



**MORMON TRAIL
COMMUNITY SCHOOL DISTRICT
PARENT-STUDENT HANDBOOK
2023-2024**

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HUMESTON, IA 50123
641-877-2521
www.mormontrailcsdk12.org



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TARDY BELL TIME: 8:00 A.M.
DISMISSAL TIME: 3:45 P.M.

Dear Students and Parents:

Welcome to Mormon Trail School. The purpose of this handbook is to help inform you about the everyday procedures and general policies designed to help our school run smoothly and safely. The handbook is necessary to ensure consistency and fairness in dealing with everyday problems that might arise.

We hope this handbook will help promote greater understanding, cooperation and teamwork between the school and home. A student's academic success is often affected by how well we all work together. Mutual respect, cooperation, understanding and positive support between the school, home and community are vital for a successful school year for all children.

The entire Mormon Trail staff believes that all students can learn. In order to provide a quality learning environment for all of our students, each child will be treated with dignity and respect, regardless of age, gender, nationality, physical disability, mental ability, or social circumstances.

Our top priorities are the safety, academic success and social development of the children with whom we are entrusted each day. We will place primary emphasis on the teaching of basic skills, but we will also continually work to create and maintain a pleasant, orderly and safe learning and teaching environment, along with happy, motivated and successful children and adults. These goals can only be achieved with the highest level of communication and cooperation between parents and the educators of this district. We encourage parent involvement in all aspects of our educational program.

Please take the time to review this Student Handbook. The student handbook contains important information concerning questions and situations that may arise throughout the school year. The administration and Board of Education believe that understanding of school rules and regulations by each student and his/her parent or guardian is necessary in order to create an environment that is safe and provides the best possible environment for all students to learn. All students have been given an overview of the handbook on the first day of school.

The information provided in this handbook is the most efficient way for our school district to provide students and parents notice about school district policies and practices. If we can be of assistance to you, please let us know. Please feel free to share your suggestions, concerns and questions with us at any time.

2023-24 Mormon Trail Master Calendar

Calendar Summary	
Days in the Classroom	
First Quarter	38
Second Quarter	34
First Semester	72
Third Quarter	32
Fourth Quarter	41
Second Semester	73
M-Term	5
TOTAL DAYS	150

School Day Hours	8:00-3:45
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Hours in the Classroom	
First Quarter	278.54
Second Quarter	244.06
First Semester	522.6
Third Quarter	244.56
Fourth Quarter	293.2
Second Semester	537.76
M-Term	34.65
TOTAL HOURS	1095.01

Required Hours	1080
Hours Over	15.01
Days to use	2.0
Hours in a day	7.33

Staff Days	
Student Days	150
August 15	1
August 16	1
August 17	1
August 21	1
August 22	1
October 6	1
November 3	1
December 1	1
January 12	1
February 2	1
March 1	1
April 5	1
May 28	1
May 29	1
Holidays	6
Staff Contract Days	170

Staff Make-up Days
Add as needed

August					Monthly		Running Total	
M	T	W	TH	F	H	D	H	D
7	8	9	10	11				
14	15	16	17	18				
21	22	23	24	25	14.66	2	14.66	2
28	29	30	31		29.32	4	43.98	6
September					43.98	6		
				1			43.98	6
4	5	6	7	8	21.99	3	65.97	9
11	12	13	14	15	29.32	4	95.29	13
18	19	20	21		36.65	5	131.94	18
25	26	27	28	29	29.32	4	161.26	22
October					117.28	16		
2	3	4	5	6	29.32	4	190.58	26
9	10	11	12	13	29.32	4	219.9	30
16	17	18	19	20	29.32	4	249.22	34
23	24	25	26	27	29.32	4	278.54	38
30	31				14.66	2	293.2	40
November					131.94	18		
		1	2	3	14.66	2	307.86	42
6	7	8	9	10	29.32	4	337.18	46
13	14	15	16	17	29.32	4	366.5	50
20	21	22	23	24	18.83	3	385.33	53
27	28	29	30		29.32	4	414.65	57
December					121.45	17		
				1			414.65	57
4	5	6	7	8	29.32	4	443.97	61
11	12	13	14	15	29.32	4	473.29	65
18	19	20	21	22	19.99	3	493.28	68
25	26	27	28	29				
January					78.63	11		
1	2	3	4		29.32	4	522.6	72
8	9	10	11	12	29.32	4	551.92	76
15	16	17	18	19	29.32	4	581.24	80
22	23	24	25	26	39.32	4	620.56	84
29	30	31			21.99	3	642.55	87
February					149.27	19		
			1	2	7.33	1	649.88	88
5	6	7	8	9	29.32	4	679.2	92
12	13	14	15	16	29.32	4	708.52	96
19	20	21	22	23	29.32	4	737.84	100
26	27	28	29		29.32	4	767.16	104
March					124.61	17		
				1			767.16	104
4	5	6	7	8	29.32	4	796.48	108
11	12	13	14	15			796.48	108
18	19	20	21	22	29.32	4	825.8	112
25	26	27	28	29	29.32	4	855.12	116
April					87.96	12		
1	2	3	4	5	29.32	4	884.44	120
8	9	10	11	12	29.32	4	913.76	124
15	16	17	18	19	29.32	4	943.08	128
22	23	24	25	26	29.32	4	972.4	132
29	30				14.66	2	987.06	134
May					131.94	18		
		1	2	3	14.66	3	1001.7	137
6	7	8	9	10	29.32	4	1031	141
13	14	15	16	17	29.32	4	1060.4	145
20	21	22	23	24	34.65	5	1095	150
27	28	29	30	31	107.95	16		

1080 Hour Calendar	
Date	Event
Aug 15	New Teacher Workdays
Aug 16,17,21,22	Teacher Workdays/Inservice
Aug 23	Begin 1st Semester
Sept 4	No School Labor Day
Sept 22	Homecoming/School Day
Oct 6	PD Day Staff Only
Oct 26	End of 1st Quarter
Nov 10	PD Day Staff Only
Nov 1	1:45 Dismissal/2:00-7:00 P/T Conf
Nov 2	1:45 Dismissal/2:00-7:00 P/T Conf
Nov 22-23	No School/ Thanksgiving
Dec 1	PD Day Staff Only
Dec 20	1:45 Dismissal
Dec 21-29	Christmas Vacation
Jan 1	Christmas Vacation
Jan 2-5	School Resumes
Jan 5	End of 2nd QTR/ 1st Semester/School Day
Jan 2-5	J-Term
Jan 12	PD Day Staff Only
Feb 2	PD Day Staff Only
Feb 29	End of 3rd Qtr
March 6	1:45 Dismissal/2:00-7:00 P/T Conf
March 7	1:45 Dismissal/2:00-6:00 P/T Conf
March 11-15	Spring Break
March 1	PD Day Staff Only
April 1	Easter Holiday Comp Day (No School)
April 5	PD Day Staff Only
May 3	Mini Conferences (8:00-4:00)
May 9	Sr. Last Day
May 19	Graduation 1:30 PM
20-24	M-Term
May 24	End of 2nd Quarter/End of 4th Quarter
May 24	1:45 Dismissal/Last Day of School
May 28 @ 29	Staff Development/Work Day
May 27	Memorial Day

Nondiscrimination Statement

It is the policy of the Mormon Trail Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs), in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Brad Breon, Superintendent, 403 South Front St. Humeston, IA 50123, 641-877-2521 or bbreon@mormontrailcsd.org.

Student Rights and Responsibilities

1. I have a RIGHT to learn in this school.

It is my RESPONSIBILITY to listen to instructions and to follow general classroom guidelines set by my teachers and principal.

2. I have a RIGHT to hear and be heard.

It is my RESPONSIBILITY not to talk, shout, or make loud noises when others are speaking.

3. I have a RIGHT to be respected in this school.

It is my RESPONSIBILITY to respect others and not tease, be disrespectful or hurt the feelings of other people.

4. I have a RIGHT to be safe in this school.

It is my RESPONSIBILITY not to threaten, bully, or harm anyone else.

I have a RIGHT to some privacy and personal property.

It is my RESPONSIBILITY to respect the personal property of others and accept their right to privacy.

Parents' Rights and Responsibilities

Parents have the RIGHT to expect quality education for their child. Parents have the RIGHT to assume their child is treated fairly and is safe when at school. Parents have the RIGHT to contact the school at any time with any questions. Parents have the RESPONSIBILITY to be aware of the school's expectations for students and of the acceptable rules of conduct as outlined in this handbook. Parents are RESPONSIBLE for encouraging regular and punctual attendance of their child and for ensuring their student completes assignments and homework. Parents are expected to respond to telephone calls or letters from school.

THE SCHOOL RELIES ON SUPPORT FROM PARENTS IN THE EDUCATION OF YOUR CHILD. WE CANNOT DO THE JOB OF EDUCATING YOUR CHILD ALONE.

YOUR SUPPORT AND INVOLVEMENT ARE MOST IMPORTANT!

District Exit Goals

Upon graduation, students who have received the majority of their education in the Mormon Trail Community School District will be able to demonstrate the knowledge, skills, and behaviors essential to...

- *be self-directed learners.
- *be verbally, quantitatively, and technologically literate.
- *apply the skills of problem solving, decision making and critical thinking.
- *effectively communicate and interact within a group.
- *acknowledge the creative expression of others and express oneself creatively.
- *exhibit civic rights and responsibilities.
- *exhibit global understanding of past and present cultures.
- *demonstrate concern, tolerance and respect for self, others, and the environment.
- *create and adapt to change.
- *maintain sound mental and physical health.

Definitions

In this handbook, the word “parent” also means guardian unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s design unless otherwise stated. The term “school ground” includes all facilities and property within the jurisdiction of the school district (including School buses and vehicles). The term “school activities” means all school-sponsored and school-approved activities in which students are involved.

Homelessness:

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

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” and “3” above.

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

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

General Education Interventions

Mormon Trail Community School District strives to make every student's education experience a successful one. To ensure the success of all students, we will make accommodations and/or modifications for some individual students. These modifications and accommodations are referred to as general education interventions. General Education Intervention is an attempt to correct a student's academic or behavioral difficulties in a systematic fashion in the student's regular classroom setting. Teachers, working with a team of other teachers from the building, develop interventions to correct a student's difficulties. If initial interventions are ineffective at correcting the problem, further interventions may be attempted or a child's parent(s)/guardian may be contacted about the possibility of a full and individual evaluation for their child.

