

**EMMETSBURG COMMUNITY SCHOOL  
DISTRICT**

**SECONDARY SCHOOL  
PARENT/STUDENT HANDBOOK  
2020-21**



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## **WELCOME**

Welcome to the 2020-21 school year at Emmetsburg Secondary School! Emmetsburg has a strong tradition of pride and excellence in academics as well as extra-curricular activities. We invite you to be an integral and active part of our proud school tradition. E-Hawk Pride is key to our success at the Secondary level – Respect Yourself, Respect Others, Respect This Place. We have high expectations for our students in their learning and their behavior and strive for success and excellence.

This will be an exciting, challenging time for you and we are committed to your success. Our goal is to prepare middle school students for success in high school, prepare high school students to be career-college ready, and to help all students grow in maturity and accept the responsibility of being young adults. The basic purpose of the handbook is two-fold: first, serving as a guide to help students establish correct school habits and to develop a favorable attitude toward school and its activities; and second, to give information to parents concerning the organization and administration of the Emmetsburg Community School.

This student handbook provides important information for students and parents in regards to the secondary level. The policies and procedures in this handbook have been carefully prepared and designed to provide a positive and safe learning environment for all students. Students and parents are responsible for being familiar with the various policies and expectations provided in this handbook. This handbook is in effect while students are on school grounds, on 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 or regulation 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.

It is the policy of the Emmetsburg 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, Darren Hanna, Superintendent, 205 King Street, Emmetsburg, IA. 712-852-3201 E-mail [dhanna@e-hawks.org](mailto:dhanna@e-hawks.org).

We encourage you to take advantage of the educational opportunities offered by Emmetsburg Schools. Our goal is to prepare students for success in life. Teachers and staff are here to provide an excellent educational experience and guide your learning and development into adulthood. We hope that you agree and do your best to fulfill this goal. Make your school year positive and successful, and show that E-HAWK Pride!

Educationally Yours,

Tracie Christensen, Principal  
Emmetsburg Secondary School

## **District Mission Statement**

The mission of the Emmetsburg Community School District is to prepare responsible and productive citizens for an ever changing world by the utilization of our total resources through a partnership of the family, school, and community.

## **Student Responsibilities**

- A. To observe the constitutional rights of other individuals, whether they are students, parents, teachers, school officials, or other participants in the educational process.
- B. To respect the inherent human dignity and worth of every other individual.
- C. To be informed of, and adhere to, reasonable rules and regulations established by the board of education and implemented by school administrators and teachers for the welfare and safety of all students.
- D. To recognize individual and cultural differences and work to acquire knowledge as to how to use those differences for the improvement of society.
- E. To dress and appear in a manner that meets a reasonable standard of health, cleanliness, safety and appropriateness for a school environment.
- F. To develop employment skills that will lead to economic independence.
- G. To maintain the best possible level of academic achievement.
- H. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- I. To develop and undertake a social commitment to and for school and society.
- J. To observe, know, and adhere to the laws of the state in which he or she resides.
- K. To preserve school property, exercise care while using school facilities, and help maintain and improve the school environment consistent with laws governing such property.

## **School Hours**

For the safety of our students, school will open every day at 7:45 and be locked every day at 4:00 p.m. For students lifting weights or at activity practices, parents will pick-up these students at Doors 6 or 8. Students must be under the direct supervision of an adult if in the building before or after school. The doors to the middle school will be shut and students are not permitted to enter the middle school area after 4:00 p.m.

## **Parent Access to JMC**

JMC is the program used for our grading system, report cards, lunch accounts, attendance and student data information. Parents have access to this program through our school website. [www.e-hawks.org](http://www.e-hawks.org) On our homepage, click on Explore, then click on Parent Resources. There you will find **JMC Access** (Check attendance, lunch and grades). By clicking on that link you will be able to enter your Parent Username and password. This will give you the choices of checking on your child's attendance, report cards, progress reports, and lunch accounts. There is also a section called Parent Information which allows you to change your contact information. For example, if your address or cell phone number changes, you may edit your contact information by clicking on Parent Information. The Alert Configuration section allows you set-up e-mail notifications when your child's grade goes below a specific percentage or when he/she is absent or tardy.

The school is asking for parents' assistance in helping to maintain positive lunch account balances. Parents, please take advantage of JMC to monitor your family's account and send appropriate funds when your balance is low. See page 23 for school lunch restrictions.

## **Standards Based Grading Guidelines**

Students will be assessed using a numerical rubric from 0-4. Only assessments will count towards a student's grade. Homework, assignments, class participation, etc. will not be calculated into a student's overall course grade (only assessments). All assessments will be averaged to calculate a student's overall course grade. Students will be given multiple opportunities to demonstrate their learning of course standards and content through retakes and reassessments. Teachers will have the discretion to determine a criteria for retakes and reassessments.

1. Entries in the grade book that count towards the final grade will be limited to course or grade level standards.\*\*
2. Extra credit will not be given at any time.
3. Differentiation of instruction is necessary in order for students to grow and progress.
4. Soft Skills are not included in the proficiency indicator but can be reported.
5. Students will be allowed multiple opportunities to demonstrate their understanding of classroom standards in various ways. Reassessments and revisions will be allowed at teacher's discretion.
6. Teachers will determine grade book entries by considering multiple points of data and provide evidence to support their determination.
7. Students will be provided multiple opportunities to practice standards independently through independent practice or other class work. Practice assignments and activities will be meaningful, purposeful, and consistent with classroom standards for the purpose of providing feedback.
8. Students are expected to complete assigned tasks. Teachers will allow students opportunities to complete work with no consequence to the proficiency indicator.

