on the district website.

The library is open during the school day from **8:00am - 3:45pm**. Students using the library are expected to use classroom decorum and follow all school district policies, rules, and regulations. The library staff reserves the right to send any student who is creating a disturbance back to the classroom.

Library materials may be checked out for up to **a week** and at that time must either be renewed or returned. Students who wish to check out library materials must **follow library checkout procedures**. Students are allowed to check out 2 of library materials at a time unless given explicit written permission from the librarian to check out more. Overdue library materials **will follow library rules for overdue books**. Lost or stolen library materials **will be charged to the student**.

Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the school principal.

Inspection of Instructional Materials

Parents and other members of the school district community may view the instructional materials used by the students upon request. Copies may be obtained according to board policy **620**. Tests and assessment materials are only available for inspection with the consent of the principal. Persons wishing to view instructional materials or to express concerns about instructional materials should contact **Shay Brewer - Curriculum and Director @ shay.brewer@moraviacsdsd.com**.

Should a parent or other members of the school district community have any objections regarding instructional materials, they may contact **the classroom teacher** who will provide all necessary forms, or they may access the objection forms through the school district's policy **620**.

MISCELLANEOUS

Student Guidance and Counseling Program

Moravia Community School District maintains a guidance program that provides certain services that assist students with their personal, educational and career development. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows.

Visitors/Guests

Visitors are welcome to Moravia Community School District under certain circumstances. Visitor parking is located at the front of the parking lot marked with visitor signage. All visitors must check in **at the main office**. The check-in process includes **scanning the qr code upon entering and leaving the building**.

School Nutrition Program and Free and Reduced Lunch

Moravia Community School District operates a school nutrition program out of the school cafeteria. Students may either bring their own meals or purchase meals through the school. Free and reduced lunch is available to those who qualify and may require those services. For more information and forms contact Kim Beaty.

The mission of the Moravia Nutrition Services Department is to provide a variety of appealing, nutritious and safe meals in an environment that is respectful of student and faculty needs while maintaining a cost effective and efficient program.

Improving the quality of the school meals is a critical step in building a healthy future for our students. We will try to do everything possible to provide them the nutrition they need to be healthy, active and ready to learn. If you have questions, feel free to contact Moravia Nutrition Director at 641.724.3241

BREAKFAST & LUNCH

Breakfast and lunch will be charged for all students for the 2025-2026 school year. A la carte items will be charged accordingly.

NUTRITION PAYMENTS

Prepayments for accounts can be made at the main district office. All deposits will go into one nutrition account. Check and cash payments can be sent to the school. Low balance email alerts are available.

FREE/REDUCED FEES

An eligibility application for free/reduced meals must be filled out to receive free/reduced fees for various district services. Information concerning free or reduced priced meals is available at the administrative office.

The menus are posted on our website at www.moraviaschools.com.

NEGATIVE ACCOUNT BALANCES

In accordance with state and federal law, the Moravia Community School District adopts the following policy to ensure school district employees, families and students have a shared understanding of expectations regarding a la carte meal charges. Ala carte items are not part of the USDA program and are not allowed to be charged or purchased if a student has a negative balance.

Deposits can be brought to the school office or paid directly on line using the PowerSchool App.

EMPLOYEES

Employees will be allowed to charge any meals or a la carte items causing their meal account to go into a deficit balance, but all balances **MUST BE PAID IN FULL** prior to summer exit.

NEGATIVE ACCOUNT BALANCE REPAYMENT

The District will make reasonable efforts to notify families when meal account balances are low. Additionally, the District will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The District will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the balance is in the negative. Negative balances of more than \$15 not paid prior to the end of the school year will be turned over to the Business Office for collection. Options for collection may include: collection agencies, small claims court or any other legal method permitted by law.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided to:

- ☐ All households at or before the start of each school year;
 - ☐ Students and families who transfer into the District, at time of transfer; and
 - ☐ All staff responsible for enforcing any aspect of the policy.
-
- ☐ Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The Superintendent may develop an administrative process to implement this policy.

