



# Eddyville-Blakesburg-Fremont Community School District K-6 Elementary Handbook



## Student Handbook 2021-2022

*The Eddyville-Blakesburg-Fremont Community School District will provide a quality education  
in which students become life-long collaborative learners and innovative problem solvers  
in a global society.*





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## Administrative Staff

Blakesburg Principal	Tammy Davis	<a href="mailto:tammy.davis@rocketsk12.org">tammy.davis@rocketsk12.org</a>
Eddyville Principal	Jil Nelson	<a href="mailto:jil.nelson@rocketsk12.org">jil.nelson@rocketsk12.org</a>
Fremont Principal	Jim Fineran	<a href="mailto:james.fineran@rocketsk12.org">james.fineran@rocketsk12.org</a>
Eddyville Secretary	Molly Judy	<a href="mailto:molly.judy@rocketsk12.org">molly.judy@rocketsk12.org</a>
Blakesburg Secretary	Heather Severson	<a href="mailto:heather.severson@rocketsk12.org">heather.severson@rocketsk12.org</a>
Fremont Secretary	Denise Jackson	<a href="mailto:denise.jackson@rocketsk12.org">denise.jackson@rocketsk12.org</a>

It is the policy of the Eddyville-Blakesburg-Fremont 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, April Glosser, 702 Vance St., Eddyville, Iowa, [641-969-4281](tel:641-969-4281), [april.glosser@rocketsk12.org](mailto:april.glosser@rocketsk12.org)

### Equal Educational Opportunity

Eddyville-Blakesburg-Fremont Community School District does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, creed, sexual orientation, gender identity or disability. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Scott Williamson and can be reached at 641-969-4226. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Student Assistance Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Jim Fineran @ (641) 933-4211/Tammy Davis @641-938-2202 or Jil Nelson at 641-969-4281.



## **S.O.A.R.**

As a part of our Positive Behavior Intervention System, all EBF students will be expected to show Safety, Ownership, Attitude, and Respect in and outside of the school day.

## **Jurisdictional and Behavioral Expectations Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations 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 or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the building principal for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.



## **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 designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## **School Fees**

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact your building principal at registration for a waiver form. **This waiver does not carry over from year to year and must be completed annually. These forms are available at school offices.**

Breakfast is available as well as hot lunch. Parents may deposit money in their family's school lunch account at the school office, or online using Infinite Campus. If you send money with your child, a receipt will be sent home with your child. Parents will be notified via Infinite Campus text and email when their student accounts reach \$10.00 or less unless they have changed the balance threshold on their parent portal. Students who have accounts showing a balance of -\$20.00 or more will receive an alternate meal that meets federal and state requirements for breakfast and lunch. The EBF district reserves the right to serve an alternate breakfast or lunch meal that meets federal and state requirements to students whose account balance is -\$20.00.

## **Emergency Forms**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the building Administrative Assistant if the information on the emergency form changes during the school year.

## **Inspection of Educational Materials**

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to



view instructional materials or to express concerns about instructional materials should contact the Principal or Curriculum Director.

## **STUDENT ATTENDANCE**

### **School Hours**

Blakesburg Elementary  
Schools Hours are 8:05-3:05  
Students may enter the building at 7:45 a.m.

Fremont Elementary  
School Hours are 8:05-3:05  
Students may enter the building at 7:45 a.m.

Eddyville Elementary  
School Hours are 8:05 - 3:05  
Students may enter the building at 7:45 a.m.

### **Student Attendance**

#### ***Board Policy 5.10***

Students are expected to be in class and to make attendance a top priority. School Board policy states that students who miss more than 8 days in a trimester of school shall have their attendance turned over to the county attorney.

Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost from absences can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Absences will be noted as excused or unexcused. Excused absences are those excused by a parent or doctor's note. Unexcused absences are any absence that the school does not receive parent contact or doctor's excuse. Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal. Parents who know their child will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office of the attendance center on the day of the absence prior to 8:30 a.m. Only parents can notify office of absences. Siblings and non-custodial adults may not excuse students from school absences. All absences not verified by a parent or guardian within 24 hours of the absence, will become a truancy and marked unexcused, unless the principal has extended the period of notification.



## TRUANCY - UNEXCUSED ABSENCES REGULATION

### I. Excessive Absenteeism

Excessive absenteeism is any absence beyond 10 days or individual class meetings per trimester.

