



**2023-2024 STUDENT HANDBOOK**





### **Mission Statement**

Cultivating academic excellence in every student to achieve success in a global community.

### **Vision Statement**

Moravia CSD vision is to provide student-centered educational programs that challenge all students to perform at their highest potential.

### **ADMINISTRATION OFFICE**

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Sam Swenson

#### **6-12 Principal**

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#### **Administrative Assistant**

Rachael Helmick

#### **Curriculum Director**

Heather Whitney

#### **Athletic Director**

Ryan VanBogaert

#### **K-12 Counselor**

Deana Swenson

#### **K-12 Counselor/Dean of Students**

Ryan VanBogaert

#### **Chief Financial Officer**

Christina Bickel



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## 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.

## BUILDING SCHEDULE

Students may be present on school grounds before 8:00 a.m. or after 4:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. Students not involved in after school activities should leave school premises immediately after the school day ends. A full listing of all bell schedules can be found in the appendix.

## CONFLICT RESOLUTION

### CHAIN OF COMMAND

- If a student has a concern with a staff member, **it is best for the student to communicate directly to that staff member first.** (Level 1)
- If that proves ineffective, the parent should then communicate with the staff member with or on behalf of the child. (Level 2)
- If the problem or issue persists, the parent should contact the building Principal immediately. At this level, the concern should be in writing and must include a proposed solution to the conflict. (Level 3)



- If the problem is still not addressed in a satisfactory manner, the parent should then contact the Superintendent. At this level, the concern should be in writing and must include a proposed solution to the conflict. **(Level 4)**
- If the problem is still not addressed to a satisfactory level, and as a last resort the parent should communicate with the school board. **(Level 5)**

## ATHLETIC CHAIN OF COMMAND

- If an athlete and/or parent has a concern, **it is best for the athlete to communicate directly to the coach/sponsor first.** **(Level 1)**
- If that proves ineffective, the parent should then communicate with the coach/sponsor with or on behalf of the child. However, there shall be an appropriate time and place for this communication to take place – certainly not before, during, or immediately after a competition. **(Level 2)**
- If the problem or issue persists, the parent should contact the Athletic Director immediately. At this level, the concern should be in writing and must include a proposed solution to the conflict. **(Level 3)**
- If necessary, the Athletic Director will take the issue to the Administration. At this point Level 3 above will begin, and the subsequent levels above may be followed. **(Level 4)**

# ACADEMICS

## EARLY GRADUATION

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply for early graduation. In order to graduate early, students must have the approval of the superintendent and principal and come before the board at least one month prior to completion of academic requirements. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies.

## CLASSIFICATION OF STUDENTS

A student is considered a freshman until 10 credits have been completed. A student is considered a sophomore until 22 credits have been completed. A student is considered a junior until 36 credits have been completed. Students who are in good standing, and who meet the graduation requirements set by the Board of Education, are allowed to participate in the graduation ceremony and in senior activities.

## STUDENT PROMOTION - RETENTION - ACCELERATION

A junior high student will take five (5) core subjects. If a student fails two or more core subject areas, he/she would be required to attend summer school (when available) or they could be retained upon the recommendation of the principal and teachers. In addition a student will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. When it becomes evident that a student may be retained at the grade level for an additional year, the parents will be informed.

## GRADE REPORTING

Report cards are issued at the end of each quarter. Grading will be cumulative through the semester. The first and third quarter grades will only be a reflection of where the student is at the halfway point in the semester. Quarter grades do not become a part of a student's permanent record.





Parent-teacher conferences will be held after the first and third quarters. Student report cards will be issued to parents at the end of the 1st and 3rd quarters during conferences. Following the second and fourth quarters, student reports will be mailed. When there are outstanding bills over \$5.00, these bills must be paid prior to the release of the student's report card.

## 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 5% penalty (the penalty starts at 85%) Example in school days: Day 1 Late =85%, Day 2 Late= 80%, Day 3 Late = 75%, Day 4 Late = 70%, Day 5 Late = 65%, Day 6 Late = 60%, Day 7 Late = 55%, Day 8 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 8 school days of the due date in order to receive any credit. If a summative assignment is not turned in within the 8 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 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 30% penalty (5% late per day, 15% the first day), and he can only earn 70% of the earned score. If the project was worth 100 points and the student earned a score of 87, the score entered into the grade book is 60.9 (87 points x .70). If the student elects to redo the assessment and earns a 95 redo, the replacement score in the grade book is 63.7% (95 points x .70). 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 8 days late. No Formative assignments can be turned in after 8 school days of the due date. Formative assignments do not qualify for re-dos.

### ➤ Semester Test

- The semester test will comprise of 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 two weeks (8 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. (See Appendix B)

## 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 program, 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 EXPECTATIONS

### ACADEMIC INTEGRITY

One of the most essential elements to student success is trust between the student and teacher. Moravia CSD takes pride in respecting the deep learning, critical thinking, and creation completed by themselves or others.

If academic dishonesty occurs in one of the manners outlined below, the initial consequence is for the work to be redone.

It is academically dishonest if you:

- Misuse Electronic Devices: Using an electronic device to communicate with others who are taking the same assessment or provide yourself access to non-permitted materials.
- Cheating: Using or attempting to use unauthorized materials, information, or study aids to gain an unfair advantage over other students and/or substitute for learning the material on your own.
- Misuse of Materials: Abuse or unauthorized removal of academic material from the classroom, library, or any other school location.



- Multiple Submissions: Submitting the same assignment in two or more courses without the prior permission of the respective instructors.
- Plagiarism: Representing the words or ideas of another as one's own in any academic exercise.
- Facilitation of Academic Dishonesty: Helping another student to violate any of these provisions.

Academic integrity is important to Moravia CSD in keeping our high standards. Teachers have access to Turnitin.com to check for plagiarism, therefore students are instructed to use correct methods when documenting resources, and each teacher will establish classroom procedures regarding academic integrity that fall within the framework established by our guiding principles. Infractions may become part of the student's disciplinary record.

## ATTENDANCE POLICY

### PHILOSOPHY

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.

### **Definition of Excused vs Unexcused 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. A phone call to the school 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 phone call. Note may be provided by a parent/guardian or medical practitioner or other official. Upon returning to the school after an absence.



## ATTENDANCE PROCEDURE

| <b>ATTENDANCE PROCEDURE (Excused or Unexcused)</b><br><b>*Court, funeral, verified doctor notes, and school functions are not counted in the absenteeism report*</b>   |   |
|--|---|
| <b>Days Absent</b>   | <b>Action</b>   |
| <b>4 days absent or 28 total missed periods during a semester</b>  | A phone call will be made notifying parents/guardians of their child's absences   |
| <b>8 days absent or 56 total missed periods during a semester</b>  | Parent/Guardian required to speak with administration; notification may also be sent to the Appanoose County Attorney.<br><br>*The student may be limited on their field trip opportunities and out-of-school activities. |
| <b>10 days absent or 70 total missed periods during a semester</b>   | The student and parent may be required to attend a conference with school administration to create an attendance plan.<br><br>*Notification will be sent to the Appanoose County Attorney                                 |
| <b>12+ days absent or 84+ total missed periods during a semester</b>   | Referral to Appanoose County Attorney for Compulsory Attendance Failure to attend law violation.  |
| <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> |   |

- Pre-approved college visits (2 - seniors, 1 - juniors). ALL notes for Excused Absences must be turned in to office within 2 days to be accepted.



## TRUANCY

Any student who is absent from school without the knowledge and prior approval of his/her parents and/or school authorities is TRUANT. A phone call the day of/before the absence and a note the day the student returns to school are required in order for the student not to be considered TRUANT. A student who skips or leaves a class without permission after reporting to school is TRUANT. Truant students will make up all time missed plus an equal amount of time. If a student is truant 45 minutes, they will make up 90 minutes. Time will be made up after school. Truancy days do count on the attendance policy as absences. A second truancy will result in making up all time missed plus an equal amount of time, as well as one In-School Suspension. A third truancy will result in a 2-day In-School Suspension. The parents must confer with the principal before the student is readmitted. A fourth truancy will result in additional suspension, and shall result in a request for the parents and the student to meet with the Board of Education to determine action to be taken (expulsion may be recommended).

## 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 4<sup>th</sup> tardy, and additional consequences each tardy after (see chart below). 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.

### Tardies:

The following consequences are on a per semester basis.

|                             |  |
|-----------------------------|--|
| 4 <sup>th</sup> Offense     | 30 – minute detention                  |
| 5 <sup>th</sup> Offense     | (2) 30 – minute detention              |
| 6 <sup>th</sup> Offense     | (2) 30 – minute detention              |
| 7 <sup>th</sup> Offense     | (2) 30 – minute detention              |
| 8 <sup>th</sup> Offense     | Friday School (9am – 11am)             |
| 9 <sup>th</sup> Offense     | Friday School (9am – 11am)             |
| 10 <sup>th</sup> Offense    | Friday School (9am – 11am)             |
| 11-15 <sup>th</sup> Offense | (1) Day ISS                            |
| 16-20 <sup>th</sup> Offense | (1) Day OSS                            |
| After 20                    | Kicked out of class – no credit earned |

### Non-Serving Consequences:

|                         |                       |                                      |
|-------------------------|-----------------------|--------------------------------------|
| 1 <sup>st</sup> Offense | 30 – minute detention | Add 30 minutes to original detention |
| 2 <sup>nd</sup> Offense | 30 – minute detention | Add 1 hour to original detention     |
| 3 <sup>rd</sup> Offense | 30 – minute detention | Friday School                        |
| 4 <sup>th</sup> Offense | 30 – minute detention | In-School Suspension                 |
| 5 <sup>th</sup> Offense | 30 – minute detention | Out-of-School Suspension             |

### Detentions can be converted into Friday School

3 – 30-minute detentions are equivalent to (1) Friday School

### Friday School:

Once you have received 5 Friday Schools the following consequences will apply



|                                      |   |
|--------------------------------------|---|
| 6 <sup>th</sup> Friday School        | ISS   |
| 7 <sup>th</sup> Friday School        | 2 Days of ISS   |
| 8 <sup>th</sup> Friday School        | 3 Days of ISS   |
| 9 <sup>th</sup> Friday School        | 3 Days of OSS   |
| 10 <sup>th</sup> Friday School       | 3 Days of OSS   |
| <b>11<sup>th</sup> Friday School</b> | <b>Must present case to School board before returning to school</b> |

**If a Friday School is Skipped by any student, the student will receive 4 days of OSS and then will serve Friday School after the 4-day suspension.**

\*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

### REMOVAL FROM CLASS

Students who are removed from class by a teacher must report directly to the office. Failing to report directly to the office may result in additional consequences. Students will spend the remainder of the class period in the office, and parents may be contacted. If a student is removed from the same class 3 times in a semester they may be dropped from the class, and receive no credit for that class. The second time the student is removed, the Administration will set up a meeting with the student, parent, and the teacher. A plan will be agreed upon to help the student succeed in class for the remainder of the semester. The student will not be permitted to return to class until after the meeting.