At times, we will enlist the support of the professional staff from Green Hills Area Education Agency (GHAEA) to assist in developing needed accommodations and modifications. Professional staff from GHAEA consists of speech/language pathologists, itinerant hearing and vision teachers, occupational therapists, transition/work experience instructors, school social workers, and school psychologists. If involved, GHAEA staff may assist through their work with our team of teachers, through observations of the child in the classroom, or through a review of the student's educational records. Prior to any direct involvement (i.e., talking directly with the child) of the GHAEA staff with an individual student, parental permission must be secured through the completion of an "Informed Consent Form" regardless of the type of involvement, direct or indirect contact on no more than two occasions for an individual child.)

Jurisdictional Statement

This handbook is an extension of the Mormon Trail Board Of Education policies and is a reflection of the goals and objectives of the board. The school board, administration and school employees expect students to conduct themselves in a manner fitting to their age and maturity level and with respect and consideration for the rights of others.

This handbook and district policies are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school owned and/or school operated buses, vehicles or chartered buses; while attending or engaged in school related activities; and while away from school grounds if the misconduct directly affects the order, efficient management and welfare of the school district, students, or staff. A violation of a school policy may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities.

Students are expected to comply with all school rules and policies. Students who fail to abide by the district policies may be disciplined for conduct that disrupts or interferes with the orderly and efficient operation of the educational programs, school activities, the rights of other students and staff and the maintenance of a well disciplined, safe school environment. Disciplinary measures include, but are not limited to: removal from the classroom, detention, suspension, probation, or expulsion.

The discipline imposed will be based on the facts of the specific incident, age of the student, circumstances surrounding the incident, the student's past history, and the safety of other students and staff.

The school reserves the right to modify, eliminate or establish district policies and rules as circumstances warrant, including those contained in this handbook. Parents and students will be immediately informed of any changes in school policies. Students are expected to know the contents of this handbook and comply with all policies. Students or parents with questions or concerns should contact the principal for information.

Sexual Abuse & Harassment of Students by School Employees

The MT School does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or other school employee immediately. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. This procedure requires the school district to designate an independent investigator to look into the allegations. The Mormon Trail Community School District has designated Wayne County Sheriff's Office (641-872-1566) a Level I and Level II Investigator. It is the policy of the district to respond to all allegations of abuse by school employees by investigating or arranging for a full investigation in a reasonable and prudent manner.

Physical abuse is non-accidental physical injury that leaves a mark at least 24 hours after the incident. Law prohibits corporal punishment. While employees cannot use physical force to discipline a student, the law states that there are times that physical force is appropriate. These times include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous objects, for the purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, to help calm an agitated student, or to protect a student from self-inflicted harm. Sexual abuse or harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

School Admission Requirements

Children wanting to enroll in kindergarten must be at least five years of age on or before September 15th, of the year in which they want to begin school. Parents must present clear evidence of age in the form of a birth certificate or other comparable evidence before a child may enroll. It is within the discretion of the school administration to determine what is satisfactory evidence for proof of age.

According to the state law, a child under the age of 12 must have up-to-date immunizations in order to attend public schools. Prior to enrollment, complete health and immunization records must be submitted to the school. The list of immunizations includes: measles, rubella, polio, and D.P.T. (diphtheria, whooping cough, tetanus and hepatitis B). It is important to report all immunizations to the school office so the school can keep the permanent records up-to-date.

A child who does not have up-to-date Immunizations will be excluded by law from school until the necessary immunizations are completed & on record with the school office.

Mormon Trail School Board

Pat Evans - President
Andy Crawford
Jeremy Cromer
Elizabeth Dachenbach
Stephanie Bear
Stephanie Parmer - Board Secretary

Mormon Trail Staff

Brad Breon - Superintendent of Schools
Rebecca Stripe - Principal of Schools
Kenna Smyser - Athletic Director/District Secretary
Samantha Jackson - PreK-12 Secretary
Nicole Hoover - 3 Year Pre-K
Teela Waugh - 4 Year Pre-K
Gloria Rumley - Kindergarten
Kim Wilson - 1st Grade
Kimberly Hayes - 2nd Grade
Rena Poush - 3rd Grade
Elizabeth Vanderflight - 4th Grade
Pam Woollis - 5th/6th Grade Science, Junior High English, TAG, Junior High Interventions
Sara Bethards - 6th Grade, K-12 TAG
Amber Keith- Elementary Special Education, JH Reading
Madalyn Heckman - Elementary Special Education
Deb Coffey - Elementary/Junior High Intervention
Chris Hilton - Elementary Title, JH & HS FCS
Keaton Gwinn - K-12 PE, JH Math
Robert Thatcher - K-12 Art
Richard Traylor - K-12 Music, JH/HS Band, Computer Programming
Stacie Porterfield - High School English
Michiko Fogle - HS Math
Caitlin Brown - JH/HS Social Studies
Ashley Moore - JH/HS Science
Cale Moore - Athletic Director, JH/HS At Risk, 5th Grade
Cassie Moore - Ag
Gina - JH Special Education
Teri Indorf - HS Special Education
Sandy Moore - Food Services Director
Keith Indorf - Transportation Director

EDUCATIONAL PHILOSOPHY (Code No. 101)

The Mormon Trail Community School District seeks to nurture and educate the whole child through individual attention to his/her intellectual, emotional, social and physical needs. We recognize a responsibility to encourage cooperation, communication, and involvement between the home, school, and community. Each student attending Mormon Trail School District is unique in age, ability, development, needs, academic level and background. Children are spontaneous and eager to learn. They openly express their feelings and thoughts. The school will provide each student with the opportunity to be educated to the fullest extent of their abilities, aptitudes and interests through a program that recognizes and provides for the individual needs of each child.

DISTRICT MISSION STATEMENT

The Mormon Trail Community School District, in partnership with the community, will provide quality educational opportunities in a safe and caring environment to prepare all students to function successfully in a diverse and changing world.

To accomplish this mission, all school staff will:

- *stress the basic skills of reading, writing, speaking, listening, math, and good citizenship.
- *encourage positive attitudes towards lifelong learning.
- *stress respect for self and others, appropriate behavior, courtesy, self-direction and responsibility.
- *promote the development of effective decision-making and higher order thinking skills.
- *utilize a variety of strategic teaching methods across the curriculum.
- *provide a safe, orderly and supportive learning environment for all students.
- *effectively communicate and work with peers, students, parents, and the community.

District Vision Statement

Mormon Trail CSD K-12 was founded with one purpose - to build a space for all students to grow, learn and create with each passing day. Through a unique teaching approach and a truly passionate staff, we help students develop academically and personally to the highest level.

Arriving and Departure from School Procedures

The doors of the school building will be open at 7:30 A.M. each morning. As a general rule, adult supervision is not available until that time. Bus students begin arriving at approximately 7:30 A.M. The breakfast program will begin at 7:30 and continue until 8:00 A.M. All students should report to their respective gym to wait with their class if they are not going to breakfast. Students are to be in their classrooms by 8:00 A.M. If they arrive later than 8:00A.M., they are considered tardy. School will begin dismissing at 3:45 P.M. on regular school days. Parents will be notified when the starting or dismissal times will vary from the normal schedule.

Pedestrian Safety

Students must use the painted crosswalks to cross the streets adjacent to the school property. A crossing guard will be on duty in the morning from approximately 7:25 to 8:15 A.M. and again at dismissal time from approximately 3:15 to 3:45 P.M. to ensure the safety of our students.

Picking Up Your Student After School

If you are picking your student up after school, parents are asked to line up in their vehicle, go into the north driveway and pull up to the front doors. You will remain in your vehicle. Teachers on duty will send your student/s out and help them get into the car. Then you will be able to proceed out of the south driveway. Parents are asked not to go directly to the child's classroom to pick up their children after school. Instead, kindly wait at the entrance to the school for the child to come to you after the first dismissal bell rings. If he/she is needed before then, the office personnel would be glad to call down to the classroom to notify the teacher.

Departure

After school, students who are not under the direct supervision of a teacher, sponsor or coach must leave the building by 3:45PM. All students who are involved in activities should report to their teacher, sponsor or coach by 3:45PM. The building will be cleared, and doors may be locked depending on after school events. For safety and security reasons, students may not remain in the building unsupervised.

Asbestos Notification

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. **Our elementary and junior high and high school buildings are asbestos free. The older part of our elementary facility has been inspected by a certified asbestos inspector as required by AHERA and there are no asbestos dangers. A copy of our district's asbestos plan is available for inspection in the Superintendent's office.**

Athletic Eligibility for Extracurricular Activities (Code No. 503.4)

Under Iowa law students must receive passing grades in all courses the previous grading period to participate in athletics. Students who do not meet this requirement are not allowed the privilege of participating in athletics. High expectations are a very important part of successful schools. We feel that these expectations should involve our athletic programs. Participation in athletics is a privilege offered to all Mormon Trail Community School Students. It is our feeling that all athletes and cheerleaders, in order to participate, should meet the following criteria and guidelines.

- 1) Each student/contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester. "Grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
- 2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days and finish complete season in good standing with the coach. If students have not met the above criteria, they will be allowed to continue practicing but will be ineligible to participate in any contest, game, or performance for 30 calendar days in the extracurricular activity. If games have not begun in the activity in which the ineligibility will apply, then the 30-calendar day period of

ineligibility will begin on that day when the applicable athletic association or union authorizes for that activity to begin playing games. After the 30-day period, eligibility will be reinstated and the student will be allowed to participate fully in the activity.

**This policy is in accordance with the academic eligibility rules set by the State Department of Education. Further information is available from the school administrator or the IHSAA web site. In addition, Mormon Trail's policy for track ineligibility will start the 2nd Monday of March and will run for 30 calendar days.

3) Any F's on the 3-6-9 week reports result in a mandatory study table for eligible athletes. 7:30 –8:00 a.m. sharp. Students are required to attend 2 times per week minimum (Monday, Tuesday, Wednesday, or Thursday). No exceptions.

- This will be supervised by faculty members and staff, and will be available to any student.
- This time will be spent trying to improve the grade in the specific class. This is not punishment. It is structured work time with tutors available, to improve the student's grade. Failure to attend the mandatory study table will result in immediate ineligibility for one week. (7 Days).
- Students may be removed from the study table list when the grade is passing. Teacher must notify the office in writing.
- The end of the semester grading period will be the exception to the study table.

JH EXCEPTION for Athletic Eligibility – A student with two F's will be allowed to practice, but will not be eligible to attend or play in games. A student may be reinstated for game play upon notice from the teacher to the principal that the student no longer has two failing grades. Students with three F's will be removed from the sport. The principal will support any coach or parent who wishes to implement higher standards.

