

2017-2018

Student/Parent Handbook



MFL MarMac High School
700 South Page Street • P.O. Box 1040
Monona, IA 52159
Phone: 563-539-2031 • www.mflmarmac.k12.ia.us

The mission of the MFL MarMac School District is to meet the needs of all students and guide them to their fullest potential as college and/or career-ready responsible adults.

WELCOME

The faculty and staff of MFL MarMac High School welcome you. This handbook is offered as a guide. It contains basic information students and parents may find useful. Please keep this booklet for future reference.

The MFL MarMac Community School Board affirms its intent to support the school discipline policies, to support the school staff that enforces the discipline policies, and to hold school staff accountable for implementing the discipline policies.

It is our belief that all students are capable of being enthusiastic, conscientious, have a desire to learn, and conduct themselves properly at school. The school board, the administration, and the staff maintain the highest expectations of all students at all times in order to provide the best education for all of our students.

We ask for your support in helping our district be successful. We want the best for our students and providing a good quality education is our highest priority. Thank you for being a part of our district.

Go Bulldogs!
Dr. Dale Crozier, Superintendent
Mr. Larry Meyer, High School Principal
and the MFL MarMac Faculty/Staff

MFL MARMAC SCHOOL SONG

On Bulldogs, on forever more; On Bulldogs, proudly raise the score
Every loyal student gives a rousing cheer for you; Every loyal student gives support. Rah! Rah! Rah!

On Bulldogs, with your colors true; Fighting for your colors gold and blue.
Wanting victory, wanting fame, wanting spirit too; Make us proud for what we stand for, MFL MarMac!

Victory, Victory is our cry! V-I-C-T-O-R-Y! Are we in it? Yes, Yes, Yes! Blue & Gold, we're the best!

2017-2018 CLASS OFFICERS

Seniors

President: Jordan Weaver
Vice President: Micah Decker
Treasurer: James Slama
Secretary: Unfilled

Juniors

President: Abby Zeeh
Vice President: Sam Koeller
Treasurer: Keagan Moose
Secretary: Garret Keehner

Sophomores

President: Ethan Stubbs
Vice President: Max Koeller
Treasurer: Ashley Weaver
Secretary: Destiny Berns

Freshmen

President: Jacob Trudo
Vice President: Max Havlicek
Treasurer: Anna Stoddard
Secretary: Gavin Meana

2017-2018 STUDENT COUNCIL

Coltin Ball-Sr.
Reagan Butikofer-Sr.
Kennedy McShane-Sr.
Sierra Wiebensohn-Sr.
Emma Ammons-Jr.
Hanna Dickman-Jr.
Josie Kleinow-Jr.
Skylar Moser-Jr.

Jesse Breuer-Soph.
RoseMary McGeough-Soph.
Kira Rieck-Soph.
Lainee Evanson-Fr.
Marlene Franzen-Fr.
Mackenzey Ruff-Fr.
Riley Whitney-Fr.

ACADEMICS

Registration Information

Information about classes offered at MFL MarMac High School is included in this handbook which is also on the school website. Go to www.mflmarmac.k12.ia.us. Under the Students tab, choose Student Resources > Student Handbooks. During open registration times, students will choose their classes from the JMC online course registration module.

Schedule Changes

Students wishing to make schedule changes must complete a drop/add form and obtain teacher signatures from both the class to be dropped and the class to be added. Completed forms should be turned into the guidance counselor.

Dropping Classes

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

Physical Education Credits

All students are required to take one semester of Physical Education per year. A PE waiver for students engaged in extracurricular activities may be obtained with parental permission. See guidance counselor for form.

Grading System

The following is a minimum grading scale at MFL MarMac High School. Teachers may use a more rigorous grading scale for their individual classes. If the grading scale is different, the teacher will communicate that with the students and parents. The semester grade is the only grade reported on the final transcript.

A	4.0	A-	3.67		
B+	3.33	B	3.0	B-	2.67
C+	2.33	C	2.0	C-	1.67
D+	1.33	D	1.0	D-	.67
F	0.00	I	Incomplete (temporary grade, see below)		

Incompletes

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

JMC Parent Access

All families are assigned a username and password for accessing the JMC student information system. This module is available on the school website under both the Student and Parent tabs. Information found on JMC includes progress reports for each class in which the student is enrolled and attendance history.