SCHOOL NUTRITION STANDARDS

School meals are healthy meals that are required to meet the *Dietary Guidelines for Americans*. To receive federal reimbursements, school meal programs must offer “reimbursable” meals that meet strict federal nutrition standards. These standards, also referred to as “the meal pattern,” require schools to offer students the right balance of fruits, vegetables, low-fat or fat-free milk, whole grains and lean protein with every meal.

School Meal Standards:

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) required the U.S. Department of Agriculture (USDA) to update these nutrition standards for the first time in 15 years. The new regulations, effective beginning in 2012, require cafeterias to offer more fruit, vegetables and whole grains and limit sodium, calories and unhealthy fat in every school meal.

Snack Standards:

To ensure all foods and beverages sold in school during the school day are healthy choices,

HHFKA also required USDA to create nutrition standards for foods and beverages sold in competition to reimbursable meals. These “competitive foods” are sold in vending machines, snack bars and a la carte lines. USDA’s “Smart Snacks in School” standards took effect on July 1, 2014.

CLOSED CAMPUS LUNCH

The Moravia Community School District has a closed campus lunch. Due to the Dietary Guidelines for Americans it's the school's responsibility to provide a proper meal program.

The Moravia Community School District will use the following guidelines for our lunch program:

- ❑ Parents/Guardians are not allowed to bring in hot lunch to students. (example: McDonalds, etc.)
- ❑ Parents/Guardians are not allowed to call their student out at lunch time (if you call your student out, they must return with a written Doctor's excuse, otherwise will not be allowed back to school)
- ❑ If students choose not to eat the provided meal from the district, they will need to bring their own sack lunch upon arriving at school for the day.
- ❑ Parents/Guardians are not allowed to eat with their child.
 - o A special occasion arrangement may be made with administrative approval

SPECIAL DIET ACCOMMODATIONS

All requests for special diets are handled on an individual basis. Requests for special diets must be submitted to Kim Beaty – Nutrition Director at the District Administration Office. Requests only need to be resubmitted if there is a diet change (i.e., allergy becomes less severe, tolerances change, etc.). If your child has a disability or life-threatening food allergy and you would like a substitute menu, you will need to obtain a Diet Modification Request Form by calling the school Nurse or Nutrition Director.

Buses and Other School District Vehicles

Buses and other school district vehicles (“vehicles”) are primarily used to transport students to and from school. Appropriate classroom conduct is to be observed by students while riding the vehicle except for ordinary, appropriate conversation. Students are responsible to the driver, chaperone and/or sponsor while on the school district vehicle, loading, or unloading or leaving the vehicle. The driver may discipline the student and may notify the principal of inappropriate conduct. All people riding school district vehicles to and from the school, extracurricular activities, or any other destination must comply with the law and school district policies, rules, and regulations.

District Owned Recording Devices

The Moravia Community School District Board of Directors has authorized the use of recording devices on school district owned property to the extent permitted by law. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

Drivers Education

Option 1

Moravia Community School District provides drivers education at **the school**. This is provided by the school and will be taught by a contracted certified instructor. For more information on location, dates, and registration please contact **the administration office**.

Parent-Teacher Association/Organization and Booster Clubs

Moravia Community School District has parent-teacher associations/organizations and booster clubs that may be run and funded separately from the district. Should a parent be interested, or a student require services, contact **the administration office** for more information.

School Announcements

Announcements are made **daily**. Students are responsible for knowing the content of the announcements. Students who wish to have an item included in the announcements must receive permission from **the administration**.

Lost and Found

Moravia Community School District maintains a lost and found located **by the old gym entrance**. Items placed in lost and found will be maintained for **one week**, after which items will be **either thrown away or given away**. Items of higher value will be kept **in the main office**.

Artificial Intelligence

Use of Artificial Intelligence (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies.

Prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. Classroom teachers are trained in the use of AI tools and how to implement them appropriately in the classroom. Classroom

teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers' rules.