*\*\* Exceptions will be made for midterm and/or final summative assessments. These assessments, limited to no more than one per nine-week period may be reported as a whole in the grade book.*

The following grading system (guideline) is recommended for consistency among departments and teachers for academic courses at the High School level:

GRADE	LEVEL OF PROFICIENCY	GRADE RANGE
A	Excellent - Meets Standards at Highest Level	4.0 - 3.6
B	Good - Meets Standards at High Level	3.5 - 3.0
C	Average - Meets Standards at Average Level	2.9 - 2.4
D	Low - Meets Standards at Minimal Level	2.3 - 1.5
F	Failing - Does Not Meet Standards	1.4 - 0.0

The following grading system (guideline) is recommended for consistency among departments and teachers for academic courses at the Middle School level:

GRADE	LEVEL OF PROFICIENCY	GRADE RANGE
M	Thorough Understanding - Mastery	4.0 - 3.6
BU	Basic Understanding	3.5 - 3.0
SU	Slight Understanding	2.9 - 2.0
NY	Not Yet	1.9 - 0.1
NE	No Evidence	0

## **Health Class**

During the year, certain units of instruction in either science, health, physical education, or life skills will be offered concerning venereal diseases, sex education, HIV awareness, etc. Students will be notified in advance of these units and parents may have their student(s) excused from the instruction via written communication to the principal's office if they find the material objectionable. Unit material outlines may be secured from the particular teacher. Materials presented will be based on the district policy as recommended by the citizens' advisory committee and as adopted by the board of education.

## **Progress Reports**

Academic Progress Reports will be sent home or emailed at midterm, quarter and semester for any subject in which a student is doing unsatisfactory work. Teachers are encouraged to send Progress Reports specific to their classes and students as often as possible, and at least weekly to communicate any missing assignments.

## **Student Expectations**

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations 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, community service, 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.

## **Conduct and Classroom Behavior**

It is assumed that students will conduct themselves properly upon ANY school grounds (includes the HS & MS FB field), within ANY school building (includes the gyms at West, MS & HS) and in the classrooms. Pupils shall be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions.

All the employees of the district share the responsibility for seeing that the behavior of the students meets the standards of conduct conducive to a good learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline him/herself.

Corrective measures may include, but are not limited to:

- A. For minor offenses, a word of caution from any staff member should eliminate the problem.
- B. Detention before and/or after school - **may be assigned by ANY school employee.**
- C. Loss of school privileges
- D. Parent or guardian conference with school staff and/or principal
- E. Suspension (in-school or out-of-school)
- F. Expulsion
- G. Students who require frequent discipline or who are involved in a severe disciplinary problem may be considered for suspension and/or expulsion from school. The student's parents shall be called immediately to remove the student from the building. EXAMPLES (but not limited to)

1. Possession of illegal substances or weapons.
  2. Gives obscene gestures to a staff member.
  3. Adamantly refuses to report to the principal-requiring removal from the room.
  4. Threatens or strikes a staff member.
  5. Harassment/bullying of staff or other students.
- H. Students with their third behavior detention in a semester will be conferred with parents, staff, counselor, and principal. The student will be considered "At Risk" with a behavioral plan agreed upon by the staffing for him/her to follow for the rest of the semester/year.

Behavior detention is necessary as a lesson for disrespecting rules. Generally, one day advance notice will be given so the student and/or school can notify the parents as to why the student will be late and to allow transportation arrangements to be made, if necessary.

Students who hit, kick, bite, or spit on school staff may have their parents/guardians called and they may be asked to pick up their child for an out-of-school suspension, the day of the infraction, and remain out until a conference is held between the student, parents, staff member, and administration.

A dismissal from a class to the office will not be treated lightly. The first dismissal (unless circumstances warrant more action) will generally result in a warning talk and/or detention. A second dismissal will result in a conference with the parent and principal/staff. These are cumulative throughout the year. The principal will weigh the merit of each dismissal as to its counting towards the total of dismissals. All Discipline Referrals are recorded in JMC and will be e-mailed to parents once accepted by the Administrator.

The nature and extent of the misbehavior will determine how it will be dealt with. This may include formal reprimand, assignment of detention periods, notification and/or conference with parents, or guardians, notification of proper authorities, counseling, restriction of extra-curricular activities, emergency exclusion, short-term suspension (1-10 days), long term suspension (10 days) or even expulsion from school for the remainder of the semester.

### **Student Conduct: Suspension/Expulsion**

Any student may be suspended from school for violation of the rules and regulations approved by the Board or when the presence of the student is detrimental to the best interests of the school.

Students who hit, kick, bite, or spit on school staff may have their parents/guardians called and they may be asked to pick up their child for an out-of-school suspension, the day of the infraction, and remain out until a conference is held between the student, parents, staff member, and administration. Depending on the severity, the Police may be called and charges filed against the student.

Length and type of suspension will be determined by the administration and will reflect the offense committed. Parents will be informed if suspension is used. The student will make up all work missed while on suspension. It will be the student's responsibility to get the assignments and complete them so as to avoid receiving an incomplete in the course. All assignments are to be turned in the day the student returns to school; no extra time will be given.

While under suspension, a student will not be allowed to attend or participate in school activities or functions. During in-school suspension, the student will be isolated from other students, including the lunch period; is

required to turn in their cell phone or any electronic device to the Principal (or designee); is not to use his/her school issued laptop/computer, unless a teacher gives permission and deems the need; cannot have food/snacks or beverages (other than water); is expected to be actively engaged in academic activities for his/her class; is not allowed to sleep; is expected to bring a free read book if all academic coursework is complete; may be required to set goals or an action plan on how to not receive further suspensions. Teachers will bring assignments/homework to the office in the morning and the student will receive full credit for work completed and turned in. Work that cannot be done during the in-school suspension (labs, etc.) will have to be made up with the teacher at an arranged time.

Students given out-of-school suspension will be under the jurisdiction of the parents and are not to appear on school grounds or at a school activity any time during suspension.

Any student may be expelled from school for violation of the rules and regulations approved by the Board or when the presence of the student is detrimental to the best interest of the schools.

It should be noted that the students will always be accorded due process and their rights as students and human beings protected. All proceedings with conduct instances will be within the regulations of Board of Education policy. We strive for parental understanding and cooperation in these matters for the betterment of the student.