Honor Roll

Straight A Honor Roll: Grade point average of 4.0 for the semester

Honor Rolls: Grade point average of 3.40 for the semester

Academic Letters

To earn an academic letter, a 3.5 grade point average must be maintained all four quarters of the school year. The exception is for seniors who will be required for the first three quarters of their senior year only.

Letters/Emblems/Medals:

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

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

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

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

Note: Seniors will receive these awards before they graduate; grades 9-11 will get these awards at the beginning of the next school year.

National Honor Society

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

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

Once selected, students are expected to maintain a 3.25 gpa and the standards required for admission including the MFL MarMac Good Conduct Policy. Students who fall below these standards will receive a warning from the faculty council and be given a reasonable amount of time to correct the deficiency. The faculty council shall decide when a student has exceeded a reasonable number of warnings. In the case of flagrant violation of school rules or civil law, a member does not necessarily need to be warned. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council. A majority vote of the faculty council is needed for dismissal. A student who has been dismissed by the faculty council may appeal this decision under the same guidelines as any other disciplinary appeal.

Early Graduation - Board Policy 605.5

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

PICC- Placement in College Credit

As part of this program, any 11th or 12th grade student in a public high school may choose to enroll part-time at one of Iowa's community colleges, a state university, or an accredited private college or university. Students in 9th and 10th grade who have been identified as gifted and talented are also eligible. Students may not enroll in a PICC class that has a "comparable" class offered at the high school.

MFL MarMac pays for the cost of the tuition. Textbooks will be the responsibility of the student. If a student fails the course, however, no credit is given by the high school or the college. In addition, students/parents are responsible for reimbursing the school for the cost of the course, which is normally \$250.

Upon successful completion of the class, students will earn both high school and college credit. If a student wishes the college credit to transfer to any other college, he/she must request transcripts be sent from the college. The high school is unable to make this request for the student.

Transfer Students

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

ATTENDANCE

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

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

Philosophy

Students are expected to attend classes regularly and to be on time. While it is possible for an absent student to make up the schoolwork missed, it is impossible to completely compensate for absence from classes. In addition, tardiness to class creates interruption and confusion for class members. It is unfair for an entire class to be interrupted by students who are unprepared due to irregular attendance and/or tardiness.

Students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. The patterns of responsibility and self-discipline of regular attendance and promptness may be established for life by attention given them during the years of school attendance.

There are times, however, when school officials may determine that issues associated with absence from school are outweighed by the advantages of an activity in which the student participates and they may endorse or sponsor an activity or field trip. Absence due to attendance at such approved field trips and activities will not be considered an absence from school. The student will, however, be required to make up any missed work.

Absences

1. PARENTS or GUARDIANS are expected to phone the school regarding a student's absence on the day of the absence. Only when a student is of majority age (18 years or older or married) and is not residing with the student's parents or guardian may the student present his or her own excuse for absence without parental verification. The principal should be notified of any such circumstances.
2. If a child is absent from school and the parent/guardian does not call, a school representative will call home. If students leave early, they must sign out with the office. A student must have permission to leave (a note or phone call from parents before leaving the building.)
3. **Six (6) days of absence per semester will warrant a conference between the high school principal, the student and parent(s) to discuss the absences.**
4. If the school does not receive a note signed by the parent/guardian or phone call from parent/guardian when the student returns to school, this absence will be considered truancy.

Make-up Work

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

Backpacks

Backpacks will be allowed for the purpose of bringing your books to school but your backpacks must go straight to your locker and remain there until you leave for home. No backpacks will be used during the course of the school day.

Tardies

Students are expected to be on time to class. A student who has been detained by a teacher, counselor, administrator, nurse, or other staff person should bring a pass from that person to enter class. The pass will exempt the student from sanctions assigned by his/her teacher.

Students coming in late for the start of their school day must sign in at the high school office. The tardy will be considered excused with a parent phone call or note explaining the reason for the tardiness. Students who are more than 10 minutes late to class will be considered absent for that period.