## DISTRICT POLICY

### ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy. The Board prohibits harassment, bullying, hazing, or any other victimization, of students and employees, based on any of the following actual or perceived traits or characteristics: 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.

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

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

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

An employee, student, or individual on the employee or student’s behalf, individuals who feel that they have been harassed should: inform a responsible Moravia Community School District staff member who turns the information over to the respective investigator.

The investigator will conduct an intake interview gathering the following information:





- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded

The investigator may request that the individual complete the Harassment/Bullying Complaint Form and turn over evidence of the bullying/harassment, including but not limited to, letters, tapes, or pictures. The investigator will record in writing the facts of the complaint. Information received during the investigation is kept confidential to the extent possible.

## CHAPTER 103 ANNUAL NOTIFICATION STATEMENT

### **Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention**

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

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

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

### FEDERAL SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Moravia Community School District has the obligations under Section 504 to identify, evaluate and, if the student is determined to be eligible, to afford access to appropriate educational services

### FIELD TRIPS

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.

## TECHNOLOGY APPROPRIATE USE

Technology available in the Moravia Community School District enables students and staff to gain access to a vast amount of online resources, develop essential technology skills and expand classroom educational opportunities.

The District provides computing, networking and information resources for access and use by students, faculty, staff and other persons affiliated with the District. These resources include the access and use of the District's email system and computer network. The District has the responsibility and duty to maintain the integrity, operation and availability of its electronic systems for access and use.

The District cannot and does not guarantee user privacy or system reliability and is not liable for any loss or corruption of data resulting from using the Internet. Users should be aware that on occasion duly authorized personnel have authority to access individual user files or data in the process of performing repair or maintenance of equipment, or through routine monitoring. Users are responsible for making regular backup files of their work.

The Internet provides a vast collection of educational resources for students and employees. It is a global network, making it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school District makes no guarantees as to the accuracy of information received on the Internet. Although students may be under teacher supervision while on the network, it is not possible to constantly monitor individual students, and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. The school District will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors. The school District will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school District's commitment to:

- safety on the internet
- appropriate behavior while online
- social networking websites and in chat rooms
- cyberbullying awareness and response
- compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Inappropriate use of the internet will result in disciplinary measures established in handbooks consistent with Technology Appropriate Use.

The following are examples of Appropriate Use:

- Using school technologies for school-related activities and research.
- Following the same guidelines for respectful, responsible behavior online that I am expected to follow offline.



- Treating school resources carefully, and alert staff if there is any problem with their operation.
- Encouraging positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alerting a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Using school technologies at appropriate times, in approved places, for educational pursuits only.
- Recognizing that use of school technologies is a privilege and treating it as such.
- Being cautious to protect the safety of myself and others.
- Helping to protect the security of school resources.

The following are examples of Unacceptable Use

- Using school technologies in a way that could be personally or physically harmful to myself or others.
- Searching for inappropriate images or content.
- Engaging in cyberbullying, harassment or disrespectful conduct toward others-staff or students.
- Trying to find ways to circumvent the school's safety measures and filtering tools.
- Plagiarizing content I find online.
- Posting personally identifying information about myself or others.
- Using language online that would be unacceptable in the classroom.
- Using school technologies for illegal activities or to pursue information on such activities.
- Attempting to hack or access sites, servers, accounts or content that isn't intended for my use.

Students should use good judgement and common sense when using school technologies.

### LIMITATION OF LIABILITY

Moravia Community School District will not be responsible for damage or harm to persons, files, data, or hardware. While Moravia Community School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Moravia Community School District will not be responsible, financially or otherwise for unauthorized transactions conducted over the school network.

### VIOLATIONS OF THIS ACCEPTABLE USE POLICY

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution



## RELEASE OF STUDENT PHOTOGRAPHS

Periodically our students are featured in newspaper articles, social media and other marketing tools to showcase our school. In the Moravia Community School District photographs may be released without written consent unless parents or guardians object in writing. Objections to release information or photographs should be sent within one week of the student's enrollment.

## STUDENT RECORDS

The Moravia Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. Parents of students under age 18, and students over 18, may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

## SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances permitted by the law. Any illegal, unauthorized or contraband materials discovered in the search may be seized.

Searches of individual persons and/or individual locker, desk or vehicle will be conducted immediately and without prior notification whenever there exists "reasonable suspicion."

Maintenance inspections of lockers, desks or work areas may be conducted at any time and without prior notice. Periodic inspections of school lockers, desks or other facilities or spaces owned by the school and provided as a courtesy to a student may be conducted using a drug-sniffing animal.

## SCHOOL FEES

- Family Cap for Book Fees \$175.00 (does not Include Dr. Ed)
- Driver's Ed \$300 Out of District Dr. Ed. Fee \$450
- One on One Computer/Book Deposit \$65.00
- Activity Pass- Student/Sr Cit.(55-64)\$35, Adult \$60-Couple \$90, Family \$100, Sr Cit 65+/Vet (with ID) Free

## WEATHER-RELATED CANCELLATION OR EARLY DISMISSAL PROCEDURES

When inclement weather results in the cancellation of school or a late start/early out notifications will be given on the school website, school Facebook page, Powerschool messages, and over local radio and television stations. The missed day will have to be made up in most cases.



# EXTRA CURRICULAR ACTIVITY RULES & PROCEDURES

## ACADEMIC CONSEQUENCES

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred;

- On school grounds
- At a school event regardless of location
- The violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

## ACTIVITY RULES

The Moravia Community School Board of Education believes participation in extracurricular activities is a privilege and responsibility. All Moravia students are encouraged to participate in as many extracurricular activities as they desire. Students participating in these activities will be working with several different activity sponsors and will be exposed to as many different personalities.

## ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES

Students who were absent and unexcused the day of an extra-curricular activity will not be allowed to attend or participate in any extra-curricular activity that day. Students are expected to display good sportsmanship at all home and away activities. Students seen displaying inappropriate behavior will be asked to leave and may be denied the privilege of attending future activities. Appropriate disciplinary action may be addressed the next school day. Students may not leave the school during an activity and be readmitted later. Paying a second admission will not be allowed.

## ATTENDANCE (extracurricular)

Once you have decided to participate in an activity, it is your responsibility to be in regular attendance and on time to practices, meetings, games, and performances, as designated by your sponsor. Your commitment to your teammates and sponsors must be a top priority. If, for some reason, you have to be absent from any practice, be sure to inform the sponsor as soon as possible well in ADVANCE of that practice. If the sponsor or coach is not available, inform the activities director or principal as early as possible. In the unlikely event that a student decides he/she no longer wants to be a part of a particular activity, the student must confer with parents, sponsor, activities director and principal. The same will be true should a student want to change activities in the middle of a season. All persons should be involved to avoid any misunderstandings. Failure to do so could affect eligibility in future activities.

## EQUIPMENT AND UNIFORMS

School owned equipment and uniforms are the student responsibility while in their possession. Keep them locked up at all times. When asked by the activity sponsor to turn in equipment at the end of a season, it will be the student's responsibility to do so, or you risk the cost of replacing the item. Wear your uniforms to games only, not around town as leisure wear.



## 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.

### 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).

#### **IOWA SCHOLARSHIP RULE 36.15(2)**

- 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.

## INDIVIDUAL SPONSORS

Sponsors of individual activities will have their own rules and regulations to abide by for their particular activity. A student needs to know what they are and to follow them as best he/she can.

## INFORMED PARENTS

It is always a good idea to keep your parents informed of what is going on in your activity. Parents will be signing such things as physical forms and permission slips. In this way, they are in agreement with training rules for various activities. They will not always agree with the activity sponsor. The student and his/her parents need to be sure to follow the proper chain of command when attempting to address any concerns. Conversation with coaches/sponsors should be done at the appropriate time, and place. Parents should wait at least 24 hours after a competition before addressing any concerns with the coach/sponsor. This will allow the coach/sponsor, and parent time to think about the situation more, and have a more productive conversation.

## INJURY

Students who are injured in the course of an activity and who require a doctor's visit will need to have a signed doctor's release in order to resume participation in that activity. Upon that signed release by a physician, a student is immediately eligible to compete at the varsity level. Individual coaches or sponsors will determine what practice time will be necessary before entering varsity competition. Every attempt will be made to return the student to the level of participation as before the injury as quickly as possible. During the time a student is injured, it will be necessary for the student to be present at practice and games or performances in order to learn as much as possible even though the student cannot yet practice. Failure to honor your commitment to your activity will cost you valuable time when it is permissible to return to practice.

## INSURANCE

Students shall enroll in a school accident insurance program or submit written assurance of his/her parents assuming coverage under a family plan.

## LETTERS AND AWARDS

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity. They will also not be introduced and/or recognized at the teams Awards Banquet. Students will be announced with their parents, at Parent's Night.



## PHYSICAL EXAMINATIONS

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the activity. Activity physicals are good for one calendar year and must be renewed annually. Failure to provide proof of a physical examination makes the student ineligible. Students must submit their completed physical forms to the Athletic Director or Coach.

## SCHOOL SOCIAL ACTIVITIES

Permission to hold social activities will be requested from the principal by the activities sponsor. Chaperones will be present at all social activities sponsored by the school. Only students in high school or Jr. High school, teachers, secretaries, and members of the Board of Education may attend social activities. Other guests must be approved by the administration prior to the school activity, except for public dances that are not to be held at the school. All social functions are to end by 11:00 p.m. unless permission is granted for the later hour by the administration.