- A. When a student has been absent from school or a class 5 times during a given semester, the student's parent will be contacted via mail regarding the student's attendance. The building administrator will initiate the 7-day notification process.
- B. If the student does not correct the absent behavior at 7 days, the student, administrator, parents, and teacher will have a mediation meeting in which an attendance plan is formed. The attendance plan must be agreed upon and followed.
- C. If the student does not continue with the attendance plan agreement and has missed 8 days of the semester, (Change to 8 days of trimester ) the case will be referred to the County Attorney for further action. See Iowa Code 299.6 for further information.

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. Parents must physically sign students out on the roster located in the office before taking students from school. Students are not released to anyone other than their parents during the school day unless the office has record on the student registration form of release to the individual accompanied by a note from the parent. This includes release to parents only on field trips that are school sponsored.

Students participating in school activities must be in school at least one-half day 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 the principal waive this rule.

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 make arrangements with their teachers in advance to make up schoolwork. Students have 3 days to make up schoolwork upon return from the absence.

### School Communication

1. A monthly principal newsletter is sent out to all elementary students.
2. The Rocket Newspaper
3. Teacher Emails and Newsletters





## **Inclement Weather**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified:

1. Over KOTM 97.7FM, KBOE 104.9FM, KISS 107.5FM, KTWA 92.7FM radio and KTVO-3, KCCI-8, or WHO-13 television stations.
2. Parents can register their phone number under an automated phone call system which will call the phone number registered in case of cancellations. This “All Call” phone number registration can be done by calling the high school office at 969-4288.
3. Parents can access their Infinite Campus Parent Portal.
4. Parents can access the EBF Facebook Page. The Facebook Pages are titled: EBF Elementary Schools and/or EBF Jr/Sr High. Parents can click “like on the page and a request will be sent to the EBF Facebook page host.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Those parents who have registered their phone number with the “All Call” or (Infinite Campus database) will receive a message in this instance. All dismissals will be posted on the EBF Facebook page. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **School Day**

**Students may not be on school grounds without supervision prior to 7:45 a.m. or after 3:15 p.m.**

If school is dismissed early, students are expected to leave the school grounds within 5 minutes of dismissal.

### **HAWK-I Insurance for Children**

Parents can apply for low-or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.



## **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 the proper certificate have 60 days in which to produce documentation of immunization. If documents are not produced after 60 days, students are not allowed to attend school until they receive the immunizations or the parent makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Exemptions must also be accompanied by proper documentation from a physician. **Students who have a waiver of immunization may be excluded from school if there is an outbreak of a disease for which the student is not immunized.**

## **Emergency Drills**

Periodically the school holds emergency fire and tornado drills. At the beginning of each trimester, 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.

## **Administration of Medication**

Students may need to take prescription or non-prescription medication during school hours. Students may not carry medication. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. All prescription medication must have a doctor's order in for EBF staff to administer during the school day.

Medication is held in a locked cabinet and distributed by a staff member that has completed the medication administration course. 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.

## **Student Illness or Injury at School**

A student who becomes ill/ injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or to another adult listed on the student's registration form with approval from the parent. Students shall not return to school until they are fever free for 24 hours.

While the school district is not responsible for treating medical emergencies, employees may



administer emergency or minor first-aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

### **School Nurse**

- Erin Hynick, RN Phone: 641-969-4281, erin.hynick@rocketsk12.org
  - Contact the school office for assistance when unable to speak with the nurse.
  - Screenings, health records, and treating minor medical issues.

### **Health Screening**

Throughout the year, the school district sponsors health screening for vision, hearing, and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

### **Food Allergy Information/Nut Aware School District Policy**

The Eddyville Blakesburg Fremont Community School District takes food allergies seriously. We understand that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parent(s)/guardian(s), and physicians to minimize risks and provide a safe educational environment for food-allergic students. It is our goal to provide a safe learning environment for all students. Parents are encouraged to contact the school nurse or the Principal if they have questions pertaining to an allergy that could affect their child's health and safety at school.

### **PEANUT AND TREE NUT ALLERGIES AT EBF**

There are several children attending our schools who suffer a life-threatening allergy to peanuts and tree nuts. As a result, the Eddyville Blakesburg Fremont CSD is a PEANUT AND TREE NUT AWARE school district.

What does peanut and tree nut aware mean?