### **Detention Policy**

Detention will be held until at least 3:45 p.m. in the assigned teacher's room unless other arrangements are made. If a detention is given, the teacher will notify the student and parent of the procedures for serving the detention. The teacher will also let the office know of the detention. Students will have the opportunity to serve the detention the day of the offense or the next day. Failure to serve the detention within the two-day period of time may result in an additional day of detention assigned. Failure to serve at this point may result in an in-school suspension.

### **Attendance Procedures**

Regular attendance and promptness is essential for academic success. The responsibility of student attendance is a cooperative effort among the student, family and the school. If a student is to be absent for all, or part, of the day, the parents or guardian must call the office before 8:00 a.m. Voicemail operates twenty-four hours a day to take your call. Parents requesting homework should do so when calling in the absence. The classroom teacher is responsible for reporting and recording student attendance and tardiness. Parents may track this data through JMC.

### **Absent /Tardy**

An absence will be recorded when a student is more than 10 minutes tardy for a class. Students are allowed two warnings per quarter before consequences are inflicted for tardiness. Students will serve a 30 minute detention for every third tardy per period.

### **Student Absences - Excused - Board Policy No. 501.9**

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school the full day the day of the activity unless permission has been given by the principal for the student to be absent.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **Truancy -Unexcused Absences - Board Policy No. 501.10**

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to [supervised study hall, in-school suspension] unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

### **Attendance & Extra-Curricular Participation**

Students who wish to participate in or attend school sponsored activities must attend school the entire day which precedes the activity, unless permission has been given by the principal for the student to be absent. Verified excused absences, such as documented medical and dental appointments, funerals, will not count against students.

When not in attendance during the morning of the school day in question by reason of a doctor's statement or because of emergency work at home, the student shall be in attendance during the final three class periods of the school day to be eligible to participate in after school or evening activities. However, such a

student will be able to leave with the sponsored activity group if they are excused prior to the end of the school day. In situations where a bona fide appointment is delayed or can only be made during a student's afternoon study hall, a student will be eligible to participate pending practitioner verification.

### **Student Release During School Hours - School Board Policy 501.11**

Students will be allowed to leave the school district facilities during school hours only with prior authorization from their parents, unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours, or with the permission of the principal.

Approved reasons for release of a student during the school day shall include, but not be limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, employment for which the student has been issued a work permit and other reasons determined appropriate by the principal.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **Pre-Absence Policy**

Any absence other than illness and emergency situations will require parental permission and a pre-absence slip from the office. The pre-absence must be signed by the student's teachers and returned to the office the school day prior to the absence. Failure to do so may result in an unexcused absence.

All pre-absences for school-affiliated absences must be returned to the sponsor responsible for the absence the school day prior to missing school. Failure to do so may result in non-participation by the student. The sponsor should then check the pre-absence and turn them into the office prior to the event.

### **Admit Slip**

Following an absence from school, EITHER BY A TELEPHONE CALL OR NOTE, from the student's parent or guardian, an admit slip will be issued by the Principal's Office. This slip must be obtained prior to 8:00 a.m. the day of your return or immediately upon your return to school if you are returning after the school day has begun. This SLIP MUST BE PRESENTED TO EACH CLASSROOM TEACHER AND STUDY HALL SUPERVISOR at the beginning of the class period. Teachers will not admit a student to class without an admit form from the office. It is the student's responsibility to have it signed by each teacher by class period and know what assignments to complete because of an absence.

### **Illness**

Students may become ill or injured during the school day. Following are the procedures when such emergencies occur:

1. Students who become ill or injured ARE NOT TO LEAVE THE SCHOOL WITHOUT FIRST REPORTING TO OR CHECKING OUT OF THE PRINCIPAL'S OFFICE. If the student is unable to report to the office, then another student or staff member should report the emergency or situation to an office staff member.
2. If the illness or injury appears to be temporary, the student may be permitted to rest in the office or Health Room.
3. If the illness or injury appears to be more serious, every effort will be made to contact the school nurse and/or parents for permission for the student to go home or for further instructions. If the parents cannot be contacted, then other family members/relatives will be notified.

4. For extreme emergencies, school officials will exercise their judgment in making the necessary decisions.
5. If a student becomes ill frequently at school and misses school, accordingly, parents will be requested to have the student see a doctor.

## **Medicine**

**Parents must obtain a Permission Form from the office.** Students must bring their medicine to the office. They can take this medicine at the times prescribed, but the noon hour is the most convenient time. To keep medicine in the office, a parent must fill out a permission form. Aspirin, antihistamine, cough drops, or any other drugs will not be given to any pupil by any member of the school staff unless cleared by procedure through the school nurse.

## **Student Use of Gym and Other Facilities**

School officials are responsible for the safety of students and the care of equipment and facilities.

Therefore, it is necessary that the following precautions are exercised at all times.

1. The gymnasium or other rooms and facilities within the building may be used for recreational and other activities only when approved by the administration and supervised by a faculty member.
2. Students are not to climb upon the roof of the school building at any time to retrieve athletic or physical education equipment. The student, coach or teacher should seek the assistance of a custodian.
3. For safety reasons, students should not climb on the bleachers during P.E. or recess when they are pushed in against the wall. If items get stuck on top of the bleachers student, coach or teacher should seek the assistance of a custodian.
3. Students should only access the auditorium when under direct supervision and should not be in the sound booth, above the stage in the lights or other areas without direct permission from a teacher.
4. The gym is not to be used as a hallway while going to or from the music department, to or from the physical education department, or while coming to or leaving school. You are to use the corridor by the locker rooms.
5. Jumping or bouncing on the bleachers is prohibited at any contest.
6. Spectators and fans should not be in the grassy area in front of the bleachers for football games.
7. Students should always show good sportsmanship by cheering for the E-Hawks. It is never appropriate to cheer against the other team or the officials.