## STUDENT CODE OF CONDUCT

To retain eligibility for participation in Moravia High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. Students who must serve a period of ineligibility may not be allowed to join a sport they have not previously been a part of for the sole purpose of serving the period of ineligibility. Students must also finish the sport in good standing for the period of ineligibility to count. If they do not finish in good standing the ineligibility will be served during the next activity. A student may lose eligibility under the Good Conduct Rule Administration has the sole discretion in determining a breach of discipline constituting a violation of this Code. It is possible that students who are serving discipline or Good Conduct Violations at the time of the graduation ceremony or other senior activities, including senior trip, will not be allowed to participate. In the event of a student being involved in more than one activity at the time of the infraction the Principal, Athletic director, and all sponsors will meet to decide which events that student will miss. They can include but are not limited to the following:

- Illegally possess, consume, use, sell, purchase or distribute any alcoholic beverages;
- Illegally possess, consume, use, sell, purchase or distribute controlled substances, as they are defined by the Code of Iowa;
- Possess, consume, use, sell, purchase or distribute tobacco, in any form;
- Commit theft, vandalism, assault or any act that would be a violation of the law and grounds for arrest or citations in the criminal or juvenile court system, excluding minor offenses such as traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated of the act(s);
- 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.

A student will be found to be in violation of the District's Good Conduct Rule if the violation is (1) observed by a staff member or a law enforcement official, (2) the student admits the violation or





(3) the violation is supported by substantial evidence presented to school officials or presented in a judicial or administrative proceeding.

### 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.

### DETERMINATION & APPEALS PROCESS

A student who has allegedly violated the Good Conduct Rule will be notified of the alleged violation of the Good Conduct Rule, the information that supports the allegations and will be given an opportunity to respond. Upon a review of all the evidence and circumstances, the activities director and principal will make a decision regarding the alleged violation of the Good Conduct Rule. If the activities director and principal determine that the student had violated the Good Conduct Rule, the activities director will then determine a period of ineligibility.

Whenever a student is declared ineligible under the Good Conduct Rule, the following procedures shall apply:



1. A conference will be held with the principal and the student. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student's parent(s). If the student or parent(s) do not wish to appeal the ineligibility decision, the principal's decision will be in effect and considered final.
2. If the student or parent(s) wish to appeal the principal's decision, they must do so in writing to the superintendent within three (3) business days of the receipt of the principal's decision. The Superintendent shall consider the circumstances and evidence of the case and shall make a decision, which will be communicated in writing to the student, parent(s), activities director and principal. The decision of the Superintendent shall be made within 14 business days following the date on which the appeal was received.
3. If the student or parent(s) wish to appeal the Superintendent's decision, they must do so in writing to the Moravia Board of Education within (3) business days of the receipt of the Superintendent's decision. The appeal shall be heard by the board at the earliest feasible opportunity.
4. The District School Board shall schedule a special meeting for the purpose of reviewing the matter with all individuals involved. At the board meeting, both the student and his/her parent(s) and the administration will have an opportunity to present evidence and information in support of their position. The meeting will be conducted in closed session, unless the student or parent(s) request that it be conducted in open session. However, any formal action by the Board of Education must be taken at an open meeting. The District School Board shall issue a written decision, which includes finding of fact and conclusions.
5. During the appeal procedure the student will be ineligible from participating in any extracurricular activities.

## TRANSPORTATION

(Extracurricular Activities) Students must ride to school sponsored activities in school transportation, unless the school requests that the parent/guardian transport the student. Students must also ride home from a school-sponsored activity in school transportation unless a legal parent or guardian signs the student out. Students requesting transportation to practices of shared activities need to tell the high school office by noon each school day. Failure to do so will result in the student being ineligible to participate in the next scheduled activity

# HEALTH & SAFETY

## ADMINISTRATION OF MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions to the aforementioned medication.



3. The parent or guardian must sign a request to have this prescribed medication dispensed to the student according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container which shall be labeled with; a) name of student, b) name of medication, c) directions for use, d) name of physician or dentist, e) name and address of pharmacy, f) date of prescription.
6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration shall be provided.
7. The medication shall be under the authority of either principal, or school nurse depending on the age level of the student involved.
8. A written record will be kept on any medication(s) given at school.
9. At the end of the school year, or at the end of the dispensing time, any remaining medication shall be returned to the student's parents or destroyed. If medication is destroyed, it shall be noted on the student's health record.

## ASBESTOS NOTIFICATION

Pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Asbestos Management Plan for each school building is available for review in each respective facility. A complete set of management plans is available for review in the district administrative offices.

## COMMUNICABLE INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without his/her personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox. For additional information a parent or student should contact the Principal and request School Board Policies 507.3

## CHILD ABUSE REPORTING

In accordance with state law, reports of child abuse by school employees may be reported to the building principal or the guidance counselor.

## EMERGENCY DRILLS

It is important that our staff and students are prepared in case of a real emergency. Frequently and without warning, fire, tornado and other emergency drills will be held. Students are to read the fire and tornado exit plan in each of their classrooms and make certain that they are familiar with the procedure for leaving the building from each classroom. The most important thing to remember during a drill is to be calm. Walk during the drill.



## HUMAN GROWTH AND DEVELOPMENT CURRICULUM EXEMPTIONS

Human Growth and Development is a state mandate that requires that certain topics relating to Life Skills, Human Sexuality, and Prevention/Intervention Strategies must be addressed as part of the overall curriculum in the public and private schools of Iowa. These topics are:

- I. Life Skills Development
  - A. Interpersonal Relationships, Communication
  - B. Family Life and Parenting Skills
  - C. Sexual Abuse, Harassment, and Stereotyping
- II. Human Sexuality and Sexually Transmitted Diseases
  - A. Family Planning
  - B. Adoption
  - C. Sexually Transmitted Diseases (including AIDS)
  - D. Prevention and Control of Diseases
- III. Prevention and Intervention (including Early Intervention and Prevention Programs)
  - A. Drop-outs
  - B. Substance Abuse
  - C. Adolescent Premarital Sexual Activity
  - D. Adolescent Pregnancy
  - E. Suicide
  - F. Mental Handicap

Human Growth and Development is not a separate subject. Rather, the various topics are integrated into several subject areas throughout the PK-12 curriculum. (Copies of the curriculum are available for your inspection in the Central office.) You should be aware that you may have your child excused from any portion of the Human Growth and Development curriculum with no grade penalty. Please feel free to address any questions or concerns you may have regarding Human Growth and Development to your student's principal.

## IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health Immunization Certificate signed by a health care provider stating that the student has received the immunizations required by law. Students not meeting the Iowa immunization requirements will be excluded from school until the immunizations are completed or a Certificate of Immunization Exemption is provided to the school district.

## INSURANCE

Students participating in a school athletic program shall enroll in a school accident insurance program or submit written assurance of his/her parents assuming coverage under a family insurance plan.

## SCHOOL NURSE

A registered nurse is available to students from 8:00 to 3:30 two days per week. The nurse's office is located in the elementary library.

## STUDENTS & FAMILY RESOURCES

The following resources with phone numbers are provided to assist those individuals and families who may find need for the services provided within our community.

Mahaska Behavioral Health 641-672-3159  
AIDS & HIV Information 800-445-2437  
SIEDA Drug & Alcohol Services 641-932-5960

Eating Disorders Treatment 800-562-4944  
National Runaway Hotline 800-621-4000  
Poison Control 800-362-2327



Suicide Hotline 800-332-4224  
856-4111

Monroe Co. Hospital – Albia 641-932-2134  
Family Violence 888-782-6632  
Center For Behavioral Services 641-856-2775  
Homework Hotline 800-728-6450  
Fire, Police, County Sheriff 641-437-7100  
County Public Health 641-437-4332

Mercy Medical Center – Centerville 641-

856-4111  
Child Abuse 800-362-2178  
Rathbun Mental Health 641-856-6471  
Family Planning Clinic 641-856-8554  
Legal – Youth Law Hotline 800-728-1172  
County Human Services 641-437-4450

## DISCIPLINE

**ILLEGAL SUBSTANCES TOBACCO/ALCOHOL/DRUG PARAPHERNALIA**  
(Cigarettes, chewing tobacco, snuff) Since July 1, 1991, under Iowa law, smoking or possession of tobacco or alcohol is illegal by people younger than 21. Students, regardless of age are not permitted on school property, or in a visiting school setting, while in possession of any tobacco, or tobacco related or alcohol products. Products may include, but are not limited to Cigarettes, Chewing Tobacco, Snuff, Vape, beer, wine, liquor, etc. If school Administration has reason to believe a student is in possession of such substances they reserve the right to search the student's locker, and belongings. Students smoking, chewing, Vaping, drinking or in possession of tobacco, alcohol or related products within the jurisdiction of the school or any school activity at home or away, are subject to the following disciplinary measures: (Law enforcement may be contacted. Also see eligibility section.)

**1st offense - 5 day suspension**

**2nd offense - 10 day suspension, meet in front of Board for possible expulsion and referral to appropriate rehabilitation facility.**

Regrettably, students today may develop substance abuse problems or addictions. Moravia Community Schools want to encourage students facing such problems to seek help. Toward this end, if any student approaches a school official and requests assistance with a substance problem, the school will make every attempt to assist the student to find an appropriate treatment/counseling program.

The school official will refer the student to the principal and school counselor. The student's parents will be called and asked to participate in the process. The school will provide referral information to appropriate community resources for evaluation and counseling/treatment. The evaluation and subsequent counseling/treatment will be at student and or parent expense. This policy shall not be used to avoid sanctions of the district good conduct rule.

### **POSSESSION OF A WEAPON:**

The board believes weapons and other dangerous objects in school district facilities 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. Students shall be expelled for not less than twelve months and referred to law enforcement authorities.





## POSSESSION OF A LOOK-A-LIKE WEAPON

Any student who possesses or uses any look-alike weapon on any school grounds (including school grounds of other districts), or while engaged in school-sponsored activities, or while on school owned or operated transportation, or on chartered transportation, shall be subject to disciplinary action. A look-alike weapon means any item which resembles or appears to be a weapon, including but not limited to squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items. First Offense: The principal shall have the authority to determine the extent and nature of the disciplinary action based upon the student's age, the actions of the student in possessing and using the look-alike weapon, student's intent and the nature of the look-alike weapon and proximate resemblance to a real weapon. The disciplinary action which may be imposed includes, but is not limited to: conferences with the student and parent; detention; suspension for up to ten (10) days; and/or referral to a Hearing Panel of the Board of Education for disciplinary action including long-term suspension and expulsion. Second Offense and all subsequent offenses: Referral to the Hearing Panel of the Board of Education for disciplinary action. (See board policy 502.6 for details.)