As a peanut/tree nut aware school, several precautions are factored into the daily routine in order to reduce the risk of accidental exposure. An optional nut-free table can be designated in the cafeteria, a school-wide program to educate students about food allergies by the nurse has been implemented, specific safety precautions are implemented to protect individual students based on need and the staff is provided training in order to properly respond in the event that a reaction occurs. Additionally, steps are taken to ensure that peanut/tree nut products are not served during the school day in which allergic students may be in danger.

Are peanut/tree nut products allowed in school?

Yes. However, in order to reduce the risk of exposure for students who possess an allergy to peanut/tree nut products, these items are not sold in the school lunch program. Students can bring peanut/tree nut



products to school for lunch, however these items are not allowed to be eaten in close proximity to a child with a known food allergy and students will be encouraged to wash their hands after eating.

In some classrooms, parents are asked to voluntarily refrain from sending food items containing peanuts, peanut products, almonds, cashews, walnuts or other tree nuts to school because the risk of harm is high for individuals or groups of students. In those instances, parents may also be asked to help ensure that snack items intended for sharing not include these items, as they pose a danger (including anaphylactic shock) to some of our students. Parents of these grades will be notified. Snacks that are identified as containing peanuts or tree nuts, or manufactured in a factory that also manufactures the allergens, will not be served to the students. The snacks will be sent home and an alternative snack will be served.

#### Parent/Guardian:

- As soon as possible, provide the school nurse with a physician's or licensed prescriber's order, parent authorization, and properly labeled filled prescriptions notifying the school nurse of the student's allergy and the need to administer medication in a case of anaphylaxis.
- Provide emergency contact information and other relevant information as requested.
- In partnership with the school nurse, the child's health care provider, and the student (if appropriate), participate in the development of the IHP and ER Plans.
- Educate your student in the self-management of their food allergy, as appropriate.
- Notify the school nurse immediately of any changes in the management of your student's allergy.

#### School Administration:

- Support the School Nurse in implementation of the IHP and ER Plans.
- Assist school personnel as needed.

#### All Staff:

- Support the School Nurse in implementation of the IHP and ER Plans.
- Staff will be educated on food allergies and use of Epi-pens.
- Staff will limit any items containing peanuts/tree nuts. Staff will contain these items in the teacher's lounge and will wash their hands properly before leaving the lounge.

#### Food Service:

- Staff will be informed of the student's ER plan and trained in Epi-pen use if needed.
- At the request of the parent, staff will designate specific tables in the cafeteria for students with cold lunch excluding student with peanut /tree nut allergy.
- Staff will use separate wiping cloths on cold lunch tables and dedicated cleaning solutions or use dedicated disposable wipes to prevent cross contamination.
- Staff will use a detergent and sanitizer on all food surfaces and utensils which come in contact with the allergen; separate serving utensils kept in a designated area will be used for students with severe peanut allergies.
- Staff will not serve food containing peanuts or nuts or foods that were made in the same factory where peanuts are manufactured.
- Staff will monitor for signs and symptoms of an allergic reaction as outlined in the ER plan.



#### Custodial Staff:

- Consistently implement the protocols to protect the health and safety of students identified with allergies, as they pertain to the cleaning of surfaces such as, but not limited to, tables in the cafeteria and desks in the classroom.
- Coordinate with food services staff, school nurse, or other staff as appropriate.

#### Transportation Staff:

- Staff will be informed of the student's ER plan and trained in Epi-pen use if needed.
- Consistently enforce that no student is allowed to eat or drink on the bus, while at bus stops, and loading/unloading areas.

Thank you for your consideration and support in this matter. We recognize the inconvenience that these guidelines present for families and are appreciative of your help and cooperation. If you have any questions, or if your child has an allergy which poses a risk to his/her health and safety, please contact the Eddyville Blakesburg Fremont Administration Office.

### **Sexual Abuse and Harassment of Students by Employees**

The school district does not tolerate any employee 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. **Level 1 Investigators are:** Steve Noble [steve.noble@rocketsk12.org](mailto:steve.noble@rocketsk12.org), Jil Nelson [jil.nelson@rocketsk12.org](mailto:jil.nelson@rocketsk12.org), Tammy Davis [tammy.davis@rocketsk12.org](mailto:tammy.davis@rocketsk12.org), and Jim Fineran [jim.fineran@rocketsk12.org](mailto:jim.fineran@rocketsk12.org).

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, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for 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 and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### **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. A certified asbestos inspector, as required by AHERA, has inspected the school district facilities. 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.