Attendance/Tardies/Late Arrival

Students are expected to be in school and to make attendance a top priority. Only through regular school attendance and class participation do students acquire the full benefits of their educational program. Participating in class discussions, developing an appreciation for the views and abilities of other students, and forming a habit of regular attendance are legitimate and being well prepared for classes helps students to succeed in school, as well as prepare them for greater responsibilities in the future. Learning lost due to an absence can never be replaced. The Board of Education, administration, and school staff encourage students to be in attendance each school day.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible; parents must notify the office at (641) 877-2521 on the day of the absence prior to 9:00 a.m. If notification is not received, the office will attempt to contact parents at their emergency number. Before a student is readmitted after an absence, the student must bring a note signed by the student's parents to the office or a phone call made by the parent explaining the reason for the absence. After three consecutive absences, the student must bring a doctor's excuse before returning.

The school will determine whether the absence is excused or unexcused.

Excused Absence:

- Illness
- Family emergencies
- Recognized religious observances
- School activities
- Appointments that cannot be scheduled outside of the regular school day
- Special situations approved by the school

*All attempts should be made to schedule medical or other appointments on Fridays on which we do not have school. This is flexibility that is provided by our 4-day schedule.

Unexcused Absence:

- Any absence by a student in which the office was not properly notified by a parent.
- Any missed class without prior permission from the office.
- Absences due to “oversleeping” or “sleeping in”.
- Students are more than 10 minutes tardy to a class.
- Skipping of a class will also be subject to the disciplinary code.

Elementary- A student spending a half-day, or more, in the office will be counted absent from the classroom for that time. Students arriving at school after 10:00 A.M. or 2:00 P.M. will be marked absent for that half-day. Students leaving school before 10:00A.M. or 2:00 P.M. will be marked absent accordingly.

- Students are not counted absent when going on college visits as arranged through the guidance department. Juniors will be limited to one (1) college visit, while seniors will be allowed two (2) college visits. Extra college visits will be counted as absences.

Tardy

- Students are considered tardy to a class if they enter the classroom after the bell, without a pass from the office or another staff member.
- Tardiness of more than 10 minutes to a class will result in an unexcused absence.
- Teachers will inform the office of the tardy by computer.
- 1 transportation tardy will be excused (per semester).
- 6 tardies per semester will result in loss of credit for that high school class.
- parents will be informed by mail after a student is tardy to a class 4 times.
- Students arriving late should check in at the office with a note from his/her parents or with a phone call from parents or guardians.

Attendance Policy (Code No. 510.10 and 510.10R1)

- Any student with 6 unexcused absences from a class per semester shall receive no credit for that class.
- After 4 unexcused absences, parents and students will be informed by mail.

- Absences for field trips, approved college visits, or school activities will not be counted toward total absences.
- When a student reaches 7 Total absences (excused and unexcused) in a period per semester, a letter will be sent home to parents/guardians informing them.
- On the 10th absence (excused and unexcused) per semester, parents/guardians will be contacted by the principal and a conference with the student's parents, counselor, and administrator will be required. The student will also be referred to the Student Assistance Team and a plan will be developed to improve school attendance.
- After the 10th absence a letter will also be sent to the County Attorney regarding potential truancy (when applicable). (Truancy is the act of being absent from school without an acceptable reason or without parental and/or school knowledge. Extended truanies will be reviewed and disciplinary action taken at the discretion of the administration.)
- When a student reaches 12 Total absences (excused and unexcused) in a period per semester students will receive no credit for that class for that semester, and will be referred to the County Attorney for truancy (if applicable).
- Students wishing to appeal the loss of credit may utilize the due process procedure as follows: presenting written information showing severe illness, or emergency circumstances which caused the student to miss an excessive number of school days. students and parents may request a review of attendance ruling by filing a written request for review with the principal/superintendent within five (5) school business days. Following the review, the principal/superintendent will affirm, reverse, or modify the original decision. Further appeals may be made to the Mormon Trail Community School Board of Education. Habitual offenders of this policy may be denied credit.
- Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up.
- Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission.
- Students are not released to anyone other than their parents during the school day unless the office has been notified to do so. There is a sheet in the office for students to sign-in and sign-out on for our records.
- Students participating in school activities must be in school at least one-half day or 4 periods on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances, may this rule be waived by the principal.
- Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must get a make-up slip and take around to make arrangements with their teachers. Students have the number of days missed, plus one to complete the work for credit if absence is excused. Students are not allowed to make up schoolwork or to submit late school work due to an unexcused absence. Any work assigned before the absence is due upon return.
- Pre-excuse form- students who will be absent for a school-sponsored activity must have all assignments completed before they will be allowed to take part in that activity. An assignment sheet must be obtained from the office or the activity sponsor and completed and returned the day before the event or activity is scheduled to take place. If the

assignment sheet is not signed indicating all assignments have been completed and handed in, the student will not be allowed to take part in the activity.

- Students who lose credit for courses due to attendance or tardiness issues will be considered to have failed the course only as it pertains to the athletic eligibility policy. Students will become ineligible at the end of the semester.
- Majority Age- Only when a student of majority age (18 years or older, or married) is not residing with the student's parents or guardian may a student present his/her own excuse for absence/permission slip without parental verification. The principal should be notified in advance of any such circumstances.

Assemblies

Throughout the year, the Mormon Trail School District sponsors school assemblies.

Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office during assemblies. Only the principal has the authority to excuse the student.

Bicycle Riding

Bicycle riding to school will be permitted for all students who live in town and abide by the following safety rules.

- Bicycles are to be parked in the designated area.
- Bicycles are to be walked onto and off of the school grounds. They are not to be ridden on the school sidewalks or in the front or side drives.
- Bicycles are not to be used or tampered with during the school day.
- Riders are to use proper bicycle safety rules; always yield to pedestrians, ride single file in a straight line, use proper hand signals, and obey all traffic laws.

Continued abuse of bicycle safety rules on the way to and from school or on school grounds may result in an individual student not being allowed to ride the bicycle to school.

Bullying and Harassment (Including Cyberbullying) (Code No. 104)

It is the policy of the School to maintain a learning and working environment that is free from harassment. It shall be a violation of this policy for students to harass other students or school employees through conduct of a sexual nature or conduct designed to reduce the dignity of an individual with respect to race, color, creed, religion, national origin, gender, age, disability, physical traits, or any other form of harassment. Harassment can be in verbal, physical, written or electronic form. Electronic includes but is not limited to communication via electronic mail, internet-based communications, cell phones, text messaging, or similar technologies or apps. School employees shall be responsible for promoting an understanding and acceptance of, and assuring compliance with state and federal laws and board policy governing harassment within the school setting. Violations of this policy will be cause for disciplinary actions up to and including expulsion.

Harassment and bullying behavior include, but are not limited to, the following types of activities:

- derogatory names, put downs, or repeated remarks of demeaning nature
- unwanted teasing
- leaving out of recess activities
- punching, hitting, pinching, pushing, tripping, body slamming
- unwanted grabbing
- spreading rumors
- making fun of someone
- jokes designed to demean a person
- activities designed to embarrass, distress, agitate, disturb, or threaten
- behaviors that create an intimidating or hostile work or learning environment
- fighting

Students are encouraged to notify an adult immediately when they are victims of harassment, bullying, or degrading situations. All complaints will be fairly investigated and appropriate actions taken in a timely manner. **HARASSMENT AND BULLYING BEHAVIOR WILL NOT BE TOLERATED AND APPROPRIATE DISCIPLINE PROCEDURES WILL BE CARRIED OUT.**

Students are asked to use the following procedure when handling and reporting harassment or bullying incidents.

Step 1: Communicate to the harasser that you expect the behavior to stop. This may be done verbally or in writing. If a student needs help with this step, they are to seek help from a school employee.

Step 2: Students should tell:

What happened

Where it happened

When it happened

Who the person was that demonstrated harassing or bullying behavior

Names of people who witnessed the behavior

What was said or done

Staff training on harassment and bullying behavior and its negative impact on student achievement, self-concept, and a positive learning environment in general will be completed each year. Appropriate classroom and school-wide curriculum and planned activities will be developed to help eliminate student harassment and bullying behavior.

“The U.S. Supreme Court, in a stunning 5-4 decision, ruled that public schools may be sued for failing to deal with students who harass their classmates” (Essex, 2016). This is when harassment has become so severe that the victim is denied equal education opportunities. Iowa Law 232.69 Mandatory and Permissive Reporters Training requires teachers and people working directly with children to take training to become a mandatory reporter annually.

Buses and Other School District Vehicles (Code No. 711.1-2)

The Mormon Trail Community School District Strives to provide student transportation services that reflect an emphasis on safety. Riding a school bus is a privilege that requires responsibility on the part of those who ride to follow the direction of the school bus driver and adhere to the policies cooperatively established by school administration, the school transportation provider, and the Mormon Trail Community School District Board of Directors.

If you have any question or concerns regarding school transportation, please contact the Transportation Director Keith Indorf at kindorf@mormontrailcsd.org or call the school at 641-877-2521.

All students are expected to obey the following school bus safety rules:

- Riders must be at the designated loading point before the bus arrives and may enter when the bus comes to a complete stop.
- The driver is in charge of the riders and the vehicle, following the directions of the bus driver the first time they are given.
- No moving or changing seats while the bus is in motion, the aisle must remain clear.
- Students are to sit in bus seats in a safe and appropriate manner, seats may be assigned by the driver.
- No cursing, vulgar, or abusive language. No fighting or discourteous behavior. No harassment of other students, or the bus driver.
- Keep yourself and all objects inside the bus.
- No littering or destruction of property. Waste containers are provided on all vehicles for riders' use.
- Riders should assist in looking after the safety and comfort of younger riders.
- No food or beverages are to be consumed on the bus.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway with only one signal from the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.

School bus drivers will use all appropriate available tools to manage student behavior on their bus. When the driver is unable to manage unsafe student behavior, successive safety violations will result in the following consequences:

1st Violation: The student will be warned by driver. The driver will contact the student's parent or guardian explaining the safety issue. A notice will be sent to the parent's, filed with the transportation manager, and the student's building principal.

2nd Violation: The student will be notified of the safety violation and the safety procedures will be reviewed with the student by the driver. The driver will notify the student's parent or guardian of the 2nd violation and schedule a conference with the bus driver and transportation manager to discuss the student's unsafe behavior and develop a plan to address the issue. Meetings will

occur at the student's school and must occur in a timely manner. Refusal to meet with transportation management will result in loss of riding privileges. A written report of the safety incident will be given to parents and school administration.

3rd Violation: The student will be notified of the safety violation and the safety procedures will be reviewed with the student by the driver. The driver will notify the student's parent or guardian of the 3rd violation and schedule a conference with the bus driver, building principal and transportation manager to discuss the student's unsafe behavior and develop a plan to address the issue. Refusal to meet with transportation management will result in loss of riding privileges. Loss of bus riding privileges will be considered to insure the safety of other students riding the bus.