## WEAPONS

School district facilities are not an appropriate place for weapons or dangerous objects or look-alikes. Weapons and other dangerous objects or look-alikes shall be taken from students and others who bring them onto school district property or onto property within the jurisdiction of the school district, or from students who are within the control of the school district. Parents of students found to possess a weapon or dangerous objects or look-A-like on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion (for up to one year.) Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term firearm includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such weapon, or any explosive, incendiary or poison gas. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons and be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

| <b>POSSESSION OF ALCOHOL, ANY CONTROLLED SUBSTANCE, A LOOK-ALIKE, SUBSTANCE OR DRUG PARAPHERNALIA ON SCHOOL PROPERTY OR AT SCHOOL SPONSORED EVENT</b> |   |
|---|---|
| <b>First Violation</b>  | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Law enforcement contacted</li> <li>• 5-day out of school suspension</li> <li>• Referral to counselor</li> </ul> |



|                         |   |
|-------------------------|---|
| <b>Second Violation</b> | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Law enforcement contacted</li> <li>• 10-day out of school suspension</li> <li>• Possible recommendation of expulsion to the Board of Education</li> </ul> |
|-------------------------|---|

| <b>SELLING OR DISTRIBUTING OF ANY CONTROLLED SUBSTANCES OR ANY LOOK-ALIKE SUBSTANCE ON SCHOOL PROPERTY OR AT SCHOOL SPONSORED ACTIVITIES</b> |  |
|--|--|
| <b>First Violation</b>   | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Law enforcement contacted</li> <li>• 10-day out of school suspension</li> <li>• Recommendation of expulsion to the Board of Education</li> </ul> |

| <b>STUDENTS UNDER THE INFLUENCE OF ALCOHOL OR ANY CONTROLLED SUBSTANCE WHILE ON SCHOOL PROPERTY OR AT SCHOOL SPONSORED ACTIVITIES</b> |  |
|---|--|
| <b>First Violation</b>  | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Law enforcement contacted</li> <li>• 5-day out of school suspension</li> <li>• Referral to counselor and/or outside agencies for assessment of potential chemical abuse or misuse</li> </ul> |
| <b>Second Violation</b>   | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Law Enforcement contacted</li> <li>• 10-day out of school suspension</li> <li>• Possible recommendation of expulsion to the Board of Education</li> </ul>                                    |

| <b>STEALING</b>        |  |
|------------------------|--|
| <b>First Violation</b> | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Replacement of items or money taken</li> <li>• Possible referral to law enforcement</li> <li>• Detention or Suspension (days /hours to be determined by circumstances and administration)</li> </ul> |



| <b>FIGHTING/PHYSICAL ALTERCATION/AGGRESSION</b> |  |
|---|--|
| <b>First Violation</b>                          | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Possible referral to law enforcement</li> <li>• 3 day in/out of school suspension or appropriate consequence per the building administrator</li> <li>• Recording a fight and sharing will also result in disciplinary action against the student who recorded the incident.</li> </ul> |
| <b>Second Violation</b>                         | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Law enforcement contacted</li> <li>• 5-day out of school suspension</li> </ul>   |
| <b>Third Violation</b>                          | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• 5-10 day suspension</li> <li>• Law enforcement contacted</li> </ul>  |

| <b>VANDALISM</b>        |  |
|-------------------------|--|
| <b>First Violation</b>  | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Students/parents assume the cost and/or labor of repairs</li> <li>• 1 day out of school suspension</li> <li>• Law enforcement contacted</li> </ul> |
| <b>Second Violation</b> | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Students/Parents assume the cost and/or labor of repairs</li> <li>• Law enforcement contacted</li> <li>• 2 day out of school Suspension</li> </ul> |

| <b>POSSESSION OR USE OF TOBACCO OR VAPE (including vape paraphernalia) ON SCHOOL PROPERTY OR SCHOOL SPONSORED ACTIVITIES</b> |   |
|--|---|
| <b>First Violation</b>   | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Possible referral to law enforcement</li> <li>• 3 day out of school suspension</li> </ul> |





|                         |   |
|-------------------------|---|
| <b>Second Violation</b> | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Law enforcement contacted</li> <li>• 5 day out of school suspension</li> </ul>  |
| <b>Third Violation</b>  | <ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Law enforcement contacted</li> <li>• 10 day out of school suspension</li> </ul> |

| <b>THREATS, HARASSMENT, OBSCENE GESTURES, SEXUAL HARASSMENT AND/OR BULLYING/CYBERBULLYING</b> |  |
|---|--|
| <b>First Violation</b>  | <ul style="list-style-type: none"> <li>• Parents contacted of the victim and the student responsible for the incident</li> <li>• Individual plan put in place for the victim</li> </ul>  |
| <b>Second Violation</b>   | <ul style="list-style-type: none"> <li>• Second Violation</li> <li>• Parents contacted of the victim and the student responsible for the incident</li> <li>• 2 day out of school suspension</li> <li>• Notify Law enforcement</li> </ul> |
| <b>Third Violation</b>  | <ul style="list-style-type: none"> <li>• Parents contacted of the victim and the student responsible for the incident</li> <li>• Referral to Law enforcement</li> <li>• 5 day out of school suspension</li> </ul>                        |

| <b>POSSESSION OR USE OF WEAPONS, DANGEROUS OBJECTS, AND LOOK-ALIKES (OR ANYTHING WITH A BLADE)</b><br>(Firearms brought to school require a twelve-month expulsion.) |  |
|--|--|
| <b>First Violation</b>   | <ul style="list-style-type: none"> <li>• Parents contacted of the victim and the student responsible for the incident</li> <li>• Individual plan put in place for the victim</li> <li>• 1 day out of school suspension</li> </ul>        |
| <b>Second Violation</b>  | <ul style="list-style-type: none"> <li>• Second Violation</li> <li>• Parents contacted of the victim and the student responsible for the incident</li> <li>• 3 day out of school suspension</li> <li>• Notify Law enforcement</li> </ul> |



### **Third Violation**

- Parents contacted of the victim and the student responsible for the incident
- Referral to Law enforcement
- 5 day out of school suspension

## **STUDENT DISCIPLINE**

### **PURPOSE**

The purpose of the hearing procedure hereinafter set forth is to guarantee the preservation of all rights of students attending the Moravia Community School District concerning disciplinary matters. These rights include, but are not limited to, ensuring that any student will be informed of a violation of the Discipline Code and will have an opportunity to discuss said violation and pursue all procedural remedies as hereinafter set forth. Respect, fairness, and recognition of responsibilities concerning the Discipline Code for both the student and the administration shall prevail in all relations. The school will make available to each student a copy of the Discipline Code and will periodically use reasonable means to assure that all students understand rules and regulations contained therein.

### **DISCIPLINARY SANCTIONS**

Students who violate the policies, rules or directives of the District, or who have documented cases of conduct detrimental to the best interests of the District, may have disciplinary sanctions applied to them. This may include denial of extracurricular activities or privileges (including dances), detentions, placement on probation or behavioral contract, suspension and expulsion from school or referral to other agencies.

### **DUE PROCESS**

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsions must be made in accordance with the following:

A student may be suspended by an administrator for a commission of serious or repeated infractions of school rules or when the presence of the student will cause substantial interference with the maintenance of the education of the normal operation of the school. The administrator shall conduct an investigation of the charges against the student; giving the student:

1. Oral or written notice of the allegations against the student
2. The basis in fact for the charges
3. The opportunity to respond to those charges

### **STUDENT RIGHTS**

There are numerous opportunities for disagreements between people to arise. When such occasions occur, there must be someone who has the responsibility for setting the disagreements in order to avoid complete disorder in the school. Such structure is necessary to facilitate the teaching-learning process. The power and the responsibility for the settlement of



disagreements has been given to the Moravia Community School District Board of Education and, through them, to the administration and teachers. In order for this power to be exercised fairly, and so students know their responsibilities, it is necessary that each student's rights be stated.

- All students and staff members have the right to be treated with respect and, in return, treat others respectfully.
- All students have the right to participate in curricular and Co-curricular activities as long as they have met the requirements of the State of Iowa, the Moravia Community School District and Moravia High School.
- All students have a right to a fair hearing on disciplinary matters with the understanding that the final decisions must be made by the school.
- All students have the right to bring their concerns about school matters to the attention of the staff and administration of the building.

Along with personal rights go the obligation and responsibility to respect the rights of all students. Any students violating the rights of others will be held responsible and appropriately disciplined.

## STUDENT RESPONSIBILITIES

To observe constitutional rights of others.

To be informed of and abide by school rules and regulations.

Treat others with respect at all times.

Use appropriate language at all times.

To maintain their best level of classroom achievement.

Treat school property and others property with respect at all times.

Attending school regularly, arriving on time, and being prepared for class.

Addressing adults by using "Mr., Mrs., or Ms."

Actively participating in class, meeting deadlines, and making good use of class time

## HEARING PROCEDURES

Student requested hearings regarding disciplinary issues will be conducted by the building administrator, with the student, the parents/guardians, and if deemed necessary, appropriate teachers and the superintendent.

1. All persons shall be introduced at the hearing.
2. Any alleged violations committed by a student, will be set forth by the person filing the violation.
3. The student will either admit or deny the violation.
4. The person setting forth the violation will give testimony and shall have the right to call witnesses as approved by the presiding administrator.
5. The student, his/her counsel or agent, shall have the right to examine the person filing the violation and any witnesses presenting testimony or evidence against the student. Further, any school personnel present may examine any person testifying.
6. The student will give testimony on his/her behalf and shall have the right to call any witnesses as approved by the presiding school administrator. The person filing the violation may examine the defendant or any of his witnesses who testify. The council or the presiding administrator may examine the student or any witnesses. The student will not be required to testify if he/she does not desire to do so.



7. After all testimony has been heard and all evidence entered, the presiding administrator will hold a closed session with school personnel and arrive at a decision regarding the matter. Any decision will be made upon the basis of only those facts, testimony and evidence presented at the hearing.

8. Decisions made will be based on a consensus of those present.

9. The panel will review the appropriateness of any penalty with the Discipline Code if the student is found guilty of the violation as filed and remanded to the administration for further consideration of the consequences.