Any tardies without a pass or parent permission will be considered unexcused. Excessive tardiness will be handled under the school's discipline policy. See discipline section of handbook.

Senior Release

Seniors release is a privilege granted to seniors who demonstrate exceptional attendance, academic performance, and character. Seniors who earn this privilege are not required to report to school until they have a scheduled class and may leave school when they are not scheduled for a class. Seniors who have earned senior release privileges are to leave school grounds during release time.

It is understood that senior release is a privilege which can be terminated by the school and/or parent/guardian. Revoking of senior release means automatic assignment to study hall. A senior may have senior release privileges revoked for a period of one (1) week or more if one or more of the following violations occur:

- A student is not passing all their classes. Grades will be checked weekly.
- A student with six (6) non-school related absences per semester is considered excessively absent.
- A student accumulates five unexcused tardies within a class or serves three detentions for unexcused tardies within a quarter.
- A student is suspended in or out of school or removed from class for inappropriate behavior.
- A student is not in good standing in terms of their behavior.

Note: Student athletes will not be granted PM Senior Release during the athletic season.

College Visits

All 11th and 12th grade students may have two (2) college visits per year. Forms must be filled out in advance with the counselor and signed by the college. If this is done properly, these absences will be counted as field trips and will not count toward the student's number of absences.

“Skip Day”

MFL MarMac High School does not sanction or condone in any way any student organized “skip day.” The school does not feel students or parents should condone this either. All efforts will be made to assign penalties to students who participate in activities such as this.

DISCIPLINE

At MFL MarMac, we have been using a new approach to school discipline called Responsibility Centered Discipline (RCD). The system has been implemented successfully across schools in the United States and features firmness, encouragement, self-composure and responsibility. It is a system that helps educators deal with disciplinary situations with greater confidence and skill. Traditional school discipline relies mostly on controlling student behaviors through some form of external rewards and punishments. We are practicing the “Give ‘em Five” approach which allows the educator to focus on the needs and goals of misbehavior in order to deal with the root of the conflict.

The “Give ‘em Five” conversation consists of five steps that help educators effectively word their dialogue with students during times when they are attention seeking, manipulative, hostile and/or apathetic. This conversation consists of:

- Support – Focus on the student’s strengths.
- Expectation – Refer to shared expectations, such as class or school core values.
- Breakdown – Describe how the expectation was not met.
- Benefit – State how a different behavior could benefit the student.
- Closure – Finish with a positive statement so both the student and the educator are able to move forward.

Through this approach, lines of communication are opened up between the student and the educator, a plan is made and both parties are able to move forward. Along with the RCD approach, we are also using new behavior forms. It is our hope and vision that by using the RCD approach we are creating respectful and responsible students who want to do their best each and every day.

Policy Statement

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

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

1. Conference (The teacher and student should both be included whenever possible)
2. 30 minutes detention
3. 60 minutes detention
4. Saturday school
5. One day suspension
6. Three days suspension
7. Five days suspension
8. Ten days suspension
9. Alternative school, or
10. Expulsion

Tardies

- If a student receives four (4) tardies in a term, he/she must serve 30 minutes of detention.
- If a student receives seven (7) tardies in a term, he/she must serve 60 minutes of detention.
- If a student receives ten (10) tardies in a term, he/she must serve a Saturday School suspension.
- If a student receives twenty (20) tardies TOTAL, he/she will receive a 1-day suspension.
- If a student receives thirty (30) tardies TOTAL, he/she will receive a 3-day suspension.
- If a student receives forty (40) tardies TOTAL, he/she will receive a 5-day suspension.
- If a student has more than fifty (50) tardies TOTAL, the student will be given strong consideration for expulsion or alternative school.

Sent to Office by Teacher

If a student is sent to the office by a teacher for disciplinary reasons, he/she will spend the remainder of the class period in the principal's office. The following consequences will also be given:

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

Unacceptable Behavior in Lunchroom, Lunch Line or Halls during Noon Break

- First time: Will not be permitted to eat lunch in the lunchroom for five school days.
- Second time: Will not be permitted to eat lunch in the lunchroom for fifteen school days.
- Third time: Will not be permitted to eat lunch in the lunchroom for fifteen school days and assigned one Saturday suspension.
- Fourth time: Will not be permitted to eat lunch in the lunchroom for the remainder of the school year and one day suspension.