4th & Successive Violations

The procedure will be the same as the 3rd violation with escalated loss of bus riding privileges. **Ultimately students who cannot adhere to the safety rules endanger all other students on the bus. Continual failure to ride in a safe manner will result in permanent loss of bus riding privileges.**

Severe violations of safety rules will be treated on an individual basis and may not go through the progressive steps to the listed procedure.

The Mormon Trail Community School District strives to provide safe and efficient transportation for all district students. It is our goal to get each student to school safe, on time, and ready to learn each morning and return them safely home each night.

Cancellations, Early Dismissals, and Late Starts (Code No. 713)

Announcements of school cancellations or early dismissal will be made over radio stations WHO, (1040 AM) and KMGO (98.7 FM) and TV stations, KCCI, (8); WOI, (5); & WHO, (13). Text Messages will also be sent over the Farmer's Bank of Northern Missouri. You must sign up for this to have this available. Notes will be sent home prior to early dismissal for planned teacher workshops and in-services. However, in the case of severe weather conditions or other emergency situations, cancellations may occur at any time. It is the parents' responsibility to instruct children on what they are to do when early dismissals occur. Parents will be asked to complete an Emergency Plan that will be kept on file in the main office. No phone calls will be made to individual families.

You have the opportunity to sign up for school closings, early dismissals or game changes through Farmers Bank of Northern Missouri. The text message can be sent directly to your mobile phone.

- Go to www.onlinefarmersbank.com
- Click on more info under community connection
- Click on sign up today
- You will sign up to test your phone to make sure it is text-enabled

- Go to Wayne County-Leon, Centerville, Mercer Branches. Mormon Trail Community School is in this category. Just click on areas you would like to receive cancellations about
- Click on continue
- You will receive a five-digit code on your cell phone that you will need to place in the authorization box
- Your phone should be ready to receive all cancellation and delay information from our school!

Care of School Property

Students are expected to take care of school property including desks, chairs, books, and all other school equipment. Vandalism will not be tolerated. Students found to have destroyed or damaged school property will be required to reimburse the school district or may be required to do community service. In certain circumstances, students may be reported to the law enforcement officials.

School Books must be returned to the teacher at the end of the school year. If books are not returned, students will be charged a replacement fee. Damage to a book in excess of normal wear will also be charged to the student. A student will also be required to pay for the replacement of lost or unreturned library books.

Child Abuse Reporting (Code No. 402.2)

All public-school employees, by law, are mandatory child abuse reporters. School employees have the responsibility, under penalty of law, to report suspected child abuse cases to the County Department of Human Services.

Citizenship (Code No. 603.11)

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

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

As a citizen of the United States people need to know their responsibilities to our country, we can teach that through a civics class. According to Iowa Chapter 12, 281, schools will teach students the rights and responsibilities of citizens.

Classrooms

Individual teachers will develop their own classroom behavior guidelines and make students and parents aware of behavior expectations, rules, and consequences. Students are to go about their classroom work seriously, creating no disturbances or interfering in any manner with the educational opportunities of other students or the instructional efforts of the teachers.

College Visits

Students are not counted absent when going on college visits as arranged through the guidance department. Juniors will be limited to one (1) college visit, while seniors will be allowed two (2) college visits. Extra college visits will be counted as absences.

Communicable Diseases & Illnesses

Students who have infectious or communicable diseases or illnesses are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk to themselves or does not create a substantial risk of illness or transmission to other students or employees. If your child has a temperature of 100 degrees or higher, has diarrhea, or vomits, parents or emergency contacts will be called for the child to go home. Child must be fever free, diarrhea free or vomit free for 24 hours after their last symptom before returning to school.

Any disease that is unusual in incidence, occurs in unusual numbers of circumstances, or appears to be of public health concern, must be reported to the state and local public health officials.

Communication

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

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

Discipline (Code No. 503.5)

All students will be expected to conduct themselves in an appropriate manner and within their level of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration for the rights and welfare of others should govern all student action.

All school employees share the responsibility for seeing that behavior of students meets the standards of conduct necessary for a positive learning environment. Emphasis shall be placed on the growth of self-discipline and personal responsibility for behavior. With due consideration of these obligations, it is the responsibility of the school board, administration, and teachers to make reasonable rules and policies governing student behavior and conduct. Respect, fairness, and recognition of individual responsibilities for everyone will be top priorities.

We believe all children can behave appropriately. We believe that all children are capable of experiencing success in school and that all children can be taught to be responsible for their own thoughts, attitude, actions, effort, and behavior. Emphasis will be placed on high student expectations. We will not tolerate any students stopping teachers from teaching and other students from learning.

In order to maintain a safe and caring environment for all students and staff, certain rules and expectations for student behavior are necessary. All students will be expected to:

- Be accountable for his/her own behavior
- Be accountable for his/her own thoughts, attitudes, actions, effort
- Listen to and follow all directions and requests the first time they are given
- Be positive and respectful to self, others, and property
- Always do his/her very best effort and be prepared with necessary materials and assignments
- Work collaboratively with others to help maintain a positive and safe learning environment

The building teams may make additional rules and expectations as deemed necessary to implement and carry out the intent of school policy and maintain a safe and orderly learning and working environment.

Violations Of The Mormon Trail Community School Discipline Policy

Plan may include, but are not limited to:

- * Removal from a classroom (by the instructor)
- * Fighting
- * Disrespect to staff
- * Insubordination – failure to comply with any staff member in a timely manner
- * Repetitive truancy (Skipping)
- * Drug, tobacco, or alcohol violations on school property, or at school functions
- * Harassment/Hazing

- * Possession of dangerous weapons
- * Misconduct on school grounds, or at school functions
- * Any act or behavior that results in an In-Building or Out-of-Building Suspension
- * Improper bus behavior
- * Repetitive Detentions
- * Vandalism/Destruction of property

Seven Step Behavior Policy

(All listed consequences are minimum consequences and at the discretion of the administrator.)

STEP 1 Principal's discipline or other automatic consequences.

STEP 2 Principal's discipline or other automatic consequences. (Letter will be sent home notifying of step 2 placement).

STEP 3 1 Day In-Building Suspension and Initiation of Behavior Plan if appropriate. (Parents notified by letter).

STEP 4 2 Day In-Building Suspension and Review/Revision of Behavior Plan if appropriate. (Parents must meet with the administration in order for students to return.)

STEP 5 3 DAY OUT-OF-BUILDING SUSPENSION (may result in an in-building suspension) and Review/Revision of Behavior Plan if appropriate (Parents must meet with administration in order for students to return).

STEP 6 5 DAY OUT-OF-BUILDING SUSPENSION (or in-building suspension) and Review/Revision of Behavior Plan, if appropriate. (Parents must meet with the Superintendent and Principal in order for the student to return).

STEP 7 Recommendation for expulsion to the Board of Education.

Notes:

- An alternative to the suspension program may be used at the discretion of the administration.
- A student may earn more than 1 step in extreme cases.
- Determination of whether a student should be placed on a step will be at the discretion of the building principal(s).
- Each student will be allowed proper due process for each instance resulting in a step.
- Parents/students will be allowed proper due process for step 7 as determined by the Board of Directors.
- Students with disabilities (special education) will be subject to special education regulations as it pertains to discipline.

Detention

Staff members may issue students a 30-minute detention(s). Choosing not to follow a teacher's classroom rules, acting inappropriately in the school building or at a school function, or refusing to solve your problem may result in a detention(s) being given. The student who

chooses not to follow school/teacher policies will be given a date and time to serve the detention(s) by the assigning person. Detentions are to be served from 7:30-8:00 a.m. or 3:45-4:15 (or at the teacher's discretion). You will have 2 days to serve the detention. If you don't serve it, it will then be referred to the principal who will then follow the discipline schedule. At that point it is too late to serve it.

Common Areas

A school's common area includes such places as playground, hallways, restrooms, and the lunchroom. With different staff supervising these areas, it is important to share consistent expectations and rules for responsible and safe behavior. Each classroom teacher will teach students what constitutes responsible and safe behavior in the common areas of the school. Expectations will be taught and reviewed.

Hallways- The hallways of MT Schools will be a safe and quiet environment where people can interact with courtesy and respect.

- Students will walk safely through the hallways, walking on the right side of the hall, facing forward, and using "line basics"
- Go directly to designated area when walking without an adult by one's self or with small group
- Quiet voices in the hallways, use appropriate nonverbal language such as smiles or nods
- Hands, feet, and objects in your hands remain in your own personal space and not on walls or in contact with others
- No running down the hall or jumping up to touch something
- Use lockers as quietly as possible when opening and closing.
- No students shall be allowed in the hallway during class time without an authorized adult or a hall pass.

Restroom Areas- The restrooms at MT school will be clean and safe.

- Restrooms are to be used appropriately
 - Flush after use
 - Leave stalls unlocked after use
 - Wash hands with soap and water, then dry before leaving the restroom area
 - No loitering
 - Respect the privacy of others using the restrooms
 - Conserve supplies
 - Leave the area clean and dry
 - Groups will use the restrooms following recess and lunch or during appropriate classroom times determined by the teacher.

Commons-The lunch line and commons areas at MT School will be a safe and clean environment where people interact with courtesy and respect.

- Students are to use quiet voices with talking to others
- Walk
- Keep hands, feet, and objects to one's self
- Students are to stay in their seats, sit facing the table, and keep their feet under the table
- Students will raise their hands to get assistance from the lunch supervisors

- Students are to keep their own personal eating space clean (table and floor)
- Students will use polite table manners, proper use of silverware, no talking with food in their mouth, please and thank you!
- For health reasons, students will not be allowed to trade food.

Recess- The play areas at MT School will be a safe and orderly environment where all students are involved in activities and having fun.

- Students are to treat others with respect and kindness: include everyone in games, use appropriate language, and voice tones, and display no bullying behaviors.
- Students are not to leave the play area without teacher permission.
- No rough play such as: pushing, shoving, throwing balls at people, at the ceiling, or across the length of the gym, no tackling during games, wrestling; no physical or verbal aggression; no throwing snowballs, sticks, rocks, wood chips, etc.
- All recess equipment will be used in a safe and appropriate manner.
- When the supervisor blows the whistle, all students are to STOP and quickly walk to line up at the end of their appropriate line. Balls and other equipment will be kept under control in the students' hands.
- Children are to wear appropriate clothing for outside recess; coats, hats, mittens, and boots in cold weather.
- During inside recess the stage may be used for "quiet activities"; Students will not be in the balcony.
- No regulation baseballs or softballs

Before and After School Procedures- Our goal is to have all students arrive and depart from school in a safe and orderly manner.