10. Any further questioning or procedural process will be at the discretion of the school superintendent.

## DETENTION

Detentions may be given for relatively minor rule infractions. A detention given by substitute teachers will be doubled. Teachers, or a teacher aide, supervise detentions after school until 4:30 p.m. Regular detention is from 3:50-4:20 Monday- Thursday, and is an extension of the regular school day for the students concerned. Therefore, all rules and regulations in effect during the school day, also apply during the detention periods. Parents of the student will be notified, and the student assigned detention will have the option of serving detention that day or the following detention day (M-TH), unless other arrangements are made. Work or extracurricular activities are not a reason to postpone serving a detention. Failure to stay, or make arrangements to stay for detention as directed, will result in an additional detention for each day the student fails to stay. On the third time a student refuses to stay for detention, he/she may have an in-school suspension.

## REMOVAL FROM CLASS

Students are expected to follow classroom rules. Students who exhibit repeated inappropriate behaviors will be referred to the administrative office. Insubordination and safety concerns will result in an immediate removal.

Students who are removed from class by a teacher must report directly to the office. Failing to report directly to the office may result in additional consequences. Students will spend the remainder of the class period in the office, and parents may be contacted. If a student is removed from the same class 3 times in a semester they **may be dropped from the class**, and receive no credit for that class. The third time the student is removed, the Administration will set up a meeting with the student, parent, and the teacher. A plan will be agreed upon to help the student succeed in class for the remainder of the semester. The student will not be permitted to return to class until after the meeting.

## TRUANCY

Any student who is absent from school without the knowledge and prior approval of his/her parents and/or school authorities is TRUANT. A phone call the day of/before the absence and a note the day the student returns to school are required in order for the student not to be considered TRUANT.

A student who skips or leaves a class without permission after reporting to school is TRUANT. Truant students will make up all time missed plus an equal amount of time. If a



student is truant 45 minutes, they will make up 90 minutes. Time will be made up after school. Truancy days do count on the attendance policy as absences. A second truancy will result in making up all time missed plus an equal amount of time, as well as one In-School Suspension. A third truancy will result in a 2-day In-School Suspension. The parents must confer with the principal before the student is readmitted. A fourth truancy will result in additional suspension, and shall result in a request for the parents and the student to meet with the Board of Education to determine action to be taken (expulsion may be recommended).

## SUSPENSIONS

A student may be suspended from school for reasons listed in this student handbook, plus repeated violations of any rule or combination of rules. Whether the suspension is in-school or out-of-school is determined by the principal who considers the frequency, the nature of the offense, and the attitude of the student involved. In-school suspensions do not count on the attendance policy. All school work during suspensions is to be made up for credit.

Any student who is placed on any type of suspension are responsible for obtaining all make-up schoolwork they miss while they are on suspension. Make-up work must be completed upon the student's return to school after their suspension. If a test is missed as a result of a suspension, students are responsible for making arrangements with the teacher to make up tests.

### IN-SCHOOL SUSPENSION

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, ear buds, 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

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.

## SCHOOL EXPULSION

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 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 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.



## **House File 604 - Student Behavior and Discipline**

Authorizes the Office of the Ombudsman to investigate, upon receipt of a complaint by a practitioner licensed by the Board of Educational Examiners, instances involving violence in the classroom or on school property.

The school district board of directors may not take disciplinary action against an individual that submits a complaint or discloses information to any public official, including the Office of the Ombudsman, if the individual reasonably believes the information constitutes evidence of a violation of law or rule, mismanagement, a gross abuse of funds, an abuse of authority, or a substantial or specific danger to public health and safety.

Expands the reporting requirements under Iowa Code section 279.51A requiring a classroom teacher to report any threat of violence or incident of violence made by a student that results in injury, property damage, or assault.

- The classroom teacher is required to report in these instances to the principal or lead administrator of the school, and may notify the parent or guardian of the student(s) involved in the threatened or perpetrated violence. Notification must be within 24 hours of the event.
- The principal or lead administrator of the school is required to notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence, and the parent or guardian of the student(s) to whom the threatened or perpetrated violence occurred. Notification must be within 24 hours of receiving the report from the classroom teacher. A classroom teacher may notify a parent or guardian in addition to the principal or lead administrator.

Iowa Department of Education guidance should be viewed as advisory unless it is specifically authorized by state statute, according to Iowa Code section 256.9A. **This does not apply to administrative rules, declaratory orders, or materials required by federal law or courts.**

New Iowa Code section 279.79 requires school districts and charter schools to adopt and publish grade-appropriate policies that detail how a student may be disciplined for threatening or perpetrating an act of violence that results in injury, property damage, or assault. The policies must address the following:

- Strategies intended to correct the student's behavior.
- Parent or guardian conferences, counseling sessions, or mental health counseling sessions, if appropriate.
- Compliance with special education law including the federal Individuals with Disabilities Education Act,

federal Rehabilitation Act, and Iowa Code chapter 256B. An individualized education program (IEP)

meeting is required if the student who threatened or perpetrated an act of violence has an IEP.

- Escalating levels of discipline for repeated instances of threatened or perpetrated violence.
- Discretion to select the appropriate level of discipline based on the severity of the threatened or perpetrated act of violence, including suspension, permanent removal from a class, expulsion, or placement in an alternative learning environment, if appropriate.

The Department is required by House File 604 to develop and distribute model policies that may be used by school districts and charter schools to meet the student discipline procedural requirements. Modifies Iowa Code section 280.21, requiring a school district or area education agency to provide a copy of section 280.21 with each initial or renewed employment contract. Section 280.21 relates to corporal punishment and school employee immunity from civil or criminal liability for use of reasonable physical contact with a student if the physical contact is



reasonable under the circumstances and involves situations specified in the section. For required professional development, a school district must provide the employee required to attend the professional development with a notice indicating the section of Iowa Code or administrative rules adopted by the State Board of Education or Board of Educational Examiners that mandates participation. The Department shall develop and distribute to schools a list of professional development and training programs required by federal and state law. The model policies required by House File 604 are forthcoming from the Department.

## **NUTRITIONAL SERVICES**

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 2022-2023 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](http://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.



- 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. Request 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.

## SCHOOL EXPECTATIONS

### BACKPACKS/BOOK BAGS

Backpacks may be carried through the hallways before and after school. Backpacks or book bags are not to be carried into individual classrooms, they must remain in your lockers during the school day. Unattended bags in the halls may be taken to the main office.

### CELL PHONE & ELECTRONIC DEVICES

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 recommended that all cell phones should be turned “OFF” and placed in a locker or a pocket during class time.

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.)

*\* It is strongly recommended and encouraged for all students store their cell phone and related electronics in their school issued academic locker or personal backpack during the school day. This would ensure cell phones are not “used, seen, or heard” and is the best alternative in preserving the integrity of the learning environment. The school reserves the right to require students to “locker their phone” or use another alternative to secure the phone during the day.*

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/study OR 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:

- 1<sup>st</sup> incident: Staff will confiscate, give to the office, and it will be given back at the end of the day.
- 2<sup>nd</sup> incident: Student will pick-up the item from administration.
- 3<sup>rd</sup> incident: Parents will pick up phone after the third incident from administration

Additional incidents: Parents will pick up 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.

*\*\*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.

**\*Note: Any student using the restroom during class time MUST leave their cell phone with the instructor.**

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.

## DRESS CODE

Research indicates that there is a direct relationship between dress and student behavior. Simply stated, students who take pride in their appearance are more apt to take pride in their schoolwork and studies.

At Moravia Middle School/High School, we want our students to get the most benefit from their studies. We, in turn, expect more from our students. The following attire and personal appearance guidelines are designed to encourage good grooming habits as well as a more serious scholastic attitude. It is the responsibility of our students and their parents to see to it that students dress appropriately for school. THE BEST POLICY TO FOLLOW IS, "If you have a doubt as to whether an article of clothing is appropriate, do not wear it."

While the primary responsibility for appearance rests with the students and with their parents, the ADMINISTRATION HAS THE RIGHT TO JUDGE WHAT IS PROPER AND WHAT IS NOT. Regulations for appearance/dress apply equally to male and female students.

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 locker or book bag upon entering school. No head coverings can be worn from 8:10-3:15 while anywhere in the building.
2. **Headwear**- Sunglasses, bandanas, visors, any novelty headwear. Separate headwear needs to be put in 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

### LIBRARY/STUDY HALL GUIDELINES

1. The library is intended to be a quiet place for students to do research work or to study. All students must have material to work on, to study or to read.
2. Students may leave the library only if they present a planner to the supervisor or detention may be issued.
3. All materials shall be checked out at the main desk by the supervisor or detention may be issued.
4. Leave chairs placed at tables and return magazines, newspapers, books, and other material to their proper locations.
5. If allowed to work together, students will do so quietly or the supervisor may require students to work independently.
6. When signed out to the library, no passes or transfers will be honored by the library supervisor.
7. If you return to class after you have finished using the library, you must remain in class rather than going back and forth between the classroom and the library.
8. The maximum number of study halls a student may have per day is two (2). This also applies to those students taking online classes.

### LOCKERS

Student lockers are the property of the school district. Students shall keep lockers clean and undamaged. Food and beverages are not to be stored in the lockers. Students should not switch lockers without permission by the office. Any repair of damage done to a student locker will be assessed to the student. The school is not responsible for any theft or vandalism to a locker that has not been locked. Keep your locker locked at all times. Report any malfunctioning of a locker to the principal immediately. Iowa law allows for the search of a



student's locker without probable cause and without notice, and no longer requires the student to be present during an inspection of his/her locker. Random canine searches may be performed without prior notice. These may be conducted both inside and outside of the school. Items found in a student locker in violation of school district policies, rules and regulations, will be confiscated. Illegal items may be turned over to law enforcement officials. Locker maintenance inspections may be conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well-kept.

### Physical Education Lockers

Students' lockers should be locked at all times and no one will be allowed in the locker rooms during class time except for P.E. students.

### Footwear in Main Gym

Any type of shoe used as a street shoe will not be allowed on the floor of the main gym. Students are to use a type of athletic shoe that is used only for gym floor purposes.

### PUBLIC DISPLAY OF AFFECTION

School is neither the time nor the place for contact such as embracing or kissing. This kind of contact may result in a detention, and names will be given to the principal. Parents may be contacted. Continuous infractions may result in more serious sanctions.