## **Field Trips**

Field trips will be taken from time to time throughout the year for both educational and recreational purposes. All students will be required to have a signed parent/guardian permission slip, granting the student permission to go on the field trip. These will be sent home in ample time for them to be returned before the field trip occurs. **Without this signed permission slip the student will not be allowed to participate in the activity.**

Students not going on field trips will be required to attend school working on an alternate assignment.

Students may lose field trip privileges for class field trips for the following reasons:

1. Excessive incomplete work (0-2 missing assignments at 4:00 ***the day before the trip*** in order to go)
2. 5 or more behavioral detentions during the semester of the field trip
3. Use of profane, vulgar, or threatening language and/or obscene or threatening acts towards a staff member or other student

4. Inappropriate physical actions toward another student or staff member
- Students losing field trip privileges for 5 or more behavioral detentions may participate if a parent/guardian accompanies the student on the field trip.

### **Lockers – Student and Physical Education**

Students are assigned to specific lockers in which to keep their personal and school materials. They are also assigned a locker in the locker room for their physical education and athletic equipment. These lockers are loaned to the student by the school system.

Students are required to keep their personal belongings and school materials in their personal lockers during P.E. or athletic events and to ***keep them locked at all times***. Only you and your locker mate should know the combination of your locker. For your protection, the combinations on all student lockers are changed each summer. Padlocks are given to students to use each year and must be returned in the Spring. If not returned, students will be charged a replacement fee.

All students have an assigned hall locker. You have no right to open anyone's locker but your own. It is suggested that you keep no money in your locker at any time. Your locker is loaned to you to use, but we reserve the right to search (including the use of a drug dog) any locker if it is in the best interests of the student body.

Students are responsible for the lockers to which they have been assigned. It shall be the responsibility of each student to keep the student's lockers clean and undamaged. If necessary, locker assignments can be changed for good cause with the approval of the principal and the change must be recorded in the office. Students are not to trade lockers on their own.

### **Locker Searches/Inspection**

School lockers are school property and the law allows a school district to periodically inspect all lockers or a random selection of lockers without prior notice. A school official must have a reasonable and articulable suspicion that a school rule or policy has been violated in order to search a particular student's locker. Also, a student or other person must be present during the inspection of their locker.

### **Search and Seizure**

School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school sponsored function.

1. Authority to Conduct a Search – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable and articulable suspicion that a particular student is in possession of something prohibited by school rules or by law.
2. General Inspection – School authorities will be making general inspections of lockers or desks for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable particularized suspicion exists.
3. Locker/Desktop/Storage Area Inspections – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be

- removed and destroyed.
4. Personal Searches – A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched when a school authority has reasonable and articulable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
  5. Motor Vehicle Searches – Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reason.
  6. Drug sniffing animals may be used by school officials to assist in searches.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate.

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

All students, employees, and visitors 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, e-cigarettes or look-a-like substances on any school building, property, or vehicle owned or maintained by the district. Weapons are not allowed on school property or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in 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. School property includes any parking lot, driveway, sidewalk, athletic complex, bleachers, or other area that is owned and/or maintained by the Emmetsburg Community School District.

### **Interrogations**

School officials will cooperate with police officers that need to question students, as long as interviews are conducted according to these general guidelines:

1. If the student is under suspicion for wrongdoing, police will call the student's parents before an interview begins and invite them to be present if they wish.
2. If the police officer has a warrant for arrest or a search warrant, the principal will comply with the officer's request immediately, without first notifying parents of students involved.
3. If a police officer wants to question a student who is not accused of wrong-doing, but who may have information useful to the officer's investigation of some other case, parents will be called if the student requests their presence. If the parents are not called, the principal or other school official will be present during the interview to help protect the student's privacy and dignity, and to reassure the student that he is not under pressure or suspicion.
4. Whenever a police officer requests permission from the principal to interview a student, for any reason, a staff member, not a student, will convey the message to the student with whom the police want to meet.

### **Student Automobile Use**

Students who drive motor vehicles to school must know and obey the following rules. Students not following these guidelines may have their parking privileges removed.

1. Speeding or careless driving on the school grounds and adjacent streets is not permitted.

2. Parking on lawns, sidewalks, and other undesignated areas is not allowed. Parking to block other cars or in loading zones may result in the vehicle being towed at the owner's expense.
3. Stay between the lines when parking.
4. Drivers and passengers must exercise caution when carrying passengers in open pickup trucks.
5. Parking in staff areas, loading zones, guest, reserved, and handicapped stalls is not permitted.

### **Automobile/Vehicle Searches**

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. Drug sniffing animals may be used by school officials to assist in searches. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

### **Cheating/Plagiarism**

Students who use plagiarized papers or projects or who willfully use or copy or attempt to use or copy another person's work with the intent to present that other person's work as their own, will be subject to reduction in grades and/or disciplinary action. The consequences for cheating/plagiarism will increase if there are multiple infractions by the same student, up to and including, removal from class and the need to retake the entire course.

### **Library and Library Lab**

The Library and Library Lab are open before, during and after school. Students are expected to become familiar with and observe the expectations of both areas of the library. Those students who are unable to comply with the expectations will be restricted in their use of the library and Library Lab. See "Conduct and classroom behavior policies" for more details. Students assigned to study halls will be permitted to sign out to the library or library lab according to prevailing policy of the middle school.

### **Library Policies**

Books may be checked out for a period of three weeks. Books may be renewed by bringing them into the library and asking for renewal.

Reserve books and materials may be checked out overnight or for a period unless otherwise designated by the teacher or librarian. All the reserve materials must be checked out at the desk by the borrower.

Current periodicals are to be read only in the library. Back issues of magazines are available and may be checked out for one day. DVD's are checked out overnight. **Nothing is to be torn or cut from books, magazines, and newspapers! Withdrawn issues of both are available for cutting out items.**

Nooks- Anyone using the Nooks must complete and return a Nook usage form that includes a parent or guardian signature.

Report any damaged items to the library staff. Students will be charged for any lost items and the replacement of damaged items or the repair costs of such items.