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access or create material that is harmful to minors, obscene, or child pornography. Any violation may result in the loss of access to the AI tool, and further discipline as appropriate.

Generally, AI is an umbrella term and is already in use in nearly all districts through other resources such as classroom management software. AI can also be used in the context of student learning and prepare modern learners for the future. School districts should determine whether Artificial Intelligence (AI) will be used as a tool in the educational context of student use.

IASB provides sample policy and accompanying regulations that further detail AI and its usage. Refer to policy number **605.8** - Artificial Intelligence in the Education Environment. and accompanying regulation **605.8R1** – Artificial Intelligence in the Education Environment Regulation. If your district has adopted these policies, be sure the language is consistent between the student handbook and adopted policies.

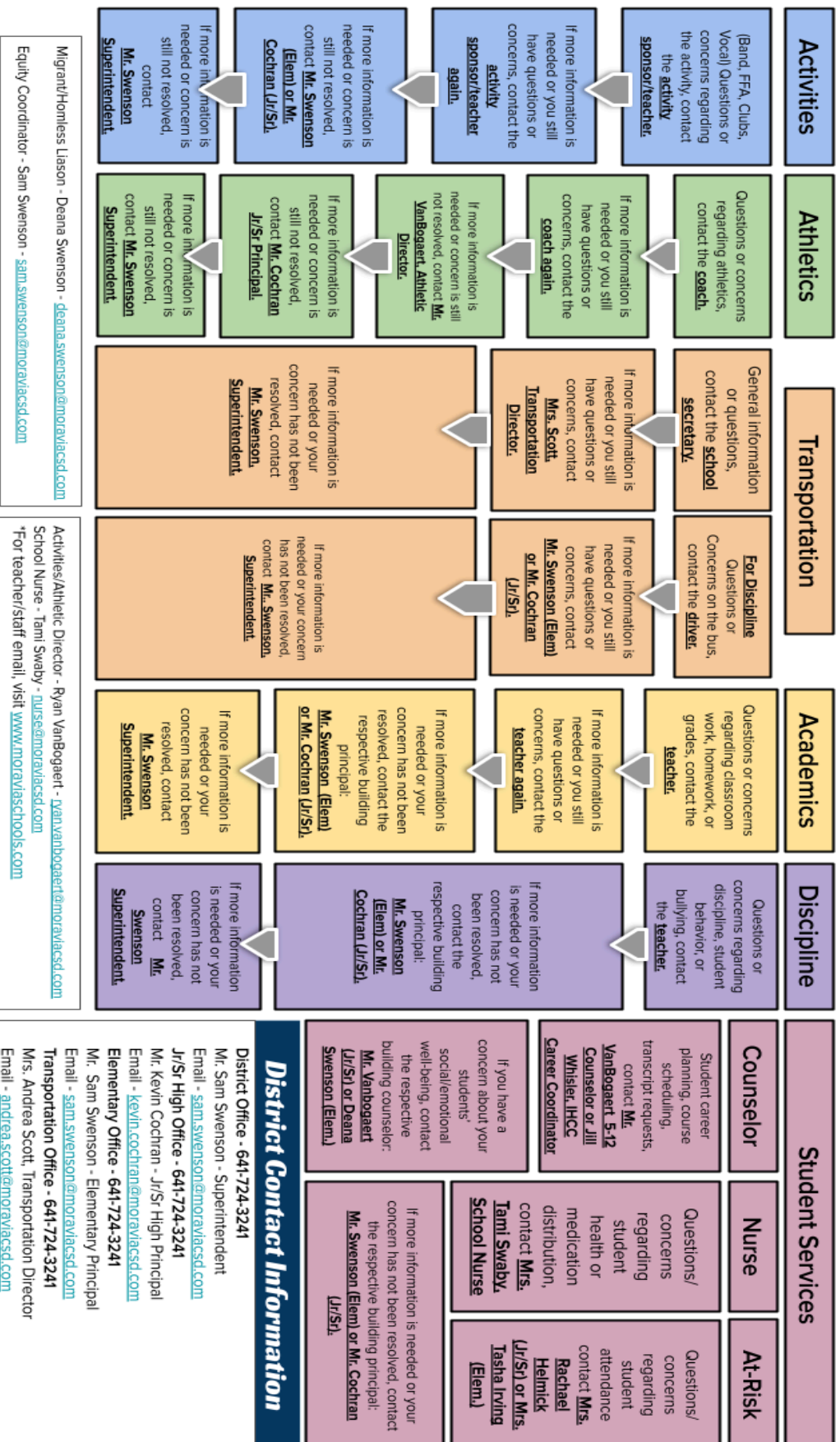
Citizenship

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

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

Moravia Community Schools Communication Flow Chart

Where do you go with a question or concern?



- Building a Better World One Student at a Time -

Moravia Community Schools Discipline Flow Chart

Possession / under influence of Alcohol, any controlled substance, a look-a-like, on school property or school sponsored event.		Possession or use of tobacco or vape (including vape paraphernalia) on school property or school sponsored events.		Videotaping Fights/Students		Possession or use of weapons, dangerous objects, and look-alikes (anything with a blade)	
First Offense	Parents contacted Law enforcement contacted 5- day out of school suspension Referral to counselor	First Offense	Parents contacted Possible referral to law enforcement 3-day out of school suspension	First Offense	Cell Phone held at office for 2 weeks	First Offense	Parents contacted Object confiscated 1 day out of school suspension
Second Offense	Parents contacted Law enforcement contacted 10- day out of school suspension Possible expulsion recommended	Second Offense	Parents contacted Law enforcement contacted 5-day out of school suspension	Second Offense	Cell Phone held at office for 1 month - Parent contacted	Second Offense	Parents contacted Object confiscated 3 day out of school suspension Law Enforcement Notified