### RESTRICTED AREAS

The following areas are off limits to all students, unless under direct supervision of a teacher or other school personnel:

The parking lot and all motor vehicles during the school day

- All classrooms
- Library
- Faculty lounge
- PE Offices
- Weight room
- Custodian's rooms
- A.D. Office
- Kitchen
- Guidance Office
- Computer Lab
- Multi Purpose Room
- Gymnasium/Stage
- Technology Office
- Outdoors during school

Any student found on the roof of the school building or buildings will have an automatic five-day suspension for the first offense.

A second offense will result in recommendation to the school board for expulsion. The district has the right to press charges with the County Attorney for trespassing should a student be caught on school building roofs.

Any student found in the basement of the elementary building will have an automatic five-day suspension for the first offense.

A second offense will result in recommendation to the school board for expulsion.



## HALL PASS

A hall pass will be provided by the main office or the classroom teacher.

## SOCIAL ACTIVITIES

Moravia high school holds several student functions during the course of the school year. These functions include, but are not limited to, Homecoming, Prom, Graduation and other dances. Attendance at these functions is limited to Moravia High School students and their guests. Admittance will also not be granted to those over 20 years of age. The following regulations apply to social activities sponsored by our high schools:

- The faculty sponsor must meet with his/her group as it plans its social activities
- Each group sponsoring an activity is to clean that portion of the building, which has been used for an activity.

When a student enters the building to attend a social activity, a student may not leave and re-enter the building. Once a person leaves a school sponsored activity, he/she is not to return.

## TRANSPORTATION

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 falls 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.

## PARKING GUIDELINES

Parking permits will be granted to all staff members, juniors and seniors. 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.





# APPENDIX A – SCHOOL CALENDAR

## 2023-2024 Moravia Master Calendar

| Calendar Summary       |       | AUGUST    |    |    |    |    | Monthly |    | Running Total |     | 1080 Hour Calendar |                                       |                   |
|------------------------|-------|-----------|----|----|----|----|---------|----|---------------|-----|--------------------|---------------------------------------|-------------------|
|                        |       | M         | T  | W  | TH | F  | H       | D  | H             | D   | Date               | Event                                 |                   |
|                        |       | 14        | 15 | 16 | 17 | 18 |         |    |               |     | Aug. 15, 16        | New Staff Inservice                   |                   |
|                        |       | 21        | 22 | 23 | 24 | 25 | 21.75   | 3  | 21.75         | 3   | Aug. 17, 18        | Teacher Workday                       |                   |
| Days in the Classroom  |       | 28        | 29 | 30 | 31 |    | 29      | 4  | 50.75         | 7   | Aug. 21,22         | Teacher Inservice                     |                   |
| First Semester         | 70    | SEPTEMBER |    |    |    |    | 50.75   | 7  |               |     |                    | Aug. 23nd                             | 1st Day of School |
| Second Semester        | 81    |           |    |    |    | ±  | 0       | 0  | 50.75         | 7   |                    |                                       |                   |
| Total Days             | 151   | 4         | 5  | 6  | 7  | 8  | 29      | 4  | 79.75         | 11  |                    |                                       |                   |
|                        |       | 11        | 12 | 13 | 14 | 15 | 29      | 4  | 108.75        | 15  | Sept. 4th          | Labor Day (No School)                 |                   |
| School Hours           |       | 18        | 19 | 20 | 21 | 22 | 36.25   | 5  | 145           | 20  | Sept. 15th         | Fall Festival                         |                   |
| 8:00 - 3:45            |       | 25        | 26 | 27 | 28 | 29 | 29      | 4  | 174           | 24  | Sept. 22nd         | Homecoming (School)                   |                   |
|                        |       | OCTOBER   |    |    |    |    | 123.25  | 17 |               |     |                    | Sept. 29th                            | Teacher Inservice |
| Hours in the Classroom |       | 2         | 3  | 4  | 5  | 6  | 29      | 4  | 203           | 28  | Oct. 20            | Teacher Inservice                     |                   |
| First Semester         | 507.5 | 9         | 10 | 11 | 12 | 13 | 29      | 4  | 232           | 32  | Oct. 24/26         | P/T Conferences                       |                   |
| Second Semester        | 584.5 | 16        | 17 | 18 | 19 | 20 | 29      | 4  | 261           | 36  |                    |                                       |                   |
| TOTAL HOURS            | 1092  | 23        | 24 | 25 | 26 | 27 | 29      | 4  | 290           | 40  |                    |                                       |                   |
|                        |       | 30        | 31 |    |    |    | 14.5    | 2  | 304.5         | 42  |                    |                                       |                   |
|                        |       | NOVEMBER  |    |    |    |    | 130.5   | 18 |               |     |                    |                                       |                   |
| Required Hours         | 1080  |           |    | 1  | 2  | 3  | 14.5    | 2  | 319           | 44  | Nov. 17th          | Teacher Inservice                     |                   |
| Hours Over             | 12    | 6         | 7  | 8  | 9  | 10 | 29      | 4  | 348           | 48  | Nov. 22-24         | Thanksgiving Break                    |                   |
| Days to Use            | 1.7   | 13        | 14 | 15 | 16 | 17 | 29      | 4  | 377           | 52  |                    |                                       |                   |
|                        |       | 20        | 21 | 22 | 23 | 24 | 14.5    | 2  | 391.5         | 54  |                    |                                       |                   |
| Hours in a Day         | 7.25  | 27        | 28 | 29 | 30 |    | 29      | 4  | 420.5         | 58  |                    |                                       |                   |
|                        |       | DECEMBER  |    |    |    |    | 116     | 16 |               |     |                    |                                       |                   |
| Student Days           |       |           |    |    |    | ±  | 0       | 0  | 420.5         | 58  | Dec. 15th          | Teacher Inservice                     |                   |
| School Days            | 151   | 4         | 5  | 6  | 7  | 8  | 29      | 4  | 449.5         | 62  | Dec. 22-Jan. 1     | Christmas Break                       |                   |
| Staff PD Days          |       | 11        | 12 | 13 | 14 | 15 | 29      | 4  | 478.5         | 66  | Dec. 21st          | End of 1st Semester                   |                   |
| August 17              | 1     | 18        | 19 | 20 | 21 | 22 | 29      | 4  | 507.5         | 70  |                    |                                       |                   |
| August 18              | 1     | 25        | 26 | 27 | 28 | 29 | 0       | 0  | 507.5         | 70  |                    |                                       |                   |
| August 21              | 1     | JANUARY   |    |    |    |    | 87      | 12 |               |     |                    |                                       |                   |
| August 22              | 1     | 1         | 2  | 3  | 4  | 5  | 29      | 4  | 536.5         | 74  | Jan. 2nd           | Classes Resume                        |                   |
| September 15           | 1     | 8         | 9  | 10 | 11 | 12 | 29      | 4  | 565.5         | 78  | Jan. 26th          | Teacher Inservice                     |                   |
| September 29           | 1     | 15        | 16 | 17 | 18 | 19 | 29      | 4  | 594.5         | 82  |                    |                                       |                   |
| October 20.            | 1     | 22        | 23 | 24 | 25 | 26 | 29      | 4  | 623.5         | 86  |                    |                                       |                   |
| November 17            | 1     | 29        | 30 | 31 |    |    | 21.75   | 3  | 645.25        | 89  |                    |                                       |                   |
| December 15            | 1     | FEBRUARY  |    |    |    |    | 137.75  | 19 |               |     |                    |                                       |                   |
| January 26             | 1     |           |    | 1  | 2  |    | 14.5    | 2  | 659.75        | 91  | Feb. 2nd           | Snowcoming                            |                   |
| February 16.           | 1     | 5         | 6  | 7  | 8  | 9  | 29      | 4  | 688.75        | 95  | Feb. 9th           | Snow Makeup Day (If                   |                   |
| March 15               | 1     | 12        | 13 | 14 | 15 | 16 | 29      | 4  | 717.75        | 99  | Feb. 16th          | Teacher Inservice                     |                   |
| April 19               | 1     | 19        | 20 | 21 | 22 | 23 | 29      | 4  | 746.75        | 103 | Feb. 19th          | President's Day                       |                   |
| May 24                 | 1     | 26        | 27 | 28 | 29 |    | 29      | 4  | 775.75        | 107 |                    |                                       |                   |
|                        |       | MARCH     |    |    |    |    | 130.5   | 18 |               |     |                    |                                       |                   |
| Total Staff Days       | 165   |           |    |    |    | ±  | 0       | 0  | 775.75        | 107 | March 8th          | Snow Makeup Day (If                   |                   |
| Key                    |       | 4         | 5  | 6  | 7  | 8  | 29      | 4  | 804.75        | 111 | March 15th         | Teacher Inservice                     |                   |
| Five Day Week          |       | 11        | 12 | 13 | 14 | 15 | 29      | 4  | 833.75        | 115 | March 19th / 21st  | P/T Conferences                       |                   |
| Holiday / Break        |       | 18        | 19 | 20 | 21 | 22 | 29      | 4  | 862.75        | 119 | Mar. 22-29th       | Spring Break                          |                   |
| Snowmake Up Day        |       | 25        | 26 | 27 | 28 | 29 | 0       | 0  | 862.75        | 119 | March 29th         | Good Friday                           |                   |
| School on Friday       |       | APRIL     |    |    |    |    | 87      | 12 |               |     |                    |                                       |                   |
| Staff In-Service       |       | 1         | 2  | 3  | 4  | 5  | 29      | 4  | 891.75        | 123 | April 12th         | Snow Makeup Day (If                   |                   |
|                        |       | 8         | 9  | 10 | 11 | 12 | 29      | 4  | 920.75        | 127 | April 19th         | Teacher Inservice                     |                   |
|                        |       | 15        | 16 | 17 | 18 | 19 | 29      | 4  | 949.75        | 131 |                    |                                       |                   |
|                        |       | 22        | 23 | 24 | 25 | 26 | 29      | 4  | 978.75        | 135 |                    |                                       |                   |
|                        |       | 29        | 30 |    |    |    | 14.5    | 2  | 993.25        | 137 |                    |                                       |                   |
|                        |       | MAY       |    |    |    |    | 130.5   | 18 |               |     |                    |                                       |                   |
|                        |       |           |    | 1  | 2  | 3  | 14.5    | 2  | 1007.75       | 139 | May 9th            | Seniors Last Day                      |                   |
|                        |       | 6         | 7  | 8  | 9  | 10 | 29      | 4  | 1036.75       | 143 | May 10th           | Snow Makeup Day (If                   |                   |
|                        |       | 13        | 14 | 15 | 16 | 17 | 29      | 4  | 1065.75       | 147 | May 12th           | Graduation 2:00PM                     |                   |
|                        |       | 20        | 21 | 22 | 23 | 24 | 26.25   | 4  | 1092          | 151 | May 23rd           | Last Day of School/<br>1:00 Dismissal |                   |
|                        |       | 27        | 28 | 29 | 30 | 31 | 0       | 0  | 1092          | 151 | May 24th           | Teachers Last Day                     |                   |
|                        |       |           |    |    |    |    | 98.75   | 14 |               |     |                    |                                       |                   |