## **Student Attire and Appearance**

A student's attire and appearance becomes the concern of school officials if and when that attire tends to disrupt the study within a class. If, in the opinion of the principal, a student's attire and appearance detracts from attention to school work, the student will be counseled to appear at school in the future in more appropriate attire and may be required to change to a more appropriate dress before going back to class. This decision will be based on the following guidelines:

1. The wearing of clothing, decorations or jewelry bearing profane language or with pornographic overtones or sexual innuendo is prohibited. Shirts, T-shirts, and sweatshirts with inappropriate slang, slogans, or with advertisements are not acceptable school attire. Also, clothing or jewelry that promotes the use of substances or activities (drugs, alcohol, tobacco) which are illegal for minors to use or participate in is prohibited.
2. Any style of dress or article of clothing that interferes with or disrupts the maintenance of a learning atmosphere is unacceptable. Shirts must have sleeves that cover the top of the shoulders and cover all undergarments. Shirts must also cover the midriff and navel, showing no excessive skin. Shorts and skirts that are at least fingertip in length are permissible.
3. Hats, caps, visors, bandanas, wearing hoods up on sweatshirts, sunglasses, gloves, hand coverings, armbands, or wristbands are unsuitable school attire unless necessary for a specific class or activity; when required for a class activity, they must be worn only during the time that the activity takes place.
4. Shoes must be worn at all times. Cleats and wheelie shoes are not allowed in the building.

Students not dressed appropriately will be required to change, and may be counted unexcused in their absence from class while they find acceptable clothing. This may include being sent home. Should a student need to ask if clothing is acceptable, it probably is not. Use common sense and good judgment in selecting clothing for school each morning. Should a disagreement arise, the administration shall make the final decision.

## **Electronic Devices**

Unless required for a specific class or activity, no electronic devices should be used during class time, lunch or recess for the Middle School and no electronic devices should be used during class time for the High School. Class time should include all parts of every Period 1 – 9. Students should keep their phones in their locker, bag or pocket at all times. If students have their phones out, the following consequences will apply:

1<sup>st</sup> Offense – The device can be picked up in the office at the end of the day.

2<sup>nd</sup> Offense - 30 minute detention and the device can be picked up in the office at the end of the day.

3<sup>rd</sup> and Subsequent Offenses – 60 minute detention and a meeting scheduled with parents/students to review this policy. The device can be picked up in the office at the end of the day.

Students should not wear headphones during class, unless given permission by a teacher/staff member. Also, it is proper courtesy to not wear your headphones and earbuds during passing time.

## **Telephone**

Students may obtain permission to use the office telephone. Do not ask to leave a class for this purpose. **The office phone is to be used only for school related reasons.** Following athletic practices or other activities, students may use one of the phones in the coach's offices. Do not make it a regular practice to call for a nightly ride as this can be arranged in advance.

**Student Messages:** Only in the event of an emergency will a student be called from a class for a telephone call or a message. Messages and calls from friends and of convenience are not necessarily to be considered as emergencies. At times students may be instructed to call back the party between classes or during study halls. The office staff will generally ask for the name and telephone number of the party who is calling.

## **Water Bottles and Beverages/Food Items**

No pop or recreation drinks are allowed in the classroom during the school day. Permission may be received for pop/water at certain special occasions. Students may have water bottles at the discretion of the teacher(s) or school.

Food items brought from outside sources (fast food restaurants, convenience stores, etc.) are not allowed to be brought into the school building and are not allowed in classrooms, lockers, and/or common areas during the regular school day. The only exceptions for food items in school will be for students who are bringing a 'bagged' lunch to school, or special items approved by the principal (or designee).

## **Lunch Period**

Because of "closed campus," (with the exception of Seniors who are eligible for open campus) students will not be permitted to leave the school building or grounds or go to the parking lot or cars during lunch periods or at any time within the school day other than dismissal or arriving, without permission from the principal's office.

1. We have two lunch shifts for Middle School and two lunch shifts for High School. All students will proceed to the lunchroom at their assigned time. Those not eating are also to be seated at a table. You will remain in the lunchroom until dismissed by the supervisor – approximately 25 minutes.
2. Students may visit their lockers only during the passing period at the beginning or end of their lunch phases. **Do not go to the office or into the academic area without permission.**
3. Students who run or who are disorderly in the lunch line or in the lunchroom will eat last or be assigned a special eating area – like the office.
4. Students should remove trays, silverware, milk cartons, ala carte wrappers, napkins, etc., from lunch tables and dispose of them properly. **Food and drinks will be consumed in the lunchroom and not taken to another area unless approved. Opened food packages should not be removed from the lunchroom nor stored in student lockers at any time.**
5. Only the restrooms near the middle school gym will be used during lunch phases.
6. Students may put money into their lunch account in the office before school begins in the morning. Money brought to the office after 11:00 A.M. will be credited to your account the following day. Do not bring lunch money to the lunch line. It will not be accepted then.
7. Students will receive a warning when their lunch account contains less than \$10.00 as a reminder to deposit more money. **Students who have a negative balance of \$100.00 shall not be allowed to charge further meals or ala carte items until the negative account balance is paid.**
8. Students who are entitled to free or reduced priced lunch tickets are not permitted to share their lunch numbers with other students. Such numbers can be used only once per day for breakfast and once per day for lunch for accurate accounting.
9. Al a carte items such as fruit roll-ups, crackers, fruit, cereal, etc. are available either **WITH, NOT IN PLACE OF** the school lunch (extra cost). It is up to the parents and child to determine **WHICH** ala carte items, **IF ANY**, they may or may not purchase. We encourage parents to make this determination with their children in order to avoid a delinquent account due to the purchasing of ala carte items. Parents may check their student's online account to see what items, if any, are being

purchased. **Parents can work with the office to limit these purchases.**

### **Visitors to Emmetsburg Schools**

All visitors (including parents) to the building or school grounds, including salesmen, are to report to the principal's office before visiting students, faculty, classes, or putting items in a student locker. Those who have approval will be given a pass or escorted to their destination. Students are to request approval from the principal before bringing visitors to school. If the activity within a classroom on a given day does not warrant visitors, the teacher may ask the visitor to leave. Visitors who distract from the classroom activity or whose conduct is otherwise unacceptable will be asked to leave.