### **Physical Restraint of Students**

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

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

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

## **STUDENT ACTIVITIES**

### **Assemblies**

Throughout the year the 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.

### **Field Trips**

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



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.

### **Activity Bus (delete section)**

~~The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.~~

~~Students who ride an activity bus must ride to and from the event on the bus. Students will ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home. Students may be released only to those individuals listed on the student's registration form and only with prior parent permission.~~

## **STUDENT RECORDS**

### **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. 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 central administration office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal [*or appropriate school official*] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the School principal [*or appropriate school official*], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff



and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5901  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Student Searches**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks might be searched or inspected. A search of a student will be justified when there are reasonable grounds and suspicion that the search will provide evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Considering factors such as the following may form reasonable suspicion:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and,
- emergency requiring the search without delay.





A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, handbags, backpacks, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search may be conducted by law enforcement.

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

### **Student Lockers and Desks**

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage of a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. School officials, in the presence of the student or another individual, may conduct periodic inspections of all or a random selection of lockers, desks or other space. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulate suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

### **Threats of Violence**

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

### **Dress Code**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. Necklines of tops should not reveal cleavage. Items such as tops with straps will be asked to be one inch in width. All tops should hang 2 inches below the waist. Shorts are asked to be no shorter than the tips of the fingers when put by the student's side. Any pants or shorts should not show skin above the short length requirement (fingertip rule). All hats and headcoverings should be removed inside the school building. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

### **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco



products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

### **Cheating**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources such as the internet, or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or computer.

### **Dual Enrollment Students**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the principal.

### **Cell Phones**

Cell phones may be brought to school, but must be turned off or on silent during the school day, and may not be used at all during school hours from 7:45-3:05. Cell phones should be kept in the student's locker. If students need to make a phone call, please do so with permission in the office.

1st offense- Device sent to the office, student may pick it up after school the same day

2nd offense- Device sent to the office, parent may pick it up after school the same day, or the student may pick it up after school the following day.

3rd offense or more- Device sent to the office. Parent must pick up the phone after the 5th school day.

The school prohibits the use of any video recording device/cell phone from any restroom, locker room or other locations where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a three-five-day suspension, loss of privileges, and may be recommended for expulsion.



**Eddyville-Blakesburg-Fremont Community School District**  
**Technology Policy, Procedures, and Information**  
Updated 4/21/15

**EBF CSD 1:1 Technology Program**

*To learn is to pursue understanding. To teach is to encourage and enable the pursuit of understanding.*

The policies, procedures, and information within this document apply to all district-owned Technology used at the EBF CSD, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for their classroom.

As used in this Technology Policy, Technology includes, but is not limited to, computers, iPads and other equipment used to store, retrieve, transmit and manipulate data. Due to the rapid evolving nature of Technology it is impossible to create a completely inclusive definition.

**1. Technology Assignment Parents and students must sign and return the Technology Acceptable Use Policy before the Technology can be issued to a student.**

**1.1 Technology Assignment**

Technology will be assigned by teachers and students will be allowed to take home at appropriate times. This process will take place at the beginning of the school year and student's will be required to return all technology and school assigned accessories upon the last day of school or financial or criminal charges may be incurred.

**PROTECTING & STORING YOUR Technology**

**1.2 Storing Your Technology**

When students are not using their they should be stored in their locked lockers. Nothing should be placed on top of the Technology when stored in the locker. Students are encouraged to take their Technology home everyday after school, regardless of whether or not they are needed. Technology should not be stored in a vehicle at school or at home.

**1.3 Technology Left in Unsupervised Areas**

Under no circumstances should Technology be left in unsupervised areas, other than in a locked locker. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms,



library, unlocked classrooms, dressing rooms, and hallways. Any Technology left in these areas is in danger of being stolen. If a Technology is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

## **2. COST OF REPAIRS**

Students will be held responsible for ALL non-accidental damage to their technologies including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for the full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

## **2. TAKING CARE OF YOUR Technology**

Students are responsible for the general care of the Technology issued by the school. Technology that are broken or fail to work properly should be taken to the student's teacher or advisor.

### **2.1 General Precautions**

- The Technology is school property and all users will follow this policy and the EBF acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the Technology to prevent damage.
- Technology and cases must remain free of any writing, drawing, stickers, or labels that are not the property of EBF School District.
- Technology should always be locked or supervised directly by the student to whom it is assigned. For instance, Technology should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their Technology battery charged for school each day.