Miscellaneous Infractions/Consequences (from discipline steps above)

- Driving on school grounds or within sight of school grounds in an irresponsible and careless manner: Start at step one on the discipline policy. The school reserves to the right to suspend driving/parking privileges.)
- Public display of affection. (Inappropriate showing of affection): Start at step one
- Inappropriate or distasteful clothing: Start at step one
- Unauthorized use of cell phone during school day: Start at step one
- Harassment: Start at step one, then move to step seven on next occurrence
- Foul language or boisterous behavior on school property or at any home or away school event: Start at step two
- Being in cars during school day without permission: Start at step two
- Missing a detention assigned by teacher or administrator: Start at step two
- Failure or refusal to report to the office when sent by a teacher: Start at step four
- Insubordination toward the superintendent, principal, or school employees: Start at step seven
- Unexcused absence. No note or phone call from parents/guardians when student returns to school is considered truancy: Start at step four
- Fighting in school, on school property, or at school activities: Start at step four
- Deliberate destruction or defacement of school property: Start at step four plus restitution and police will be called.

- Possession or use of tobacco products on school property or at a school activity: Start at step four and police will be called
- Pulling fire alarms: Start at step four and police will be called.
- Possession or use of alcohol on any school property: Start at step four and police will be called.
- Failure to serve a Saturday suspension or you are asked to leave: Start at step five.
- Theft of school or personal property: Start at step six plus restitution and police will be called.
- Assaulting or insulting a school district employee on or off school property: Start at step seven.
- Possession or use of firearms, ammunition, or any other harmful weapons at school or at a school sponsored activity: Start at step eight, nine or ten and police will be called.
- Possession of illegal drugs or other illegal non-prescription controlled substance: Start at step eight, nine or ten and police will be called.

In- or Out-of-School Suspension and Saturday School

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

- Saturday classes will be held for students who require disciplinary action, which is severe enough for a suspension. Saturday classes will be held from 8:00 to 12:00.
- In this program, the students will be required to have assignments to work on during each session. They will be working under the supervision of certified personnel who can provide tutoring if needed.
- Saturday Suspension will be held as needed.
- Supervising teachers for this program will be selected from the regular faculty on a voluntary basis or from other certified people in the area.
- Students will not be allowed to attend or participate in school activities for the time of their suspension. They may participate on a Saturday after 12:00.
- If a student is suspended, the days he/she will be held out of activities will begin the day the suspension is determined.
- Parents will be responsible for bringing and picking students up from Saturday classes.
- Parents will receive letters informing them of the suspension and the dates for the Saturday classes.
- No sleeping, no talking, no music, no TVs, etc. If a student does violate these rules he/she will be assigned an additional Saturday Suspension.
- If a student is late, he/she will be denied admission.

Serious Breaches of Conduct

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

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

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

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

been guilty of a breach of discipline so aggravated that the matter should be submitted to the Board of Directors to consider the expulsion of the student from the school.

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

Physical Restraint

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

Student-to-Student Harassment

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

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

Harassment and abuse are violations of MFL MarMac School District policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. The above list is not meant to be all-inclusive.

Bullying

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

Employee-to-Student Harassment

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

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, when it is necessary to stop a disturbance, to obtain a weapon or other dangerous objects, for the purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student, intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advance, requests for sexual favors or other verbal or physical conduct of a sexual nature. Submission to such conduct is not to be made either

implicitly or explicitly a term or condition of the student's educational benefits, used as the basis for academic decisions affecting that student, or substantially interfere with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Good Samaritan

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

INTERSCHOLASTIC/EXTRACURRICULAR ACTIVITIES

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

Participation Encouraged

Extracurricular activities are a major part of the secondary school experience. Skills learned in these activities are applicable to many aspects of life. MFL MarMac has a commitment to excellence in our activity program. However, it should be noted that these extra curricular activities are voluntary. Hence, they are a privilege, not a right. Consequently, participants in activities are bound to follow certain rules. The student is responsible for following rules/regulations of the individual director/coach.