- All students walking to and from school must use the crosswalk with the aid of the crossing guard.
- Bike riders are to walk their bikes onto and off of school grounds.
- Students arriving on the bus may take their belongings directly to the gym and go to breakfast.
- Students are not to remain in the building after school unless prior arrangements have been made between parent/guardians and school personnel.

Elementary Assemblies

- Students will walk quietly with their teacher from the classrooms to the assembly area.
- Students will sit in their assigned area with their teacher
- Students are expected to respond politely and positively during the performance.
- Students are not to behave in any manner that interferes with the rights of others.
- Restroom needs are to be taken care of before or after the assembly.
- At the conclusion of the performance/assembly students will wait to be dismissed by their teacher or principal.

Dress Code: (Code No. 502.1)

While the primary responsibility for appearance and dress rests with the student and parent or guardian, the school staff reserves the right to use their discretion to determine what is conducive to the school's educational environment. There is a strong connection between academic performance, attitude, behavior and student appearance. Inappropriate student attire may cause substantial disruption to the school environment or may present a threat to the health and safety of the student and others. Students are expected to adhere to reasonable levels of cleanliness and modesty. **Clothing must be in good taste following community and school standards. Any clothing that disrupts the educational process, threatens the learning environment, or endangers the health or safety of students will be deemed inappropriate. Sunglasses, Blankets, or bulky winter coats are not to be worn around the building.**

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol, drugs, and tobacco; from wearing shoes with cleats; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks or making reference to prohibited conduct.

The administration will make the final determination on the appropriateness of student appearance. Students inappropriately dressed will be required to call home for a change of clothes, turn their shirt inside out, or wear a spare piece of clothing from the school supply.

Shoes are to be worn at all times and for safety reasons, shoelaces must be tied. Head covers, such as caps, hats, and hoods should not be worn inside the school building unless administration has determined it is being worn as part of the doctrine of an organized religion. Parent contact may be obtained to verify such status.

Educational Climate

The school administration, school employees, students and parents all have a responsibility to help establish and maintain a positive learning atmosphere within the school building. **Common rules of courtesy will prevail. Students are to address teachers and other school employees in an appropriate manner (Mr., Miss, and Mrs.). Teachers are expected to call all students by their given names. Keeping the role of teacher and student in proper focus and treating everyone with respect and common courtesy will greatly add to a positive educational climate.**

Individual teachers and the building principal will make every attempt to personally communicate with parents with good news and whenever they deem a problem is likely to affect the child's learning and general welfare.

Parents should always speak with the teacher first if there is a classroom-related concern. A three-way conference, with the child included, can be very effective and is often recommended. Under no circumstances do we recommend a parent and teacher discuss a problem in the presence of the class or in a public location.

After a conference takes place, give the plan a reasonable amount of time to work. Please remember that no medicine is instantaneous. After a reasonable amount of time, if parents feel the problem has not been taken care of, we ask that they schedule a second visit with the

appropriate person involved. Parents should not quickly pass judgment on what a child or an outside source says until they have had the opportunity to visit with the teacher, employee, or administration.

School employees are all willing to work closely with parents to provide the most positive educational environment possible for our children. This takes teamwork, cooperation and mutual understanding and respect. Reasonable people can work out reasonable solutions for what sometimes seem like unreasonable problems!

Throughout the year, the school will utilize a variety of methods for developing and maintaining effective communications between the school and home, as well as between the school and community. Communication strategies will include, but not be limited to, parent-teacher conferences, report cards, personal notes, telephone calls, emails, face-to-face visits, monthly district newsletter, school and home visitations, and interactions at school activities.

By developing and maintaining an open line of communication and positive working relationship between the school, home, and community, we will be able to handle all problems in a professional and ethical manner with the child as the main focus. The first priority of everyone concerned should be what is best for the child.

Emergency Drills (Code No. 507.5)

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

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

Field Trips (Code No. 606.5)

Educational field trips are a part of our instructional program and allow students to see and experience things first hand. Parents will be asked to sign a general consent form at registration and the parents will always be notified of a class trip. Parents are often asked to help supervise on field trips. We welcome parental involvement. Students who do not attend a field trip will be counted absent.

High School/Junior High

- In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district.
- If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. Students who have not obtained a make-up slip and assignments prior to the trip will not be allowed to participate.
- While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a note signed by the

student's parents. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher. Students may be declared ineligible by the building principal to attend field trips due to recent or excessive absences, inappropriate behavior issues, etc. This will be determined in conjunction with the teacher/sponsor.

Food Services

Students will remain in the lunchroom after their lunch is completed. Students should not be at their lockers or throughout the building until the bell has rung to release them to their next class period. Remember, we have a closed campus (no food delivered during designated lunch time) during lunch hour and students should not be in their vehicles or leave school premises.

Lunch Cashier System -The Hot Lunch program will use a computer program called "The Lunch Cashier System." The system provides complete management information about family meal accounts, including receipts, charges made against accounts by students or adults, purchasing breakfast, lunches, milk juice or a la carte and automatic monitoring of account balances.

Your school ID number will serve as the breakfast/lunch ticket for the school year. The four-digit code is your individual ID number, which allows us to monitor purchases made by each student. When making a payment, checks should contain the family ID and a student name (s) to insure credit to the proper account. If cash is sent, it should be in a sealed envelope with the same information as above. Money may be sent with any child in the family. Breakfast and lunch is offered daily at both schools.

Every family has an account in the system. These accounts are numbered by your individual ID number. Student ID numbers have been assigned and will be available at registration. Your account and ID numbers are on file in the office.

Families/students are encouraged to pay large portions or a semester of breakfast/lunch fees at the beginning of the school year. Of course, the meals you miss are credited to your account and can be carried over to the next school year. The system will give us a low balance reminder for all accounts. You will be expected to bring money for your account at this time.

****REMEMBER...THIS IS NOT A CHARGE ACCOUNT, ACCOUNTS ARE TO BE PREPAID.**

As you go through the serving line, your ID number will be keyed into the system. The machine operator will code the type of purchase, and then your account will be charged for what you eat or drink. The new accounting system will not allow the use of any other ID number, other than your own. Only in emergency situations will your account be allowed to be in a negative status. Arrangements can be made in the office. Each day after serving is finished; reports will be made in the office, as to the participation numbers, charges, and credits.

BREAKFAST AND HOT LUNCH PROGRAM:

A well-balanced school breakfast and lunch program is available to all students. Meal and milk costs are:

Breakfast	Daily	2.00	Reduced: .30
Lunch	Daily	2.75	Reduced: .40
Extra Milk	Daily	.45	

They will be issued a student identification number to use in the meal line. Parents will receive notification when their child’s meal fund needs money. Students cannot charge meals or milk. Any delinquent account of \$25 will result in an alternative meal being served.

All Students will be encouraged to try a bite of all requirements of a reimbursable meal. To reduce leftovers, ala carte is available to students in 4th grade and above.

Applications for free and reduced breakfast and lunches are handed out at our school registration in August, can be picked up in the elementary office, or sent home with students when requested anytime during the school year.

According to Federal School Lunch Guidelines from the State Department, students are not allowed to bring pop into the lunchroom to drink with school purchased meals. We discourage students from bringing pop and candy in their sack lunches. There are many other types of beverages and snacks that are more nutritional for growing children.

Elementary students: Students have use of a family meal account. When the balance reaches \$0.00 then no more than \$25 may be charged to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or ala carte items until the negative account balance is paid. Students may pay for their meal at the time of purchase or may add funds to their account by paying the school office. (See board policy 710.4

Freedom of Expression

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expressions made on school premises or as part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoint and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of the law, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

Good Conduct Policy

Purpose - Students who participate in extracurricular activities and/or other school organizations serve as ambassadors of the school district and are held in high regard by their peers and the public. Participating in school extracurricular activities is a privilege. Students who wish to have this privilege must conduct themselves in a manner that is worthy of the high standards of the school district. The Good Conduct Policy is an instrument of discipline. It is designed to be a deterrent for inappropriate behavior.

Activities Council – The Principal together with all activity sponsors, athletic director, and or coaches will make up the Activities Council. The Activities Council will be established to deal with suspected, reported or confirmed violations of the Good Conduct Policy. The Principal and the athletic director will handle any investigations necessary and determine the consequences for verified violations. Members of this council will handle initial appeals. A violation review committee will be called to review any appeals, by students or their parents, of a prior determined violation of the Good Conduct Policy, and the subsequent consequence for that violation of the Good Conduct Policy. This committee will consist of the following:

1. School Principal
2. One faculty member with no association to extracurricular activities.
3. Three members of the Activities Council.

The Principal will be responsible for notifying the parent and all activity sponsors involved, of any violation and the subsequent consequence for that violation.

Coverage of Policy

A. All students, grades 7-12 who participate in one or more extracurricular activities or organizations are subject to the policy. These activities include but are not limited to:

1. All athletics
2. Cheerleading
3. Honor Band, Jazz Band, Honor Choir, and other music groups except Band and Choir classes and their required performances.
4. Plays, musicals, and speech contests
5. All school sponsored clubs, and organizations including, but not limited to, FFA, FCCLA, Student Council, Class Officers, National Honor Society, Homecoming Queen/King, and Academic Bowl

B. The policy will be in effect 365 days a year beginning with the time that the Students have started participation in any activity and concluding with the time they have completed their high school eligibility.

NOTE: All 9th graders start with NO VIOLATIONS, regardless of their junior high conduct record.

NOTE: All 8th grade softball and baseball players participating on the high school squad begin their eligibility at that time.

Prohibited Conduct

- A. Use or possession of any alcohol, controlled substances (drugs) or tobacco of any kind or violations of any laws involving such substances.
- B. Any violation of State or Federal law or any student put on informal probation by Juvenile court.
- C. Any inappropriate or offensive conduct such as insubordination (refusing to cooperate with authorities), hazing or harassment as determined by investigation.

Determination of Violation

A. A student shall be found in violation of the Good Conduct Policy by one or more of the following:

- 1. The student's own admission or the school's notification by the Court.
- 2. By the student being observed by any staff member or administrator.
- 3. After a thorough investigation of a reported violation.

B. Any student eighteen years of age or older, who is found to be in violation of the Good Conduct Policy through the possession of or use of tobacco away from the school property or away from a school activity will receive no more than a Second Violation Consequence

Nature of Discipline

The period of ineligibility begins immediately upon a finding of a violation, if the student is currently engaged in an extracurricular activity. If the student is not currently engaged in an extracurricular activity, or if the ineligibility period is not completed during the current activity, the period of ineligibility is carried over to the time the student next seeks to go out for any extracurricular activity or contest. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate. If the period of time between a violation and an extracurricular activity is nine (9) calendar months or more, the student shall not serve an ineligibility period for the violation.