### **2.2 Carrying Technology**

The protective cases provided with Technology have sufficient padding to protect the Technology from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Technology should always be within the protective case provided by the district.
- No other items should be stored or carried within the Technology case to avoid pressure and weight on the screen.

### **2.3 Screen Care**

The Technology screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Technology when it is closed.
- Do not place anything near the Technology that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.



- Take care not to bump the Technology against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

### **3. USING YOUR Technology AT SCHOOL**

Technology is intended for use at school each day. Students must be responsible for bringing their Technology to all classes, unless specifically instructed not to by their teacher.

#### **3.1 Technology Left at Home**

If students leave their Technology at home, they are responsible for getting the course work completed as if their Technology was present. Students who repeatedly (as determined by any staff member) leaves their Technology at home, will be required to leave their Technology at school and check it out/in from their teacher or advisor at the beginning and end of each day.

#### **3.2 Technology Undergoing Repair**

If available, Loaner Technology may be issued to student when repairs are required.

#### **3.3 Charging Your Technology Battery**

Technology must be brought to school each day in a fully charged condition. Students need to charge their Technology prior to bringing back to school. Students who repeatedly (as determined by any staff member) fail to bring their Technology to school charged will be required to leave their Technology at school and check it out/in from their teacher or advisor at the beginning and end of each day.

#### **3.4 Screensavers/Background photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

#### **3.5 Sound, Music, Games or Programs**

- Sound must be muted at all times, in the classroom, unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Technology and can be used at the discretion of the teacher.
- All software/apps/games must be district approved.

#### **3.6 Printing**

Printing will be available with the Technology on a limited basis. Students should talk to their teacher about when and how to print.

#### **3.7 Home Internet Access**

- Students are allowed to set up wireless networks on their Technology. This will assist them with Technology use while at home. Students are not required to have wireless access at home.
- Students use of Technology at home is subject to the provisions and requirements of this policy just as if being used at home.

### **4. MANAGING YOUR FILES & SAVING YOUR WORK**



#### **4.1 Saving to the Technology Home Directory**

Students may save work to their Technology. Limited storage space will be available on the Technology- BUT it will NOT be backed-up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Technology malfunctions are not an acceptable excuse for not submitting work. Teacher will instruct students on methods of managing workflow.

#### **4.2 Network Connectivity**

The EBF School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

### **5. SOFTWARE ON Technology**

#### **5.1 Additional Software**

Students are not allowed to load extra software/Apps on their Technology. EBF will synchronize the Technology so that they contain necessary apps for school work. Student will not synchronize Technology or add apps to their assigned Technology including syncing to home or personal iTunes accounts.

#### **5.2 Inspection**

Students may be selected at random to provide their Technology for inspection. Technologies are property of EBF School District, and any staff member may confiscate any Technology at any time for any purpose.

#### **5.3 Procedure for Re-loading Software**

If technical difficulties occur or illegal software, non-EBF installed apps are discovered, the Technology will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to reformat and re-image.

#### **5.4 Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their technology for periodic updates and syncing.

### **6. ACCEPTABLE USE**

The use of the EBF Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the EBF School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the EBF School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The EBF School District's Student Code of Conduct shall be applied to student infractions.

The EBF Community School District is not responsible for the accuracy of information students access on



the Internet. The EBF Community School District retains the right to monitor any and all aspects of its Technology, including but not limited to, monitoring sites students visit on the Internet and reviewing email.

**Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.**

### **6.1 Parent/ Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of taking a Technology home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

### **6.2 School Responsibilities are to:**

- Provide Internet access and provide an individual Google account to its students.
- Provide Internet Blocking of inappropriate materials on district networks.
- Immediately report any inappropriate digital content to the building principal.
- Provide network data storage areas. These will be treated similar to school lockers. EBF School District reserves the right to review, monitor, and restrict information stored on or transmitted via EBF School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help ensure student compliance of the acceptable use policy.

### **6.3 Students are Responsible For:**

- Using all technology in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting in delays, non-deliveries, missed deliveries or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via EBF School District designated Internet System is at your own risk. EBF School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping EBF School District protect our Technology by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always secure their Technology after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should IMMEDIATELY notify and adult.
- Returning their Technology at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at EBF for any other reason, must return their individual school Technology on the date of termination.

### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials





- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Technology settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files and/or data
- Use of school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the Internet- with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism ( malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the EBF web filter through a web proxy or by any other methods.