General Guidelines

- The determination of eligibility shall rest with the principal or his/her designee.
- Eligibility guidelines are applied to all of the extra curricular activities sponsored by the MFL MarMac Community School District. Discretionary ineligibility may still apply to any activities sponsored by the district, including but not limited to, homecoming activities, prom, and/or the graduation ceremony.
- The eligibility guidelines are to be followed 24 hours a day, 365 days a year.
- A student cannot join an activity after the first official sign-up date or practice for the purpose of working off ineligibility.
- Students who begin an activity or are sanctioned during an activity must complete the activity in good standing.
- If a student is not participating in any extra-curricular activity at the time of the infraction, the student will be ineligible for the next activity in which the student participates.
- If the violation occurs near the end of one extra-curricular activity, and the assigned penalty cannot be fulfilled during that activity, the additional assigned penalty will be carried over to the next extra-curricular activity that the student participates in while attending high school.
- All community service time will be evaluated and approved by the principal.
- All community service time is to be completed under the supervision of an adult not in the student's immediate family, during out-of-school hours.

Good Conduct Policy

Violations below are subject to mandatory ineligibility under MFL MarMac's Good Conduct Policy:

- Violations of local, state, or federal law except minor traffic, hunting, or fishing offenses, regardless of formal charges or convictions.

- Use, possession, or sale of illegal drugs, alcohol, or tobacco, or drug paraphernalia.
- Vandalize, destroy, damage, or steal school property or the property of others.
- Fight, assault physically, abuse, or repeatedly threaten injury to another person while in school, at school sponsored events, or on school vehicles.
- Excessive unsportsmanlike conduct, profanity, verbal abuse, or threats toward persons, including players, coaches, fans, game officials, or site administrators.
- Participation in a non-school sponsored event during a same sport season without the permission of the Athletic Director, Principal, and coach as spelled out in board policy.
- Violation of the district harassment/bullying policies.

The school also reserves the right to declare a student ineligible for participation in co-curricular and extracurricular activities as a result of frequent violations of school rules.

Community Service

The following community service hours will be assigned for students who violate the Good Conduct Policy. These required hours must be served before the student will be allowed to participate in any extra-curricular activities.

1. Consequence for 1st Violation: 10 hours of community service.
2. Consequence for 2nd Violation: 20 hours of community service.
3. Consequence for 3rd Violation: 30 hours of community service.

Note: If juvenile court services also assigns community service hours, the student will be able to use the hours to fulfill both requirements.

Due Process

The Due Process guaranteed when a student is facing a loss of eligibility is as follows:

Step 1: The student is informed of the suspected infraction of the Good Conduct Rule and the basis for the accusation.

Step 2: The student will be given an opportunity to state his or her version of events.

Step 3: The principal determines whether a violation has occurred.

Step 4: If the principal believes a violation of the Good Conduct Rule has occurred, the student is notified, either orally or in writing, that the penalty will be imposed, effective immediately.

Step 5: The principal will notify the student's parent or guardian of the decision and penalty.

Appeal Process

If a student or parent wishes to appeal the principal's decision regarding a violation of the Good Conduct Rule, he or she may do so by notifying the superintendent in writing within three (3) days. An appeals board consisting of the superintendent, one coach or activities director, and 2 volunteers from the policy review committee, will be convened within 5 school days to hear the appeal. The penalty will remain in force during the appeal process unless and until the principal's decision is overturned.

If the student, parent or guardian is still not satisfied, the superintendent's decision can be appealed to the school board by notifying the board secretary in writing of a request for review by the board. The board's decision is final.

Penalties

When a student has been determined to be in violation of the Good Conduct Policy, he/she will be faced with the following penalties:

- 1st offense: $\frac{1}{3}$ of the season
- 2nd offense: $\frac{2}{3}$ of the season

- 3rd offense: 1 school year of extra-curricular activity
- 4th offense: Student will be ineligible for the remainder of their high school tenure

Quitting a Squad/Team

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

Forfeiture of Awards

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

Individual Program Rules

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

Academic Eligibility

Any state imposed academic eligibility requirements will be followed at MFL MarMac High School. Students must be passing every subject. Students failing any class will be ineligible for a period of time determined by the state code.