**NOTE:**

There are TWO 5-day weeks due to Homecoming (September) and Snowcoming (February)  
If there is no school on Monday, school will be in session on Friday (8/25, 9/8, 1/5, and 2/23)



## APPENDIX B – GRADING SCALE

### GRADING

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%.

| Letter Grade | Class Percentage | GPA Equivalent |
|--------------|------------------|----------------|
| A            | 100-93           | 4.000          |
| A-           | 92-90            | 3.667          |
| B+           | 89-87            | 3.333          |
| B            | 86-83            | 3.000          |
| B-           | 82-80            | 2.667          |
| C+           | 79-77            | 2.333          |
| C            | 76-73            | 2.000          |
| C-           | 72-70            | 1.667          |
| D+           | 69-67            | 1.333          |
| D            | 66-63            | 1.000          |
| D-           | 62-60            | 0.667          |
| F            | 59 - ↓           | 0.000          |



## APPENDIX C – GRADUATION REQUIREMENTS

| Subject            | Credits | Requirements   |
|--------------------|---------|--|
| Language Arts      | 8       | English I (2)<br>English II (2)<br>American Lit(2)<br>Electives (2)                                      |
| Math               | 6       | Must include Algebra I   |
| Science            | 6       | Earth & Space Science (2)<br>Biology (2)<br>Electives (2)  |
| Social Studies     | 6       | American History (2)<br>World History (2)<br>Government (1)<br>Electives (1)                             |
| Financial Literacy | 1       | 1 Semester of Economics<br>1 Semester of Personal Finance<br>or 2 Semesters of Consumer<br>Business Math |
| Physical Education | 4       | 1 Credit each Year   |
| Electives          | 19      | May include additional core<br>classes   |

\*Students wishing to take courses outside of Moravia High School must receive prior approval from their counselor.



# APPENDIX D – HEALTH/MEDICATION POLICIES

## Health/Medication Policies

A registered nurse will be available at the school as scheduled each week. A nurse assistant with medication certification is also available to administer medication and assist students. The nurse's office is located centrally in the building with the nurse assistant located in the elementary library.

## SCHOOL EXCLUSION GUIDELINES

Deciding when a child is too sick to go to school can be difficult. A child should be temporarily excluded from an educational setting when the child's illness causes one or more of the following (per IDPH guidelines):

- Prevents the child from participating comfortably in activities
- A need for care that is greater than the staff can provide without compromising the health & safety of *other* children
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash
- Fever with behavior change or other signs and symptoms

***A student will be sent home from school or should be kept home from school for any of the following reasons:***

- **Fever** - temperature of 100.4 degrees or greater. A student will be sent home &/or should be kept home until fever-free for 24 hours to a full school day **without** the use of fever reducing medications such as Tylenol.
- **Vomiting** - Each incident will be reviewed in consultation with the nurse, the parents, &/or the nurse assistant and appropriate action will be taken. If it is deemed necessary to send the student home, the student needs to remain home for 24 hours to a full school day from the last episode of vomiting.
- **Diarrhea** - After 2 episodes of diarrhea occurring at school or 1 episode and other symptoms present, student will be sent home & needs to remain home for 24 hours to a full school day from the last episode of diarrhea.
- **Sore throat (strep)** - when diagnosis of strep throat has been found, student can return after 24 hours of antibiotics &/or with healthcare providers release
- **With 1 or more of the following:** new loss of taste or smell, new cough, shortness of breath, fever, vomiting, diarrhea
- **With 2 or more of the following:** sore throat, headache, persistent runny nose or anything that disrupts the student's learning or poses a risk of disease transmission to others
- **Unexplained body rash or skin eruptions** - please consult healthcare provider prior to returning
- **Conjunctivitis (Pink eye)** with or without drainage and/or swelling - student will be allowed to return with release from healthcare provider
- *Any other health condition* that in the school nurse's judgement is of concern for the health and well-being of other students & that of the child

The school nurse or other school representative will contact you if your child becomes ill or seriously injured at school. If a parent cannot be reached, other individuals listed on the emergency form will be contacted. For the child's safety, students will be released only to adults whose names appear on the emergency form. Contact with an adult & the child being picked up



needs to occur in a timely manner. The child needs to be picked up within 30 minutes if possible.

Be sure to call Moravia CSD to let them know why your child is absent and then send the appropriate note when your child returns to school. It is recommended that students who leave school or miss school due to illness, not attend evening events in and around the community where the illness can be easily spread to others.

## MEDICATION ADMINISTRATION POLICY

Per IA state law, prescription medications may be administered at Moravia CSD with written authorization from the parent/guardian **and** with a prescriber's written order for prescription medications and a current pharmacy labeled container as dispensed by the pharmacist. All medication should be taken before or after school whenever possible. However, it is understood that certain drugs may be required during the school day. Iowa State Law and Moravia CSD allow medications to be administered at school only when the following guidelines are met.

1. No medication will be administered to a student in school or during school sponsored activities without a parent/guardian written authorization and a prescriber's written order for prescription medications and a current pharmacy labeled container as dispensed by the pharmacy. The name of the student, medication, dosage, route of administration, time to be given, and the name of the physician must be on the container. Medications must be in the most **current** pharmacy labeled container. A second labeled medication container can be obtained for school use by asking the pharmacist. All medication is preferred to be brought in by a parent/guardian. If a parent is unable to bring medication to the school, a phone call to notify the school nurse that the student has medication is required. Medication will not be sent home with students without parental permission. Any medication that has not been picked up by the last day of school will be disposed of properly.
2. Herbal remedies, natural supplements, or essential oils not approved by the Federal Drug Administration will **NOT** be administered by school personnel.
3. Over the counter/non prescription medication will be given only with parent/guardian written/one-time verbal authorization. Moravia CSD will have limited school approved over-the-counter medications available to students, distributed by either the school nurse or medication certified staff. Health information must be provided & a phone call to a parent/guardian will occur for parent/guardian permission prior to administration of **ANY** over the counter medication(s). Students may receive up to **5 doses** of school approved medications per year, after which the school nurse will assess the student and contact the parents/guardians to determine if a medical referral is needed and before any more doses will be given. Parents/guardians of students requiring or requesting greater than the 5 doses allowed per year will be asked to provide the medication being requested with a signed permission form. These medications must be brought in by a parent/guardian and be sent to school in the original medication container with the student's name attached. Parent instructions cannot conflict with label administration instructions.
4. The parent/guardian is responsible for submitting a new prescriber's order form to the school each time there is a change in the dosage or time of administration, change to a different medication or the medication is discontinued. Prescriber's orders may be faxed to the school.



5. The parent/guardian will inform the nurse/medication certified staff of the number of tablets/capsules that are brought to the school. The nurse will also count and document the number of tablets/capsules brought to the school.
6. Students who independently carry inhalers or emergency medication, (ex. Epi-pens) throughout the school day need a written prescriber's order on file in the health office as well as an authorization form/consent form. The order must state the reason for the medication, dosage, times for administration to be given, and/or special circumstances under which the medication is to be given; the student must carry the medication at all times. All inhalers must have a current prescription label on the inhaler as well as on the box it comes in. You will need to ask the pharmacy for this.
7. To ensure the safety of all children all medication will be kept in a locked storage cabinet in the nurse's office with the exception of Epi-pens, glucagon, and inhalers that are carried independently.
8. The first dosage of any new prescription **must be** given at home so the child can be more closely observed for possible side effects and/or adverse reactions.
9. No medication is to be kept by the student in their locker, desk, or on them personally, other than what is stated above in #7. The Moravia CSD does not assume responsibility for medication not prescribed by a physician/prescriber or medication that is administered by the student himself/herself.
10. Medication required for field trips will be administered by a medication certified staff member or with parental permission.
11. No medication will be continued beyond the school year in which it is ordered.

## IMMUNIZATION/HEALTH REQUIREMENTS

Iowa law requires a parent or legal guardian to show evidence that the person's minor children residing in the state are adequately immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, rubeola, varicella, hepatitis B and tetanus before being permitted to attend school. Each student's immunization record shall comply with the Iowa Department of Health. Immunization records must be submitted before the student may attend school or transfer schools. Students not meeting the Iowa immunization requirements will be excluded from school until the immunizations are completed or a Certificate of Immunization Exemption is provided to the school district.

The following health requirements are needed at the beginning of each school year:

- **Student Health Update** - required for ALL students each school year
- **Immunization record** - required for all students
  - *7th graders* - **Tdap booster** and **1st meningitis vaccine** required prior to attending school
  - *12th graders* - **2nd meningitis vaccine** required prior to attending school
- **Physical** - Moravia CSD form for *PK, K, & new students only*
- **Dental screening** - required for *PK, K & 9<sup>th</sup>*
- **Vision screening** - required for *PK, K & 3<sup>rd</sup>*

The school nurse will attempt annually to complete vision screenings and height screenings for elementary students attending Moravia CSD. Parents will be informed of results and any possible problems found with either the vision results and/or height screening results.



## HEAD LICE PROTOCOL

### Purpose

To contain infestation of head lice among the school age population while maximizing students' academic performance and minimizing absences due to unnecessary exclusion of students using nursing/medical best practices. The American Academy of Pediatrics and the National Association of School Nurses no longer endorse a "No Nits" policy in schools. Exclusion is not an effective tool in reducing lice outbreaks. In cases that involve head lice, as in all school health issues, it is vital that the school nurse prevent stigmatizing and maintain the student's privacy as well as the family's right to confidentiality.

### Standard

The school nurse will examine the head of any child suspected of having a live lice infestation and notify the parent/guardian. Head lice are not a health hazard or a sign of uncleanliness and are not responsible for the spread of disease. Lice are not a public health emergency. Lice cannot hop or fly; they crawl. Transmission in most cases occurs by direct contact with the head of another infected individual.