### **6.5 Technology Damage**

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual Technology and keeping them in good working order. Students are responsible for any and all damage. An insurance option is available through the district.

- Technology that has malfunctioned and/or is damaged must be reported immediately. All Technology repairs must be handled through the district. Students are responsible for the actual cost of damages- not to exceed the cost of replacement.
- Technology batteries must be charged and ready for school each day.
- Technology cases furnished by the district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Technology that is stolen must be reported immediately to a building administrator.

### **6.6 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the EBF Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to EBF Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution of disciplinary action by the District.



## **Posting of Information**

Students who wish to post or distribute information must receive permission from the principal at least 3 days before the posting or distribution. This applies to both information representing school-sponsored or non school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

## **Harassment/Bullying**

Harassment and abuse are violations of 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.

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- EBF Schools takes bullying investigation very seriously. The definition of “bullying” is the imbalance of power over an extended amount of time. Persons who feel that they are being legitimately bullied should come to the school office. **Parents must fill out a Bully Investigation form which are available in school offices.** An investigation will then ensue which is lead by a trained school staff personnel. A specific formula is used to determine whether the student has been bullied, harassed, or has other issues with the accused.

The formula to determine whether bullying may have taken place involves a set of 4 specific questions:

1. Is the behavior reported unwanted/unwelcome?
2. Is the behavior reported electronic, verbal, physical, or relational aggression?
3. Is there severity, persistence or pervasiveness?

- Have there been multiple incidents, on average at least twice a week for two or more weeks in a row?
- Does the behavior include electronic public communications that can be viewed an unlimited number of times by an unlimited number of people?
- Has there been physical injury or physical aggression that potentially could lead to physical injury?
- Are there multiple alleged targets or multiple student accused of bullying?
- Has the behavior allegedly occurred in multiple locations/settings?

4. Is there an imbalance of power or is the target having a difficult time defending themselves and/or getting the bully behavior stopped?

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass,



distress, agitate, disturb or trouble persons when:

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

### **Student Complaints**

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

- If an employee is involved, discuss the complaint with the employee within 2 days of the incident;
- If dissatisfied with the employee's response or if there is no employee involved, talk to the principal within 2 school days of the employee's response or the incident;
- If dissatisfied with the principal's response, talk to the superintendent within 2 days of the principal's response;
- If dissatisfied with the superintendent's response, students may request to speak to the board within 2 days of the superintendent's response. The board determines whether it will address the complaint.

### **Citizen Complaints**

The District's Board recognizes that situations may arise in the operation of the District that are of concern to its patrons. The Board believes that all concerns should be resolved at the lowest possible level. Any person with a complaint or concern regarding a Eddyville-Blakesburg-Fremont Community School District matter should:

- Talk first with the school official or employee involved as soon as possible.
- If not satisfactorily resolved, a meeting should be scheduled with the employee's immediate supervisor or principal.
- If the issue continues to be unresolved, the complaint should be addressed to the Superintendent.
- If all efforts at resolution are unsuccessful, the matter may be referred to the Eddyville-Blakesburg-Fremont Community School District Board of Education. The board shall not actively investigate complaints regarding performance of employees as personnel matters are confidential and will be investigated by the immediate supervisor.

A link to the Iowa Department of Education can be found at:

<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

### **Student Academic Achievement**

Students receive progress reports in the form of report cards at the end of Trimester. Students or parents who have concerns about their grades should talk to their teachers to determine how they can improve their performance. This will give parents specific feedback. The goal is to give parents as much



information as possible. Standards based reporting reports student strengths and weakness. Classroom participation, late work, and behavior will not be part of their math report.

### **Homework**

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. ~~Homework assignments cannot be deducted more than 10% for timeliness.~~

### **Standardized Tests**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law. Students are tested unless the principal excuses them. We are scheduled to take the ISASP in Spring. All Kindergarten through Sixth Grade student will participate in the district literacy assessment, FAST testing, three times a year. Preschool students will participate in the IGDIS testing during the course of the school year.

Iowa Code section 279.68 and 281--Iowa Administrative Code 62 promote effective evidence-based programming, instruction and assessment practices across schools to support all students to become proficient readers by the end of the third grade. General requirements of Iowa Code section 279.68 and 281--Iowa Administrative Code 62 are listed below. All requirements go into effect immediately and are expected to be implemented no later than August 1, 2014 unless otherwise indicated.