Eligibility For Interscholastic Athletic Competition

- A student must have a physician's certificate of fitness issued within the last calendar year.
- A student may not be twenty years of age or over.
- A student who has attended high school for more than eight (8) semesters is ineligible. Twenty days of attendance or playing in one contest constitutes a semester of eligibility.
- A student who did not attend school the previous semester or entered school after the second week is ineligible.
- A student who has changed schools within the semester is ineligible (except upon like change of residence of parents or guardian or if the student is of legal adult age according to the Iowa Code.)
- A student who has ever accepted an award for high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition or ever received any money for expenses or otherwise for participating in an athletic contest is ineligible.
- A student that has competed on an outside school team as a team member or as an individual while out for a sport and during that sport season without the previous written consent of the superintendent or his/her designee is ineligible. (Example: While a student was out for wrestling and during wrestling season he/she wanted to participate on an outside school wrestling team or in a tournament, he/she would have to have written permission from the school superintendent or principal or be declared ineligible. Once wrestling season is over the student can participate without written permission.)
- A student that has ever trained with a college squad or has participated in a college event is ineligible.
- A student that has habits and conduct both in and out of school are such as to makes him/her unworthy to represent the ideals, principles, and standards of his/her school is ineligible.
- A student that is absent from school on the day he/she is to participate in a game, meet, or contest is ineligible. (Individual exceptions may be approved by the principal or athletic director.)
- A student that does not have health insurance documentation or an insurance waiver signed by a parent or guardian is ineligible.

STUDENT WELLNESS

Wellness – Board Policy 503.14

MFL MarMac promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. We support a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The full wellness policy may be accessed on the school website under the 'district' tab. The policy includes information regarding physical activity goals, food marketing, the school's breakfast and lunch program, classroom celebrations, snacks, rewards, and food safety.

MISCELLANEOUS

Dress Code

The school is your workplace. All students should dress appropriately and modestly, wear clothing that is neat, clean, not offensive to other people and not a danger to health and safety. Students who do not adhere to the dress code policy will be asked to change clothes and may be restricted from attending school or activities. If you have no other clothes to change into, extra T-shirts will be available in the office. You will NOT be allowed to go home and change clothes. Shirts and shoes will be required at all times.

Dress that will be deemed inappropriate will include, but not be limited, to clothing that displays or promotes the following:

- Any references to tobacco, alcohol, drugs or other illegal substances.
- Anything that could be considered to be sexually or violently suggestive or obscene in any way.
- Demeaning and harassing statements specifically about/towards any individual, or group.
- Students will not be allowed to wear any clothing that is deemed inappropriate for an educational setting.
- Excessively soiled, torn or ragged clothing.
- Excessively revealing clothing that does not appropriately cover the body. Excessively revealing clothing includes, but not limited to:
 - Tops that expose any portion of the back, tops that expose cleavage, or tops that expose any skin around the mid-section area. (Students should be able to raise their arms without exposing skin.)
 - Strapless, single strap, spaghetti strap, and cut t-shirts.
 - Saggy, low pants/shorts that expose undergarments.
 - Shorts or skirts that are excessively short (school personnel have the right to determine if appropriate.)
 - Any top, pants, jeans or shorts that exposes undergarments at any time.
- Headgear of any kind.

- Written, drawn, tattoo decorations or piercings on the body that are distracting or inappropriate.

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

Noon/Lunch Rules

- When entering the lunchroom, line up in two lines.
- Closed noon period - no one leaves to go home to eat. All students must stay in the building during the noon period.
- Any student displaying improper conduct, wasting, or throwing food in the lunchroom will be subject to the discipline policy.
- All food must be eaten in the lunchroom or the lobby.
- Students are to be in the lunchroom, lobby, or learning commons during lunch. The learning commons will be reserved for those interested in a quiet study place, leisure reading, or other educational activities. Students wishing to socialize are asked to use the lunchroom or lobby during this time.