### **Student Fees – Waivers and/or Reductions**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents of students who believe they may qualify should contact the principal or secretary at registration for a waiver form. The waiver does not carry over from year to year and must be completed annually.

### **Activity Tickets**

The best bargain of the school year for students, grades 1-12, is the purchase of a student activity ticket. This ticket will provide full admission to all home athletic events (except conference and athletic association sponsored tournaments). With summer baseball and softball included, the activity ticket provides admission to over 40 events throughout the year. Those students who attend these events and who do not purchase an activity ticket will pay an admission charge. Too often the activity ticket is lost or forgotten. You are to present your personal activity ticket for admission or purchase an admission ticket. Activity tickets are not transferable to other students or individuals.

Adults will also have the opportunity of purchasing a reduced priced ten-punch ticket for athletic events only. These tickets will sell for \$40.00 whereas the admission price for adults at most athletic events is \$5.00. These tickets will be on sale at the ticket booth at all home athletic events. Such tickets may be used for summer softball and baseball and carry over into the next school year. More than one punch and one admission may be used off of the adult season ticket at an event and additional tickets may be purchased throughout the year.

### **Check-Out Slips for Students Who Terminate/Transfer Enrollment**

If for any reason a student terminates his/her enrollment at Emmetsburg School District, that student must secure a check-out slip from the principal's office, return all school owned materials to each class and fulfill all obligations, present the clearance slip to his/her teachers for their initials and to the librarian and guidance counselor in that order, and then return the slip to the principal's office for final check-out. This must be done before transcripts will be forwarded, recommendations made, or refunds granted.

### **Indebtedness and Obligations**

All book rent, school fees, library and other fines, assessments and other moneys owed to the school system must be paid before credits will be transferred from Emmetsburg Schools. Assessment for lost textbooks and for those that are damaged beyond normal wear so that they are not suitable for future use will be as follows:

Book in use for the 1 <sup>st</sup> year	Replacement Cost
Book in use for the 2 <sup>nd</sup> year	\$40.00
Book in use for the 3 <sup>rd</sup> year	\$35.00

Book in use for the 4 <sup>th</sup> year	\$30.00
Book in use for the 5 <sup>th</sup> year	\$20.00
Book in use for the 6 <sup>th</sup> year	\$15.00

Most school textbooks now cost more than \$60.00. Upon approval of the principal, a higher assessment may be made than indicated in the above table. Students may be also assessed fines of a lesser amount for damages that do not render the book unusable.

### **Refunds on Book Rent and School Fees**

Some students will move from the community or perhaps drop from school after fees have been paid. Generally, a partial refund may be in order according to the following schedule:

During 1 <sup>st</sup> quarter	75% of amount paid
During 2 <sup>nd</sup> quarter	50% of amount paid
During 3 <sup>rd</sup> quarter	25% of amount paid
During 4 <sup>th</sup> quarter	No refunds

### **Purchases by Students**

Students are not authorized to charge school purchases to the school system unless they have been approved by the activity sponsor and the principal to do so. In an emergency and for small amounts, the principal will issue a "local purchase" form. The principal will need to know the item(s), quantity, price, and the name of the business where the purchase will be made. To facilitate local purchases, the student must inform the local businesses of the following:

1. Purchase is for the school system. Do not charge a sales tax!
2. The business must send the "local purchase" order form with their statement for payment to the Superintendent's Office.

Students are reminded that they are not to personally pay for school purchases and expect reimbursement.

### **Athletics**

A student must have the following on file in the office **BEFORE** practicing:

1. Physical form (with parent signatures) and concussion form for the current school year.
2. Activity fee paid.
3. We recommend that students not play on a non-school team while simultaneously playing on a school team. See the athletic director for details on this.

**NOTE:** See section on attendance.

### **Wednesday Evening Activities**

Wednesday evening throughout the school year has been designated as church night. The school system cooperates by not scheduling parties, practices, trips, performances or contests on that evening. The only exception permitted is when our school has an obligation to participate because of membership in one of the state athletic or activity associations. Any other event scheduled for Wednesday night must have the prior approval of the Board of Education. All activities are to be completed by 6:30 p.m. on Wednesday evenings and students must be out of the building by that time. No additional activities are to be scheduled for later in the evening after 6:00 P.M. There will be no middle school activities scheduled on Wednesday evenings. This policy applies to all high school activities on Wednesday evening whether they are scheduled in the high school building or at another location.

## **Weather and School Activities**

Because of severe winter weather, it has been necessary to establish procedures regarding activities if school is canceled or dismissed early to maintain consistency throughout the school system. It should be recognized that the primary cause of canceling school is to provide a margin of safety, especially for those rural students who ride busses or who drive. With this in mind, the following guidelines have been adopted:

**Early School Dismissal:** If school is dismissed prior to 3:15 p.m., then afternoon and evening activities and practice sessions shall be canceled.

**Late Start:** If it is announced that the morning school session will begin two hours late, all practice sessions normally scheduled prior to school will also begin two hours late.

**No School:** If school is canceled for the day and the Emmetsburg area **IS** under a winter **weather/blizzard warning**, there will be **no practices, performances or competitions** held on that day.

If school is canceled for the day and the Emmetsburg area **IS NOT** under a winter weather/blizzard warning, a decision will be made later in the day by the school administration, relative to afternoon and evening performances or practices. All practices will take place during the daylight hours to ensure that students will be traveling in the daylight to and from practice.

\*\* In the event that the Emmetsburg Community is under a **Wind Chill Warning**, decisions will be made on an individual basis of whether practices and activities will take place on that day.\*\*

1. The Activities Director/High School Principal will communicate with the coaches and activity sponsors by noon on whether or not practice or performance will be permitted.
2. All practices/performances that occur on a day when we do not have school due to adverse conditions will be for Varsity teams/groups only.
3. All practices will be on a voluntary basis and never required in these situations.