- Provision of universal screening in reading for students in kindergarten through third grade
- Progress monitoring for students who exhibit a substantial deficiency in reading
- Provision of intensive instruction – including 90 minutes daily of scientific, research-based reading instruction - for students who exhibit a substantial deficiency in reading
- Notice to parents that a student exhibits a substantial deficiency in reading, including strategies the parents can use at home to help the child succeed
- Notice to parents of such a student’s subsequent progress
- Provision of an evidence-based summer reading program for students who exhibit a substantial deficiency in reading (Effective May 1, 2017)
- Retention of any student who is not proficient in reading by the end of the third grade, did not attend the summer reading program, and does not qualify for a good cause exemption from the retention requirement (Effective May 1, 2017)

### **Human Growth and Development**

The school district provides students with instruction in human growth and development in fourth or fifth grade. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development



instruction.

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the business manager for information and forms.

## **MISCELLANEOUS**

### **Visitors/Guests**

Visitors to the school grounds must check in at the office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. Visitors/Guests that would like to eat lunch need to call the office that morning. Visitors/Guests should check in at the office upon arrival. Recess is a social time for children to interact together, we ask that all guests who eat lunch with children please say goodbye to your student in the lunchroom.

### **Legal Status of Student**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district **and provide the school office with documentation**. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Kindergarten students must be 5 years of age and first grade students must be 6 years of age by September 15<sup>th</sup> of the school year.

### **Cafeteria**

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Students will be expected to use table manners during meals. Adults may not eat off their child's school lunch. Adults may purchase their own lunch with the secretary in the main office.

### **Buses and Other School District Vehicles**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must



comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Video cameras and audio recordings are in use on school buses for the safety of the students riding the bus. The content of the videotapes and audio recordings may be used as evidence in student discipline. Students are not informed when the video cameras or audio recordings are or are not in use.

#### Bus Rules

1. Driver has the authority on the bus
2. Remain seated, face forward, and keep aisle clear
3. Keep all body parts and objects inside the bus
4. Classroom conduct: No profanity, keep noise level low

#### Consequences

(Write ups)

1. Driver assigns student a seat and calls parents. (Driver must contact parent)
2. Student receives 3 day suspension from the bus and Administrator calls parents.
3. Student receives 30 day suspension from the bus. Meeting between driver, parent, administrator and transportation supervisor.
4. Student will be removed from the bus for the remainder of the school year.  
(Loss of riding privileges are for all types of bussing including but not limited to A.M./P.M. route, sporting events, activity bus, and field trips)

#### **Citizenship**

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as 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.



## **S.O.A.R Program**

The purpose of the S.O.A.R. character education program is to ensure all children have a positive and friendly learning environment. S.O.A.R. is a program that follows the principles of the Positive Behavioral Intervention Supports and strives to teach positive behaviors that will help increase achievement.

### **Behavior Levels**

Teachers will use a combination of positive reinforcement including students receiving Rocket tickets to encourage positive behavior and verbal praise for following the Rocket Pride goals. Students who are not showing S.O.A.R. characteristics will receive the following interventions:

**Warning** – A child will be warned if they are caught doing something that is not modeling the Rocket Pride.

**Timeout** – If the warning has not redirected the student into modeling the Rocket Pride then a classroom timeout will be issued. The student will be asked to move to the designated area that is away from the area of instruction. The child will fill out a timeout sheet explaining what they did wrong and how they can change their behavior. A classroom timeout shall not last longer than 15 minutes and the student may be asked to join the class sooner if they are ready. A loss of recess may also occur at this level.

**Office Referral**- This level is reached if the two previous steps cannot redirect the behavior(s). Staff member **MUST** complete a form or call the office before any child is sent to the office. The child will meet with the building principal or designee for a conference. The principal or designee will make contact with the parent or guardian and the child if appropriate. The principal will determine the appropriate consequence.

### **S.O.A.R. Tickets**

Every student at EBF will be taught the S.O.A.R. qualities. Students will be asked to show Safety, Ownership, Attitude, and Respect at all times in and outside of the school day. Students showing the following behaviors may be rewarded with a Rocket Ticket.