Selling or distributing of any controlled substances or any look-alike substance on school property or at school sponsored event		Third Offense	Parents contacted Law enforcement contacted 10-day out of school suspension	Threats, Harassment, Obscene Gestures, Sexual Harassment and/or Bullying/Cyberbullying		Third Offense	Parents contacted Object confiscated 5 day out of school suspension Referred to Law Enforcement
Fighting / Physical Altercation				Vandalism			
First Offense	Parents contacted Law enforcement contacted 10- day out of school suspension Possible expulsion recommended	First Offense	Parents contacted Possible referral to Law Enforcement 3 day out of school suspension	First Offense	Parents contacted of the victim and the student responsible for the incident Individual plan put in place for the victim.	First Offense	Parents contacted Law enforcement contacted 1- day out of school suspension Student assumes cost of repairs
Stealing/Theft		Second Offense	Parent's Contacted Law Enforcement Contacted 5 day out of school suspension	Second Offense	Parents contacted of the victim and the student responsible for the incident 2- day out of school suspension Law Enforcement Notified	Second Offense	Parents contacted Law enforcement contacted 3- day out of school suspension Student assumes cost of repairs
First Offense	Parents contacted Replacement of items or money taken Detention or suspension determined by Administration Possible Law Enforcement Contacted	Third Offense	Parent's Contacted Law Enforcement Contacted 10 day out of school suspension	Note: If caught vaping at school will result in the discipline actions provided by the school handbook and Law Enforcement will be contacted and a violation ticket will be issued to the student.			

- Building a Better World One Student at a Time -

Addendum II - Discipline Action Flow Chart

Addendum III - Attendance Action Flow Chart

High School Handbook

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received or can access a copy of the *Moravia Community School's* Student Handbook available at <https://www.moraviaschools.com/>. I understand the student handbook contains important information. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult Principal Kevin Cochran with any questions I have about the contents of the student handbook.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise.

Parent's Signature Date

Parent's Name (Printed)

Student's Signature Date

Student's Name (Print)