\*For the safety of all students and their family members, the facilities of the Emmetsburg Community School District will be closed for all outside events, practice and activities during a winter weather/blizzard warning.

This policy applies to all school activities, whether or not they are scheduled within a school facility. Practice sessions will not be scheduled at another location in an attempt to circumvent this policy.

## **Sportsmanship at School Events**

Emmetsburg School has traditionally shown tremendous enthusiasm for sports and activities. This enthusiasm has played a vital role in the successes of our teams. Visiting teams are friendly rivals. They are not enemies. The visiting team is a guest of the home team and must be treated in a hospitable manner.

The following is the summary of the Code of Sportsmanship established by the IHSAA. Students should:

1. Respect, cooperate and respond enthusiastically to cheerleaders, and the school song.
2. Correct and censure fellow students whose behavior is inappropriate.
3. Respect the property of the school and the authority of the officials.
4. Show respect for an injured player.\
5. Not applaud errors or mistakes made by the opponent or penalties inflicted upon them.
6. Not heckle, jeer or make fun of members of the opposing team.

7. Never criticize the players, coaches, or officials for the loss of a game.
8. Cheer as loudly as possible, but keep the cheers positive. Obscene or vulgar cheers, chants or behavior will not be permitted.
9. Conduct themselves in such a manner that attention is drawn not to the spectator section but to the players in the game.
10. Be a credit to their school and team. The school receives praise or blame for your conduct since you represent your school the same as the athletes.

School officials reserve the right to remove any students from the premises who conduct themselves in a manner inconsistent with the above expectations. Officials also reserve the right to exempt students from future school activities.

### **Middle School Policies and Provisions**

#### **WIN (What I Need) - MS Intervention Time**

WIN will allow the Middle School Teachers to identify students who need additional support. Those supports will be provided in both small group and individual settings, and will be monitored to ensure all learners can demonstrate proficiency in the Iowa Core standards and leave middle school proficient in the skills required at this level.

#### **Academic Awards - 8th Grade**

Students may qualify for the President's Academic Fitness Award their 8th grade year if they average a 3.5 proficiency score or better and an 85 National Percentile Rank in Reading and Math on the Iowa Statewide Assessment of Student Progress (ISASP).

#### **Dances**

Any Middle School dances are strictly for Emmetsburg students. The only exception to this policy would be for the Emmetsburg Catholic School students when they have been invited to attend our dance(s) and their attendance has been approved by their administration.

### **High School Policies and Provisions**

#### **Graduation Requirements**

Graduation requirements for Emmetsburg High School are based upon the eight semesters of grades 9-12. To graduate with a diploma, a student must earn 50 credits. A unit of credit is defined as a credit received upon successful completion of a course that meets the maximum number of days of the scheduling cycle for one period per day for one semester. Credits will be adjusted for those courses, which are scheduled for more or fewer class periods per cycle. Minimum department credits must be earned at Emmetsburg High School (Language Arts, Mathematics, Science, Social Studies, Physical Education).

These minimum units of credit are to be earned as follows:

Language Arts	8.0 credits	Social Studies	6.0 credits
Science	6.0 credits	Physical Education	4.0 credits

Mathematics	6.0 credits	Electives	20.0 credits
The following specific requirements must be fulfilled at Emmetsburg High School:			
<b><u>9th grade</u></b>	<b><u>10th grade</u></b>	<b><u>11th grade</u></b>	<b><u>12th grade</u></b>
Math Elective	Math Elective	Math Elective	2 English Electives
Freshman English	Sophomore English	Junior English*	American Government*
Earth & Space Sci.*	Biology 2*	Critical Thinking*	Economics*
Biology 1*	Physics 1*	U.S. History	Independent Living*
Surv. of Soc. Studies	Physical Education	Chemistry 1*	Physical Education
Physical Education	See Electives below	Environmental Sci.*	See Electives below
		Physical Education	
		See Electives below	

\*Indicates a one (1) semester course; other courses meet for two semesters.

#### **Math:**

- In addition to the required full year of Algebra 1, each student must also pass at least four additional semesters of Mathematics.
- Students taking Algebra 1 for a full year as an 8th grader (or earlier) will receive high school Math credit, but must take and pass 3 years (6 semesters) of Math at EHS. The recommended track would be Geometry (9th), Algebra 2 (10th), Pre-Calculus (11th), and Calculus (12th).

#### **English:**

- Seniors meeting graduation requirements before the start of their Senior year are encouraged to take at least 1 semester of English in 12th grade (in house or college).
- Students may replace Junior English and Critical Thinking with AP English Literature & Composition.

#### **Science:**

- A full year of Chemistry or Physics is recommended to meet Iowa Regents Admission Index (RAI) for 4 year universities.

#### **Physical Education:**

- Juniors may have the PE requirement waived for one semester if they have a full schedule (classes scheduled for 7 periods).
- Seniors may have the PE requirement waived for the entire year if they have a full schedule (classes scheduled for 7 periods).
- All students in grades 9-12 may opt to take a Zero Hour P.E. class in order to meet P.E. Graduation requirements and enroll in a full schedule each year (classes scheduled for 7 periods).
- Unless excused for medical reasons upon request of their doctor or for other reasons as prescribed by the Iowa Department of Education, students must enroll in and successfully pass four (4) credits of Physical Education.

The following classes will not be considered for determining overall GPA for students:

<i>Physical Education</i>	<i>Tutoring</i>	<i>May Term courses</i>
<i>Driver Education</i>	<i>Technology Assistant</i>	<i>Resource Room</i>

No more than ten (10) credits which are earned in the above courses may count toward meeting the 50 credits required for graduation. Students are required to carry at least seven (7) courses on their schedule each semester.

Semester courses which meet six (6) times during the six (6) day cycle earn one (1) credit.