EBF students will:

- use polite language and respectful voices
- keep hands, feet, and objects to self
- respect others around them
- keep their place in line and use line basics while walking to class
- raise their hands to participate
- keep eyes on the speaker
- be quiet and respectful so students may learn
- quietly take care of business in the restroom
- exit quietly, quickly, and return to learning
- take turns and share equipment
- get things quietly from lockers



- close lockers quietly
- walk quietly to bus
- ride quietly on bus
- keep food and other items in their bags

Parental involvement in the S.O.A.R. program is crucial for the success of the program. Reviewing with your son/daughter the positive behaviors that are a part of the program will greatly help our staff in the building. The administration encourages you to compliment your son/daughter if they bring home awards for weekly and yearly awards. We also encourage you to talk to them if they receive a behavior sheet and reinforce to them the importance of showing the S.O.A.R. We have several methods of recognition, which include “Soaring Above and Beyond” both at school and home. Students are recognized for their positive attitudes and contributions. Each trimester all students showing Rocket Pride will participate in a student celebration event. As a method of discipline, we use the demerit system for our students. The administrator will determine based on the number of student demerits each trimester whether the student earned the privilege. All office referrals are recorded in the Infinite Campus system.

**Office Referrals/Demerits**

Office referrals will be recorded and demerits will be added to the student’s file and recorded in Infinite Campus. The following demerits will be assigned based on the administrator’s decision and the guidelines set forth below. The administrator has the final decision over demerits assigned and the consequence. Office referrals will be recorded. Demerits will be used at the discretion of the building principal.

1 Demerit	Dress code violation
1-3 Demerits	Unsafe or unsatisfactory behavior Nuisance items (toys, hats, etc)
3-6 Demerits	Disruptive behavior Technology Misuse Profanity Physical Aggression
6-20 Demerits	Disrespect Damaging property Fighting, intent to harm Stealing

**Consequences for Demerits:**

3-6 demerits	1 lunch detention
7-9 demerits	1 after school detention





10-12 demerits	Parent meeting and 2 after school detentions
13-15 demerits	1 day of in-school suspension
16-18 demerits	2 days of in-school suspension
19-21 demerits	1 day of out of school suspension
22 + demerits	3 days of out of school suspension

### **Weapons**

Any student who brings a weapon to school will have a minimum out of school suspension for 3 days. In compliance with State law, the Board may permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

### **School to Parent (Guardian) Communication**

When sending a note or money to school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

Permission to Stay in at Recess - We plan to go outside whenever the weather is permissible. Students must have a note from their parents to stay in from recess due to illness or injury. If you want your child to stay in from recess more than 3 days, we request that you bring an excuse from your child’s doctor stating a reason and the length of time the child should refrain from recess. If the teacher has a meeting or has to be out of the room, the teacher will arrange supervision for the student.

### **Search and Seizure**



Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything found during any search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. During any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers issued to students, computer labs, and offices of the district are the district's property and are to be used by students, where appropriate, solely for educational purposes. The district retains the right to access and review all electronic, or computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

The district with or without the student's knowledge or permission may do review of such information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information despite a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **Recess and Playground Rules**

- Be respectful to peers, adults, and school property.
- Only teacher-approved items may go to the playground.
- Proper outdoor apparel is expected.
- Students must stay on the playground at all times.
- Students are expected to line up promptly and quietly when the whistle is blown.
- Students are expected to show "sportsmanlike" conduct when engaging in all team sports on the playground.

### **Outerwear Guidelines**

We use the "feels like" temperature of below 60 degrees fahrenheit to determine whether the student will wear a jacket/coat at recess. All students planning on going outside at recess will need to wear a jacket at below 60 degrees. All students will be required to wear a coat when the temperature is 40 degrees or below.

### **Birthday Treats**



- Acceptable treats need to be sealed and from a licensed kitchen.
- Nutritious treats are preferred.
- Please contact your child's teacher to find a time and date that works.
- Please adhere to the "Nut Aware" policy adopted by the school district.

### **Invitations to Parties**

- If invitations are not given to all students in a class or all students of the same gender, the school district prefers the invitations be mailed.
- Please notify the teacher
- Schools are not allow to share family addresses

### **Sharing Time**

- Pets cannot be brought to school, unless the principal approves in advance.
- Pets cannot be brought on the bus.
- The teacher will provide sharing time and how parents are notified when it is their child's sharing time.
- The student is responsible for items brought to school.

### **School Parties**

The school observes holidays throughout the school year including, but not limited to, Halloween, Columbus Day, Christmas, Valentine's Day and Easter. Students who do not wish to participate in these holiday celebrations or activities may be excused by the principal.