Presence of nits does not indicate active infestation and there is no evidence that the presence of nits correlates with any disease process. Other studies show that lice are not highly transferable in the school setting and no outbreaks of lice resulted when allowing children with nits to remain in class. Whole class screenings for nits alone have not been proven to be effective.

Parents will not be routinely notified of cases of lice in classrooms due to privacy concerns and the low risk of transmission of lice.

### Procedure

Upon notification of suspected cases of head lice, the school nurse will examine the student. If an infestation has been determined the parent/guardian will be notified via phone and information regarding head lice and treatment will be sent home with the student.

Regarding a chronic head lice case; the school nurse will examine, comb through students hair with a nit comb, contact parent/guardian and offer a Lice Treatment Kit on **three** separate occasions within no specific time frame. Thereafter, the nurse will contact the parent/guardian and offer a kit at a minimum of once per month if infestation continues.

### Additional Information Relating to Head Lice

- Parents will be encouraged to check their child's head daily for at least 2-3 weeks after discovery. Removing nits every day for 3 weeks is the most effective treatment.
- Students will be discouraged from direct head-to-head contact with other students.
  - The most common means of transmission is through physical/direct (head-to-head) contact. Indirect transmission is uncommon but may occur from shared combs, brushes, hats, and hair accessories that have been in contact with an infected person. Schools are not a common source of transmission. Lice prefer clean hair because it is easier to attach to the hair shaft to lay their eggs.
- Staff will maintain the privacy of students identified as being infected with head lice.

### Prevention Tips

- Watch for students scratching their heads constantly, particularly after holiday or vacation periods.



- Advise students to not share hats, hair ornaments, scarves, barrettes, scrunchies or combs/brushes.
- Children should place all hats, scarves and coats into their backpack prior to hanging the backpack in their locker or cubby space.
- Children should keep long hair tied back and off of their shoulders.

## MASKS

Due to continually changing circumstances, masks may be reimplemented by the school superintendent and/or school board at any time. Many things will be considered prior to this being implemented at any time during the school year. The reason for possible mask usage will be to maintain in-person learning to the best of the school district's ability.

The school nurse may ask for a student to apply a mask at any time during the school year while in the building to help prevent the spread of any illness. This will only be implemented during that specific time.

## CLEANING

Moravia schools will use a clorox total 360 disinfectant machine to sanitize inside the school & individual rooms frequently throughout the year. Absences due to illness will be monitored daily with collaboration of staff to determine when extra cleaning will be done to prevent the spread of illness. A cordless E-sprayer will also be available for use to sanitize the buses & other items after every trip/usage.

### Hand washing, covering coughs & sneezes

Teachers/staff will be reinforcing hand washing regularly &/or using hand sanitizer if soap & water are not available. We will also be reinforcing students/staff to cover coughs & sneezes with their elbow joint if possible. Reinforcing when to wash hands & how to wash appropriately will also continue to be a big topic of discussion.

Hand sanitizer stations will be placed at every entrance including the playground & throughout the building. These will be encouraged to be used prior to entering/exiting & before & after lunch.

## CLASSROOM EXPECTATIONS

Teachers/students are being asked to help in keeping our school clean. Cleaning kits with wipes will be available in every classroom. The following is being asked to be completed twice daily by specified people. Any extra per teacher/staff discretion.

### Teachers/staff:

- Light switches
- Door handles
- Sink & faucet
- Teacher desk
- Any common areas/items used by multiple students

### Students: only items they use personally

- Desk
- Chair
- Locker handle
- chromebook/tablet as specified by manufacturer &/or tech advisor
- Any other personal items that have been used/touched throughout the day





# APPENDIX E – BELL SCHEDULES

## REGULAR SCHOOL DAY SCHEDULE

Students may be present on school grounds before 8:00 a.m. or after 3:45 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. Students not involved in after school activities should leave school premises immediately after the school day ends.

### Bell/Class Schedule

| Normal                                | 2:00 Dismissal                        |
|---------------------------------------|---------------------------------------|
| Early Bird 7:15-8:00                  | Early Bird 7:15-8:00                  |
| 1st 8:20 - 9:03                       | 1st 8:20 - 8:51                       |
| 2nd 9:06 - 9:49                       | 2nd 8:54 - 9:25                       |
| 3rd 9:52 -10:35                       | 3rd 9:28 - 9:59                       |
| 4th 10:38-11:21                       | 4th 10:02-10:33                       |
| MTSS 11:24-11:49                      | 6th 10:36 - 11:07                     |
| 5A Class 11:52-12:35 Lunch 12:38-1:08 | 7th 11:10 -11:40                      |
| 5B Class 12:25-1:08 Lunch 11:52-12:22 | 5A Class 11:52-12:35 Lunch 12:38-1:08 |
| 6th 1:11 - 1:54                       | 5B Class 12:25-1:08 Lunch 11:52-12:22 |
| 7th 1:57 - 2:40                       | MTSS 1:02 - 1:27                      |
| 8th 2:43 - 3:25                       | 8th 1:30 - 2:00                       |

| 2hr Delay                             | 1:00 Dismissal                               |
|---------------------------------------|--|
| Early Bird None                       | Early Bird 7:15-8:00                         |
| 1st 10:20 - 10:46                     | 1st 8:20 - 8:48                              |
| 2nd 10:49 - 11:14                     | 2nd 8:51 - 9:17                              |
| 3rd 11:17- 11:49                      | 3rd 9:20 - 9:48                              |
| 5A Class 11:52-12:35 Lunch 12:38-1:08 | 4th 9:51 - 10:17                             |
| 5B Class 12:25-1:08 Lunch 11:52-12:22 | 6th 10:20 - 10:48                            |
| MTSS 1:05 -1:30                       | 7th 10:51 - 11:17                            |
| 4th 1:33-1:59                         | 8th 11:20 - 11:49                            |
| 6th 2:02- 2:27                        | 5A Class 11:52 - 12:35<br>Lunch 12:38 - 1:00 |
| 7th 2:30 - 2:56                       | 5B Class 12:25 - 1:00<br>Lunch 11:52 - 12:22 |
| 8th 2:59 - 3:25                       |  |



## APPENDIX F – FACULTY ASSIGNMENTS

| Teacher             | Email                             | Title                         |
|---------------------|-----------------------------------|-------------------------------|
| Adams, Paige        | Paige.adams@moraviacsd.com        | Vo-Ag/FFA                     |
| Baty, Spencer       | Spencer.baty@moraviacsd.com       | Technology                    |
| Beaty, Kim          | Kim.beaty@moraviacsd.com          | Nutritional Director          |
| Brand, Ann          | Ann.brand@moraviacsd.com          | Cook                          |
| Brewer, Shaye       | Shaye.brewer@moraviacsd.com       | Social Studies                |
| Brown, Shawnee      | shawnee.brown@moraviacsd.com      | SPED Associate                |
| Carson, Sonja       | Sonja.carson@moraviacsd.com       | SPED                          |
| Carter, David       | david.carter@moraviacsd.com       | JH Science                    |
| Cochran, Kevin      | kevin.cochran@moraviacsd.com      | 6-12 Principal                |
| Daggs, Marti        | Marti.daggs@moraviacsd.com        | SPED Associate                |
| Eastlick, Tina      | Tina.eastlick@moraviacsd.com      | Cook                          |
| Eyheralde, Kristine | kristine.eyheralde@moraviacsd.com | Language Arts/ Social Studies |
| Finley, Matt        | matt.finley@moraviacsd.com        | AD/Technology                 |
| Fulton, Angela      | angela.fulton@moraviacsd.com      | Language Arts                 |
| Grunig, Rick        | Rick.grunig@moraviacsd.com        | Maintenance Director          |
| Hall, Jordan        | Jordan.hall@moraviacsd.com        | JH Math                       |
| Havard, Adam        | Adam.havard@moraviacsd.com        | HS Science                    |
| Helmick, Rachael    | Rachael.helmick@moraviacsd.com    | Administrative Secretary      |
| Kraber, Brenda      | Brenda.kraber@moraviacsd.com      | Custodian                     |
| Lawson, Tiffany     | Tiffany.lawson@moraviacsd.com     | JH Social Studies             |
| Leadon, Maranda     | maranda.leadon@moraviacsd.com     | Language Arts                 |
| Marshall, Amy       | Amy.marshall@moraviacsd.com       | FCS                           |
| Mayer, William      | william.mayer@moraviacsd.com      | Industrial Technology         |
| McDanel, Lavada     | lavada.mcdanel@moraviacsd.com     | PE/Health                     |
| McDonald, Melissa   | Melissa.mcdonald@moraviacsd.com   | Cook                          |
| McKee, Chira        | chira.mckee@moraviacsd.com        | Foreign Language              |
| Nelson, Lise        | lise.nelson@moraviacsd.com        | Band                          |
| Nigh, Tristan       | Tristan.nigh@moraviacsd.com       | Custodian                     |
| Parrish, Hailey     | Hailey.parrish@moraviacsd.com     | Chorus                        |
| Pregon, Megan       | megan.rohr@moraviacsd.com         | Art                           |
| Rodriguez, Charlie  | Charlie.rodriguez@moraviacsd.com  | Custodian                     |
| Scott, Andrea       | Andrea.scott@moraviacsd.com       | Transportation Director       |
| Swaby, Tami         | Tami.swaby@moraviacsd.com         | Nurse                         |
| Swenson, Deana      | deana.swenson@moravia.csd.com     | K-12 Guidance Counselor       |
| Swenson, Sam        | sam.swenson@moravia.csd.com       | Superintendent/k-6 Principal  |
| Tarbell, Trish      | trish.tarbell@moraviacsd.com      | Library Associate             |
| Thomas, Melissa     | Melissa.thomas@moraviacsd.com     | SPED                          |
| VanBogaert, Meaghan | meaghan.vanbogaert@moraviacsd.com | Special Education             |
| VanBogaert, Ryan    | ryan.vanbogaert@moraviacsd.com    | Math /Counselor               |
| Welch, Tyrel        | Tyrel.welch@moraviacsd.com        | SPED Associate                |
| Woods, Dale         | Dale.woods@moraviacsd.com         | HS Physical Education         |
| Woolums, Sharyl     | sharyl.woolums@moraviacsd.com     | SPED Associate                |
| Wubben, Angela      | Angela.wubben@moraviacsd.com      | Computer Science              |