ALL VIOLATIONS WILL ACCUMULATE OVER THE STUDENT'S HIGH SCHOOL CAREER.

A student who is found to have violated the Good Conduct Policy shall serve the following consequences. A student is subject to a loss of eligibility of the percentage shown for all regularly scheduled public performances in all activities that he or she is engaged in at the time of the infraction as follows:

A. **First Offense** - 10% of eligibility

B. **Second Offense** - 30% of eligibility

- a. A student may have their ineligibility period reduced, by one event, contest or performance by completing ten hours of restitution such as helping teachers, serving detention, janitorial work, or community service. A student who comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy prior to a finding of guilt by the administration, the student's ineligibility may be reduced by one event

C. Third Offense - One semester (per our yearly school calendar)

a. The student will be **INELIGIBLE** to participate in any extra-curricular event, contest, or performance for one full semester. A student may elect to seek an evaluation and if recommended treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the superintendent or the superintendent's designee regarding recommendations for treatment or follow-up care. The student's ineligibility period may be reduced by six weeks. A student who comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy prior to a finding of guilt by the administration, the student's ineligibility may be reduced by 5 weeks.

D. Fourth Offense - Full calendar year (365 days) of eligibility

a. The student will be **INELIGIBLE** to participate in any extra-curricular event, contest or performance for a twelve calendar-month period. A student who comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy prior to a finding of guilt by the administration, the student's ineligibility may be reduced by three months.

NOTES for Good Conduct Rule

- The minimum ineligibility will be one full event (no partial events). All percentages will be rounded to the nearest whole number using general rounding procedural rules. (.4 rounds down and .5 rounds up)
- A student must continue to participate in the activity, in which they are involved during their period of ineligibility, i.e.: attending practices and taking part in all phases of activity other than the competition or performances, etc.
- If a student chooses to drop or is dropped from an extracurricular activity program after being declared ineligible, all criteria of the good conduct policy must be met before regaining eligibility.
- A student who is declared ineligible due to a violation of the Good Conduct Policy will not be allowed to begin participation in an activity that is already in progress without approval of the activity sponsor.
- **THE GOAL OF ANY SCHOOL POLICY IS TO HELP EDUCATE STUDENTS. ANY STUDENT WHO HAS A SUBSTANCE ABUSE OR BEHAVIOR PROBLEM WILL BE AFFORDED THE OPPORTUNITY TO CORRECT THESE PROBLEMS THROUGH EDUCATION AND COUNSELING.**

Additional Counseling

- Counseling by other than school staff will be at the student's expense. The student must complete the assigned community service in addition to any assigned through the juvenile court system.
- Counseling and community service must meet the approval of both the student and the school. The provider or supervisor must verify completion of each in writing.
- A member of the activity council will monitor completion of community service and counseling.

- Students will be required to sign a contract that states the specific consequences of their actions found in violation of the Good Conduct Policy.

Due Process

- Following a hearing with the Principal and a subsequent ineligibility declaration, the following shall apply:
 - A letter shall notify the student and the student's parent(s) or guardian. This will be done to explain the violation and any consequences.
 - Should any parties feel the consequence has been administered unfairly; they may appeal to the Activities Council and will be given the opportunity to meet with the Review Committee to express their concerns.
 - If the student, their parent, or guardian is not satisfied with the findings of the Activities Council, they will have three school days to file an appeal with the superintendent and the Board of Education. This appeal shall be heard no later than seven (7) days after the notification of the appeal.
 - The penalty for the violation of the Good Conduct Policy will be enforced during the appeal process.

Grading Policy

Grade Reports

Each student will receive a progress report in the form of a report card at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within two (2) weeks after the start of the next quarter. Extensions may be granted by the teacher, with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit. Teachers are available from 7:45 to 8:00 A.M. and from 3:45 to 4:00 P.M. for consultation. Students who need assistance or parents who want a conference are encouraged to call or email to schedule an appointment. Formal parent-teacher conferences will be scheduled twice a year.

Student-led Conferences are scheduled soon after the first nine weeks are completed and again at the end of the third nine-week period. The teacher or parents may arrange special conferences on an individual basis anytime throughout the year. **Parents may check student grades at JMC Online from the Mormon Trail Website.**

We have the benefit of using JMC online to check student's grades. Both parents and students can check grades as well as attendance, report cards, and lunch accounts. Teachers will have grades updated on JMC in their best timing, on a weekly basis. Parents need to contact the school to obtain a password before they can receive access. The website is:
<https://mormontrail.onlinejmc.com/>

Missing Work

- Students with missing work could miss special events and go to the study table.
- Students may receive partial credit for missing assignments.
- Zeros **WILL** be given for missing assignments at the end of the quarter.

Grading Scale

4 Point Scale	Letter Grade	Percentage Scale	Regular Weight	1.1 Weight	1.2 Weight
3.6 to 4.0	A	95-100	4	4.4	4.8
3.4-3.5	A-	90-94	3.667	4.033	4.4
3.1-3.3	B+	87-89	3.333	3.666	3.999
2.8-3.0	B	83-86	3	3.3	3.6
2.4-2.7	B-	80-82	2.667	2.934	3.2
2.1-2.3	C+	77-79	2.333	2.566	2.8
1.8-2.0	C	73-76	2	2.2	2.4
1.4-1.7	C-	70-72	1.667	1.833	2
1.1-1.3	D+	67-69	1.333	1.466	1.6
.68-1	D	63-66	1	1.1	1.2
.6-.67	D-	60-62	.667	.734	.8
.59 & below	F	0-59	0		
Incomplete	I	I	0	0	0
Pass	P	P	0	0	0
No Credit	NC	NC	0	0	0
Medical Reason	M	M	0	0	0

Graduation (Code No. 505.5)

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

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

Graduation Requirements

Subject Credits

English - English I, II, III, IV or Practical English, and Speech 4.5

Science - Physical Science, Biology, and one other 3

Mathematics - Algebra I and two other 3

Social Studies- American History, U.S. Gov. and one other 3

Financial Literacy *new requirement beginning class of 2021 0.5

Physical Education 2

Elective Credits 10

Total 26***

*** CPR required by state to graduate

Every high school student must take a minimum of 7 full credit classes plus Physical Education each school year. By the end of the second semester of the preceding year, students must earn 7.5 or more credits to be classified as a Sophomore, 15 or more credits to be classified as a Junior and 22.5 or more credits to be classified as a Senior and be a candidate for graduation.

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

All MTHS classes are open to all students providing course prerequisites are met and space is available.

Health Services (Code No. 607.2)

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

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid when appropriate. The school contacts emergency medical personnel if necessary and attempts to notify the parents with details of the situation.

Students must be fever and/or vomit free for 24 hours in order to return to school after an illness.

Homework

To encourage student responsibility; students will be given work time during class to complete their classwork. This time will give the students the opportunity to practice skills, share and discuss their ideas, organize their thoughts, review, and to become acquainted with the materials in an assisted environment. It is our belief that given more time with the teacher in class, students will have ample opportunity to complete this classwork. If classwork is not completed during the given time, it will be the student's responsibility to finish outside of class. Teachers may give students practice opportunities to be completed outside of class for things like: fluency passages, math logs, or reading logs.

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 without proper certification are not allowed to attend public school until they receive the immunizations or they make arrangements with the school administrative office. Only for specific medical or religious purposes are students exempted from the immunization requirements.

Internet Use by Students

Mormon Trail students must have the permission and supervision of a school employee to use a school resource to access the Internet services. Students who break the rules for Internet usage will not be allowed to use the school Internet for the stated amount of time (see consequences below). Parents will be notified of any problems and loss of Internet privileges.

RULES FOR SCHOOL INTERNET USAGE:

- An Internet Use Agreement must be signed by the student, one parent or guardian, and by the teacher testing for understanding of the AUP before a student may operate a computer to access the school's Internet account.
- Treat all hardware and software with RESPECT.
- A student is to save only what is needed in his/her student folder. Information that is no longer needed is to be discarded. AVOID CLUTTER in folders.

- Students are to ask for assistance if they are unsure of what to do.
- A student that stumbles across QUESTIONABLE MATERIALS IS TO QUICKLY TELL THE SUPERVISING TEACHER. If this is not reported, the student will not be allowed to use the Internet again.
- BE SAFE! Last names, phone numbers, addresses, etc., are never to be given out to anyone on the Internet.
- Students are not to access files that belong to other people.
- Students are not to copy “materials” from the Internet. It may be copyrighted and it is against the law to copy copyrighted materials.
- Students are not to download anything unless a teacher tells them it is okay.
- While on the Internet, students are not to pretend they are someone else.
- Typing in all capital letters is considered “shouting” on the Internet and is considered very unmannerly!
- Students are not allowed to use “chat rooms” at school.
- Computer intended use is for educational purposes only.

Consequences:

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

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

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

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

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

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

Invitations to Non-School Parties

From time to time, students will bring invitations to school to hand out. **If invitations are not going to be given out to all students in the classroom, the school prefers the invitations be mailed to prevent the other students from feeling left out.**

Illegal Items Found In School Or In Students’ Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using or being under the influence of alcohol, drugs, or **look-a-like substances**; and possessing or using tobacco products or look-a-like substances. Weapons or a **look-alike** will not be tolerated on school property or at school activities with the exception of weapons in the control of law enforcement officials. The current Iowa Law calls for the immediate expulsion of a student who is in possession of a weapon (gun) on school property. **Parents will be contacted and the student will be reported to the law enforcement officials.**

Junior High/High School Bell Schedule

Period	Begin	End
1st Period	8:00 A.M.	8:49 A.M.
2nd Period	8:52 A.M.	9:40 A.M.
3rd Period	9:43 A.M.	10:31 A.M.
4th Period	10:34 A.M.	11:22 A.M.
JH/HS Seminar	11:25 A.M.	11:50 A.M.
HS Lunch	11:50 A.M.	12:20 P.M.
JH Lunch	12:00 P.M.	12:30 P.M.
5th Period	12:33 P.M.	1:19 P.M.
6th Period	1:22 P.M.	2:08 P.M.
7th Period	2:11 P.M.	2:57 P.M.
8th Period	3:00 P.M.	3:45 P.M.

Lockers

Students in K-12 will be assigned hall lockers. Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing coats, book bags, and other personal items necessary for school. It shall be the responsibility of each student to keep his/her locker clean and undamaged. If your student wishes for their locker to be locked, students will provide their own lock. Locker use is a privilege.