Personal Electronics and Technology Use

The use of cell phones is reserved for before and after school and during lunch only. Cell phones and other personal digital devices in the classrooms and at all other times is to be used with teacher's permission for educational use only. Unauthorized cell phone use at any time during the school day will result in the phone being confiscated and a discipline referral.

The school phones are for school-related calls only. If parents call while a student is in a class the school will arrange to have the student return the call. The school cannot make a practice of calling students from class to answer the phone.

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

Building Hours

Students that are not supervised by a teacher are not to be in the building with the exception of one half hour before and after school.

Traffic Rules

Student parking is available in the north parking lot only. There will be no assigned parking spaces; parking is on a first-come, first-served basis.

The school board has passed a ruling that no student who drives to school in the morning is to drive his car or motorcycle until the high school dismisses for the day without the permission of the superintendent or principal.

- Driving in an irresponsible and careless manner will not be tolerated. See discipline policy.
- Students driving cars or motorcycles to school are to park where assigned and to leave according to directions.
- At the end of the school, day students are not to drive past the school until all the buses have left.
- Motorcycles shall be parked in the southwest corner of the parking lot.
- Once a student enters the parking lot, he/she is not to leave the district facility until the end of the day.
- Students are not to enter their cars during the school day without permission.
- If a student needs to use their vehicle during the school day, he/she must have parent permission first.

Fire and Tornado Drills

Periodically the school holds emergency fire, tornado, and bomb threat drills. At the beginning of each term, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules, and regulations, will be reported to law enforcement officials.

Activity Tickets and Home Activities

A student's activity ticket will admit him/her to any activity at MFL MarMac except for state-sponsored events. Students must present their ticket or pay an admission fee. Students are prohibited from loitering in the lobby, hallways, etc. while the game is in progress. If a student is not in the gym, he/she may be required to leave the building. Once a student leaves the building he/she may not return.

Lockers, Padlock Service, Care of School Property

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

Visiting MFL MarMac

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

School Postponements

Radio stations KCTN FM 100 and KADR AM-1400 of Elkader, KOEL of Oelwein, WMT of Cedar Rapids, WPRE of Prairie du Chien, KNEI of Waukon, and KWWL of Waterloo are designated as the official spokesmen for emergency school postponements. If school is out because of the weather, all practices will be cancelled. All students must leave the building.

Homecoming King and Queen

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

Junior-Senior Prom

- Each junior and senior in the regular high school will be invited to prom.
- Any junior or senior who wishes to bring a guest to the prom may do so if his/her date is enrolled in any high school, between the ages of 14 to 20, or by special permission of the administration.
- All activities associated with the prom must be cleared with the sponsors.
- The doors will be closed one hour after the prom begins.
- No middle school students will be admitted.

School Dances

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

Clayton County Alternative High School

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

Bus Rules and Regulations

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

- Stay in designated areas when waiting for your bus.
- Stay away from all moving busses.
- No pushing when loading or unloading busses. Students should take turns.
- Sit in assigned seats. If not assigned, sit in an open seat.
- Stay seated at all times that the bus is moving.
- No yelling, screaming or profanity on the bus. Be courteous to the driver.
- No arguing or fighting on the bus. All bus referrals will be handled by the administration.
- Listen to the driver or bus monitor. Do not argue.
- No food or drink on the bus without the bus driver's permission.
- Keep all hands, arms and heads inside of the bus at all times. Do not throw anything out of the bus. Safety is the top priority of the district, when transporting students.

LEGAL NOTIFICATIONS AND POLICIES

Equal Educational Opportunity Policy

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

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

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

The Family Education Rights and Privacy Act of 1974

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

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

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment between January 1 and June 30 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the board secretary for information and forms.

Asbestos Notification

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

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

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

Grievance/Complaint Procedure

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

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

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

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

MC/NS Greivance Procedures

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

Level One - Principal or Immediate Supervisor

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

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

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

Level Three - Superintendent

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

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

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

Name: Larry Meyer

Office Address: MFL MarMac High School, 700 S. Page Street, Monona IA 52159

Phone Number: 563-539-2031

Office Hours: 8 am – 4 pm, Monday through Friday