Students need to conform to the following rules:

- Be quiet in the hallway.
- Keep lockers secured and in good condition.
- Must use the assigned locker and no one else's.
- All items MUST be in a locker and not on the floor, tables, or garbage cans.
- Searches of lockers may be warranted based upon a reasonable suspicion of violation of school rules.

Lost/Found

Mormon Trail Community School is not responsible for lost or stolen items. If you've lost an item, please check with the office. If you've found an item which does not belong to you, please bring it to the office so we can return it to the rightful owner. We discourage students from bringing large amounts of money or valuable items to school. If the item is not claimed, the item will be discarded or donated. Mormon Trail School District is not responsible for lost or stolen items.

Make-up Work

Students are expected to make up the schoolwork they miss because of a school absence. Students will have the number of days missed, plus one to complete the work for credit. This includes non-school days. Work assigned before the absence is due upon return. If the teacher deems it appropriate, the student may be assigned work which is different from that assigned to the class during the time the student was absent. For long term absences arrangements, can be made with administration and the teacher. No work will be accepted after the end of a quarter.

Parents who want to pick up schoolwork while their child is absent should contact the school by 9:00 A.M. to allow sufficient time for teachers to get the necessary materials collected. Please do not just drop in and ask for work in a few minutes. We do not want to stop the learning process for the rest of the students while the teacher takes the time to get the work ready during prime academic time for other students.

While it is the teacher's responsibility to give the student make-up work, it is the student's responsibility to see that the work is completed and given to the teacher in a timely manner.

Medication Guidelines (Code 507.2)

The school recognizes the need for some children to take medications during the school day. The parent must provide a signed, dated authorization form to administer the medication.

Medications must be brought to the school by the parent. The school must know the medication a student is taking in the event the student has a reaction or illness. In order, for non-prescription medication to be given, the student must have a signed permission slip from the parent on a file in the office.

Medication is held in a locked cabinet and distributed by the trained office personnel or school nurse. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

Authorized personnel under the following conditions and procedures can administer medications:

Prescription Medication:

- Prescription medication must be brought to school in a pharmacy-labeled container for school use.
- A note from the prescribing physician or dentist must accompany the medication if there are any special instructions or considerations.
- Parents must give the school written permission to administer the prescribed medication according to the physician or dentist's orders on the labeled container.
- There is a medication permission form at the back of this handbook that must be completed, signed, and returned to school with the medication.

Non-prescribed Medication:

- Non-prescription medication must be brought to school in a labeled container.

- Students should not administer their own medication
- We ask that all medication, prescription and non-prescription, be immediately brought to the office upon arrival at school.
- Parents must send written permission giving the name, amount, and time medicine is to be administered.
- Except for long-term treatment, only enough medicine for one day should be sent to school.

By law, the school cannot give any type of medication, including aspirins, without parent permission. The school will not provide medication for children. This is the responsibility of the parents.

Mobile Devices in the Classroom

We will be making our school a phone-free space to improve teaching and learning using a system called Yondr. Yondr has been implemented in over 1,000 schools across 21 countries to facilitate an engaged learning environment.

We believe that phones have great utility. We have also found that learning and social behavior improve drastically when students are fully engaged with their teachers and classmates.

The Yondr Program utilizes a simple, secure pouch that stores a phone. Every student will secure their phone in a personally assigned Yondr pouch when they arrive at school. Students will maintain possession of their phones and will not use them until their pouches are opened at the end of the school day. Students are required to bring their Yondr pouch to and from school each day and are responsible for their pouch at all times.

Yondr recently surveyed over 900 school partners to measure the effects of creating phone-free educational environments. These schools achieved notable progress in multiple areas:

- **65% of schools saw an improvement in academic performance**
- **74% of schools saw an improvement in student behavior**
- **83% of schools saw an improvement in student engagement in the classroom**

If you have any questions, please do not hesitate to contact the school directly at 641-877-2521.

If there is an emergency and you would like to get in contact with your child, please reach out to the school office at 641-877-2521.

In an effort to best serve your child, we appreciate your full support in adoption of the Yondr Program at our school.

Students are not to bring recorders, radios, electronic devices, cell phones, old cell phones, CD players or similar items to school or school activities without permission from school administration and/or classroom teachers. These items are often expensive and the school will not be responsible for damage or loss. These items are also the cause of unnecessary discipline problems and classroom distractions. Student cell phones brought to school must remain in the student's Yondr pouch either turned off or in airplane mode. Students will be asked to show that

the phone is off or in airplane mode before locking the pouch. Mormon Trail staff reserves the right to search student bags and/or lockers for any cell phone that is not secured in a Yondr pouch. Students may take their phone to the office to make necessary calls, with the teacher's permission.

Violation of cell phone use during the school day:

1st Violation: Teacher will confiscate the phone and the parent must pick it up.

2nd Violation: Teacher will confiscate the phone and the student must turn the phone into the office every morning.

3rd Violation- Teachers will confiscate the phone and will turn it in to the principal. The Parent must come to pick up the phone and visit with the principal.

If there is an emergency and you would like to get in contact with your child, please reach out to the school office at 641-877-252.

In an effort to best serve your child, we appreciate your full support in adoption of the Yonder Program at our school.

Non-Discrimination Policy (Code No. 102.E1, 102.E2, 102.R1)

It is the policy of the Mormon Trail Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs), in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator or Superintendent, 403 South Front St. Humeston, IA 50123, 641-877-2521

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment with the district in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the Superintendent for information and forms.

Parking Expectations

Safety in our school parking lot is a top priority, and parking in the school parking lot is a privilege. Upon arriving at school, students may park in the south parking lot on the school grounds. No driving will be allowed after the student reaches the school. Parking must be in an orderly fashion, and in between the painted lines, in the south parking lot. Parking spaces are on a first come first serve basis. Be mindful of pedestrians when arriving and departing from the school parking lot. Fines will be assessed if orderly parking in the lot is not adhered to.

Pets

No pets of any kind are allowed at school without permission. Teachers may give special permission for pets to be brought to school by parents or guardians as part of a special display or activity. Pets are not to be transported to and from school on the school bus. Any animal brought to school must be housed in a proper case or container or restrained in such a manner that they cannot harm anyone or escape. Parents should contact the classroom teacher or building principal

to make arrangements for the visit. However, under no circumstances is a potentially dangerous pet to be brought to school.

Physical Abuse and Threatening of a School Employee

Any student that physically abuses or threatens a school employee will be subject to immediate suspension from school. Further disciplinary actions will depend on the type and degree of abuse.

Physical Examination

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

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

Posting Of Information

Students or adults who wish to post or distribute information must first receive permission from the administrative office before the posting or distribution. This applies to information that deals with school-sponsored activities.

School Day

The doors of the school building will be open at 7:30 A.M. each morning. As a general rule, adult supervision is not available until that time. Bus students begin arriving at approximately 7:30 A.M. The breakfast program will begin at 7:30 and continue until 8:00 A.M. Students are to be in their classrooms by 8:00 A.M. If they arrive later than that, then they are considered tardy. School will begin dismissing at 3:45 P.M. on regular school days. Parents will be notified when the starting or dismissal times will vary from the normal schedule. **PLEASE DO NOT COME TO PICK YOUR CHILD UP EARLY UNLESS THEY HAVE AN APPOINTMENT.**

Search and Seizure (Code No. 502.8)

School authorities may, without a search warrant, search a student's locker, desk, work area, or school bag based on a reasonable suspicion under the circumstances and in a manner, reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary actions and may be reported to the local law enforcement authorities. **All searches will either occur in the presence of the student or in the presence of at least one other person.**

Semester Test Policy JH/HS

It is required that each class gives a final semester exam prior to the end of each semester. This exam will be preceded by complete and comprehensive review of the material covered during the previous quarters. These tests are required for all students and will be weighted between 10 and 25% of the semester grade, at the discretion of the individual teacher. Teachers have the option of: giving an exam, presentation, culminating activity, lab or other that will be educational in nature.

Our semester test waiver policy is being used as a positive reinforcement to all students who have outstanding attendance and are scoring academically at 87% or above in the classroom. This policy applies to 9th-12th grades. A student who misses two (2) class periods or fewer during a semester may have the option of not taking their finals providing that the student adheres to the following provisions:

1. A student who has excellent attendance may waive semester tests in classes in which he/she has met the attendance and academic requirements. The following will not be counted against the absences a student is allowed per class/per semester:
 - a. Participating in a school sponsored activity.
 - b. A senior may have 1 day for post-secondary planning during a semester. To verify the visit, the student must provide a signature on the official letterhead from the organization he/she visited.
 - c. Death in the family.
 - d. Observation of a religious holiday.
2. A student who has been suspended out-of-school or who has been assigned an in-school suspension will not be allowed to waive any exams.
3. A student who is on a homebound program or on an inpatient program will not be eligible to waive semester exams.
4. A student who qualifies for the waiver option may decide to take the semester test, but it will be counted only if it improves the final grade.
5. Any student with D+ or lower will have to take a semester test in that class.

NOTE: Excused absences do not affect students' right to waiver semester tests.

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

Senior Trip Policy

1. All seniors are eligible to participate in the senior trip as they begin their senior year. Participating in this trip, however, is a privilege, which will be revoked for any of the following reasons:
 - a. Will not meet the Board of Education's graduation requirements.
 - b. Is not passing all of his/her classes at the time of the senior trip.
 - c. Has not remained within the limits of the attendance policy of 8 days per

semester.

d. Has failed to complete the senior sign out sheet, including returning library books textbooks, or has outstanding bills to the senior class or school.

e. Has any disciplinary time owed (detentions or suspensions).

f. Has violated the Good Conduct Policy 3 or more times during their high school career (grades 9-12). The freshman year begins either when practices begin or the 1st day of school. 2. Each senior trip shall have female and male chaperons, including class sponsors and/or others approved by the administration. It shall be the responsibility of the chaperons to supervise student activities while on the senior trip. The senior trip is considered an extracurricular activity and is therefore, subject to the guidelines spelled out in the Good Conduct Policy as well as the student handbook.

3. Students whose behavior necessitates their being sent home before the trip is over shall be responsible for all expenses.
4. The sponsor(s) and the class will go to Lake of the Ozarks for a four day period as approved by the school board. Students will stay at accommodations approved by the school board. (In the event the lodge is not available the principal may approve alternate sites in the area with the final itinerary being shared with and approved by the superintendent.) A cap of \$500/person of the trip based on the number of seniors and sponsors saying they want to attend. Money may be raised through board approved fundraisers throughout the school year.
5. One hundred dollars must be left in the senior account to pay any excess bills.

Sexual Harassment Reporting (Code No. 402.3)

The School does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another school employee immediately. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. This procedure requires the school district to designate an independent investigator to look into the allegations. The School District has designated Wayne County Sheriff's Office (641-872-1566) a Level I and Level II Investigator. It is the policy of the district to respond to all allegations of abuse by school employees by investigating or arranging for a full investigation in a reasonable and prudent manner.

Physical abuse is non-accidental physical injury that leaves a mark at least 24 hours after the incident. Law prohibits corporal punishment. While employees cannot use physical force to discipline a student, the law states that there are times that physical force is appropriate. These times include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous objects, for the purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, to help calm an agitated student, or to protect a student from self-inflicted harm. Sexual abuse or harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

Special Services (504, IEP, ELL, TAG) (Code 507.8)

Band Program

Fifth and Sixth grade students may participate in our elementary instrumental music program. Parents of students will be invited to attend an informative meeting to learn about the program. The elementary band will meet as a group and students will have individual lessons. Fourth grade students will be introduced to band in the spring.

S.A.T. (Student Assistance Team)

A Student Assistance Team has been developed to systematically and professionally attend to problems that interfere with student success in school. The Student Assistance Team is composed of interested individuals who are concerned about student success and is designed to provide assistance to special needs and at-risk students so they can experience greater success in their education.

Green Hills AEA Support Services

There are many special services available from our Green Hills Area Education Agency in Creston. These services are available to preschool and school age children who reside in the Mormon Trail School District. Among the services offered are:

Special Education	Technology Services
Vision Screening	12 Resource lending services
Hearing testing	Curriculum consultation
Clinical speech services	Early childhood programs
Psychological services & testing	Material production
School social workers	Staff development
Services for preschool handicapped	Speaker bureau
Crisis response team	Special health needs

When a school feels a child and/or family might benefit from one of these special services, the parents will be asked to come to school for a conference. This will give the parents the opportunity to learn more about the available services. If parents choose to use one of the services through the school and AEA, a consent form, giving permission for such services, must be signed. The building principal will then contact the appropriate AEA resource person and arrange for services to begin. Please contact the principal's office for additional details.

Library Program

The Library will be open from 8:00 A.M. to 3:45 P.M. on the days school is in session. The basic services of the library are:

- To promote material used by students and staff.
- To develop and promote reading interest.
- To encourage research and study from various sources.
- To develop skills for use in the library.
- To provide recreational, leisure time, and educational reading.

Each classroom will visit the library for formal library skills instruction each week throughout the school year.

Special Education Services

The Mormon Trail School provides services for students with special learning differences and needs. The services offered by our special education department are designed to meet the specific needs of each individual child who has physical, academic, or behavioral needs that prevent him/her from experiencing success in the regular classroom.

Resource room Instructional Program: The service offered by the resource room is supplementary to the regular education program. The student will receive instruction or support services in the resource room based on their needs.

Talented & Gifted Program (TAG)

A school enrichment program is available to help students whose abilities, talents and potential for performance require a variety of special provisions to meet their unique educational needs. In the TAG Program, students have the opportunity to develop skills, concepts and attitudes necessary to pursue their own interests through participation in enrichment activities implemented for individuals, small groups, and classrooms of students.

Several factors are considered in the identification of students for the TAG Program. The Iowa Statewide Assessment of Student Progress (ISASP) and FAST Testing scores results are used as part of the screening process. In addition to these standardized testing instruments, parental and teacher input is vital. Once identified, students take part in an enrichment program designed to further develop their social talents, interests, and skills.

Title I Reading

Beginning with the 1996-97 school year, the Mormon Trail Elementary School began operating a building-wide Title I Reading Program designed to increase the academic achievement of all students. This program is a combination of an in-class model with a smaller amount of time devoted to a pullout program for individual and small group work.

The Title I Program will complement the regular classroom reading program by placing emphasis on improving the reading skills of all students through a multidisciplinary integrated curriculum.

Standardized Tests (Code No. 505.4)

Students in grades 3 through 11 are given the Iowa Statewide Assessment of Student Progress (ISASP). Elementary students also will take FAST testing. These tests are used to determine academic progress for individual students, for groups of students and for the school district. All tests must be completed by all students. These tests are just one of the assessment techniques used by the school to help determine the academic progress for individual students, a grade level and for the school district. Students are tested unless the Principal excuses them. The purposes of our student's achievement program are to:

- Identify students in need of additional support services.
- Improve teacher instruction and student learning.
- Improve the overall school curriculum.
- Evaluate the total educational program.
- Determine academic progress for individual students and groups of students.

Student Council

Classroom representatives from 4th, 5th, and 6th grades are selected each semester through a democratic classroom election. The student council helps plan student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a sounding-board for student concerns, seeks to interest students in school district affairs, and helps solve problems that may arise in a more democratic manner.

The Junior High and High School Mormon Trail Student Council will be student-elected by the class they will represent for the school year. Student council members are expected to act as representatives for their class and the student body. The good conduct policy applies to student council members. Student Council is primarily responsible for organizing homecoming events, jock volleyball, and other events throughout the year.

The MT Student Council is a school sponsored student organization. Participation in student council and related activities is a privilege. Violations of school policies and rules could result in suspension of a student's privilege to participate as a student council representative. More detailed information concerning student responsibilities as a student council representative will be sent home at the beginning of the school year.

Student Publications (Code No. 504.3)

Under the supervision of a classroom teacher or other faculty person, students may produce class publications as part of the school curriculum (examples: classroom newspaper, creative writing projects, etc.) Statements made by students, including written statements made in student publications, are not an expression of official school district policy. The school district, the Board of Education, and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the Board of Education secretary.

A classroom teacher or other certified staff person supervises student writers to maintain professional standards of English and journalism and to comply with the law, including, but not limited to, the restrictions against unlawful speech. No student shall express, publish, or distribute in an official school district publication material which is obscene, libelous, slanderous or encourage students to commit unlawful acts, violate school policies, cause a substantial disruption of the orderly and efficient operation of the school, disrupt or interfere with the educational program, interrupt the maintenance of a disciplined atmosphere or infringe on the rights of others.

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

Student Educational Records (Code No. 506.1)

In order to facilitate the educational process, records on each student are kept in the building in which the student is currently attending. The custodian of the student records is the building principal. Questions regarding student records should be directed to the principal's office.

Student records may include, but not be limited to, identification date, attendance, honors and activities, discipline data, test scores, objective counselor or teacher observation and external agency reports.

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

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to the middle school level. This is also done when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under the age of 18 may exercise the opportunity to review educational records, to obtain copies of records, to write a response to material in the records, to challenge the content of the records on the grounds of inappropriateness, inaccuracy, or an invasion of privacy. All examination of student records by parents must be done in the presence of an appropriate school employee.

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

Student Insurance (Code No. 507.6)

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student insurance should contact the main office. In no way does the Mormon Trail School endorse these insurance policies and all insurance business is between the patron and insurance company.

Student Interrogation by an Outside Agency

From time to time, a representative from an outside agency will ask to visit a student. All requests must come through the administration office. Such a request will only be granted when, in the discretion of the administration, such action is in the best interest of the student, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Parents may be contacted and informed of the request.

Student Rights and Responsibilities

It is the goal of the Mormon Trail Community School District to resolve students' and parents' complaints and grievances at the lowest level. Students and parents are encouraged to address problems to the student's teacher first. If the problem cannot be resolved by working with the teacher in a reasonable length of time, the student and/or parent should then discuss the matter with the principal. If the matter still cannot be resolved the problem should then be moved on to the superintendent.

The enforcement of the policy of the Mormon Trail Board of Education shall be the responsibility of the principal. The school district recognizes and supports the principle of due process. When a student has been disciplined because of a violation of policy or rules of the classroom or Student Handbook, the student or student's parent may appeal the decision.

The principal's decision may be appealed in writing to the superintendent within five (5) days of the decision. The superintendent will return within five (5) days his decision in writing to the person who submitted the appeal. The superintendent's decision may be appealed within five (5) days to the Board of Education by delivering to the superintendent a written notice of appeal. The superintendent shall schedule the appeal hearing for a regular or special meeting of the Board of Education within ten (10) days after receipt of the appeal notice.

Student Complaints (Code No. 502.4)

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

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

If students or parents have complaints about school policies or other concerns they have a timeline and protocol laid out for them to follow through this handbook rule and district policy.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any

history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the students; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Additional information on the due process can be found under the STUDENT RIGHTS AND RESPONSIBILITIES SECTION.

Transfer In/Out of the District (Code No. 501.2)

Students who transfer into the district must meet the same age and immunization requirements as those students who initially enroll in the district. If possible, the parents and/or student must provide the district with proof of grade level and a copy of the student's permanent records from their prior school district. If the student is unable to provide the school with proof of grade level, the administration will make the grade level determination based on what information is available. Parents of students wanting to transfer out of the district should notify the school as soon as possible. After such notice, the student will receive instructions regarding the return of textbooks, library books, fees, etc. Records will be sent as soon as a written request is received from the new school district.

Visitor Policy (Code No. 903.3)

For safety reasons, all visitors must check in at the main office. All visitors must come directly to the office upon arrival and obtain a visitor's pass before going anywhere else in the building. The pass must be worn at all times while in the building and returned upon leaving. Non-Mormon Trail students are not allowed to visit the building unless given prior administrative approval. Administration reserves the right to deny anyone entrance to the building without a valid reason.

Volunteers

We encourage parents and other interested people in the community to volunteer at school. Volunteering is easy and rewarding. Please contact the District Office if you have some free time and are interested in volunteering. The role of the volunteer in the school is very important. Research shows that approximately 40% of the teacher's time is occupied with non-instructional activities. Volunteers can provide a very valuable service by relieving teachers of many of these time consuming non-instructional activities.

Volunteers help enrich the school curriculum by sharing special interests, talents, hobbies, and job skills with our students. Volunteers can help meet the unique needs of individual students by being able to listen to or work one-on-one with students while the teacher works with the rest of the class. Volunteers can help close the "generation gap" by providing more opportunities for children and adults to exchange ideas, experiences, talents, and most of all caring.

Volunteers can help teachers in the classroom by assisting with seat work, special demonstrations or experiments, copying resource materials, administering make-up tests, checking papers, helping students locate reference materials, helping with small group activities, making bulletin

boards, providing flash card drills, constructing learning centers, or helping with art activities. The list could go on to include as many areas as the teacher and volunteer can discover together.

Weapons and Dangerous Instruments

School facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken away from students and others who bring them onto school property or onto property within the jurisdiction of the school district. Parents of students found to possess a weapon or dangerous object shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials and the student will be subject to disciplinary action including suspension or expulsion.

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.