### **Registration (Schedule) Changes**

The master schedule and the assignment of students to that schedule are based upon the initial registration. That registration determines the courses to be offered, the number of sections, and teacher assignments. Later changes in registration are difficult and may not be approved. Student requested schedule changes shall be initiated and completed so that the student shall be enrolled and in attendance no later than the 3rd school day of the semester. To accomplish such changes, students must submit their requests, secure the proper forms and required signatures, and submit the form back to the guidance counselor no later than the end of the day on the 3rd day of the semester. The guidance counselor and/or the principal may have the discretion to change individual schedules as needed.

In most cases, spring registration will be considered final! Schedule changes will only be made at teacher and/or administrative request and approval.

### **Physical Education Requirements and Credit**

Students are required to take physical education (P.E.) each semester that they are enrolled in high school unless physically unable or unless waived by the principal or Board of Education. Students are to attend all physical education classes as scheduled.

A student may be excused from P.E. if he/she has on file in the principal's office a statement from a doctor stating that he/she is unable to participate in such activities. If limited participation or remedial exercises are desired, the doctor should so request. **\*THE PHYSICAL EDUCATION INSTRUCTOR MUST BE INFORMED OF ALL DOCTOR'S NOTES.** Students in this category will either be assigned to assist the instructors or to prepare written reports in the field of P.E.

A specific Co-Ed P.E. uniform is required of all students. The uniform, black and gold in color, is available through certain local merchants. Write your name somewhere on your uniform. **Students who habitually forget or do not have a complete uniform may be assessed after school detention.**

### **Pass/Fail Option For Courses**

A student may elect to take certain courses on a PASS/FAIL (P/F) basis for full credit upon approval of the high school principal, guidance counselor, the teacher involved, and the parent. The following guidelines will be used for the Pass/Fail option:

1. **Required courses needed for a student's graduation requirements will not be included under the P/F grading system nor will courses elected to fulfill departmental requirements.**
2. A student may use this P/F option for only two (2) credits in their high school career.
3. A student must declare his/her intent to utilize this option prior to the start of the class.
4. A student may change from the Pass/Fail status to a regular grading option prior to the midterm of the 1st quarter for a 1st semester course and/or prior to the midterm of the 3rd quarter for a 2nd semester course.

5. To receive a "P" under this grading system, the student will be required to maintain a "C" average in that course. If the student's average falls below a "C" the student will be graded under the conventional letter grading system.

### **Dropping of Courses -- Board Policy 505.5R1**

EHS students will be permitted to drop high school and college courses with the following stipulations:

1. The student must have parental approval to drop a course.
2. A high school course may be dropped until 5 days after the midterm of first and third quarters without penalty of a failing grade (F or NP) providing the student is still carrying seven (7) courses on their schedule.
3. A student who drops or is removed from a high school course after the deadline as indicated above will receive the appropriate failing grade, "F or NP".
4. Any failing grade received by a student for dropping or for being removed from a class will become the final grade for the semester for that course and will be recorded on the student's transcript and permanent record. That failing grade will be calculated into the student's GPA and used to determine class ranking.
5. All college courses taken through Iowa Lakes Community College (ILCC) or through another PSEO program will follow **the same drop deadlines as high school courses**. Students will receive the same respective grades on their high school permanent record as they would receive on the college transcript. Students who drop a college course will need to maintain a full academic schedule and may need to pick up an online course through the APEX online program.

### **Second Grade Option**

A student may elect to repeat a course in order to better his/her grade. The following rules apply:

1. A student must have earned a "C" or lower in order to repeat the course.
2. The course must be taken at EHS, but not from the Learning Center at ILCC, the Alternative School, nor through Correspondence Study.
3. If a student has passed or is taking a higher sequential course, they may not use this option. Example: if taking Spanish II or Algebra II, the student may not go back and retake Spanish I or Algebra 1.
4. The student will not get double credit.

### **Summer School - ILCC/Success Center - Board Policy 603.2r**

1. A student's eligibility begins at the end of his/her sophomore year.
2. Enrollment: Is optional. Students may still choose to re-enroll in a high school class after failure at Emmetsburg High School or enroll in classes either at the Success Center or ILCC.
3. Payment: Students will be required to make up all the costs and expenses of the summer school course.
4. Course completion date: Students may begin coursework at the end of the regular school year and coursework must be completed by the beginning of the first day of student classes at Emmetsburg High School.
5. Attendance eligibility: A student must have been in classroom attendance regularly and still have failed the class to be eligible to take summer school classes.
6. The administration will take into consideration any circumstances that may determine eligibility.

### **College Visits**

## **College Concurrent Enrollment Courses**

As a reminder, students in grades 9-12 are eligible to take college courses through ILCC, as long as the following criteria have been met:

- Must be proficient on all three of the most recent ISASP subject tests (i.e. reading, math and science)
- Must have acceptable scores on file (e.g. ASSET, COMPASS, ACCUPLACER, ACT)

The following are EHS requirements and factors to determine who can take college concurrent enrollment courses:

- Any student who is unsuccessful in a college course (receive a failing grade and/or drop more than 1 college class) may not be allowed to take another college course in the succeeding semester.
- Any student who drops a college course after the designated EHS drop deadlines will receive a failing grade ('F') even if they may receive a 'W' on their ILCC or college transcript.
- ILCC's Successful Learning course is the only college course that can be taken by Freshmen or Sophomores. Juniors may also be required to take Successful Learning before enrolling in their first ILCC college course.

There are many advantages to taking concurrent enrollment courses while in high school, including saving time in post-secondary education after high school and considerable college cost savings. However, there are many factors to consider in determining whether or not a student is ready to enroll in a college level course as a high school student, including:

- In addition to having academic drive and motivation, an interested high school student should have good time management, self-discipline, and problem-solving skills for best success in college level courses.
- **Most** classes are conducted via online, much different than the traditional classroom instruction.
- Deadlines are deadlines. If you miss an assignment, instructors are not so lenient in accommodating a lack of responsibility.
- Grades will impact **both** your college and high school transcript and grade point averages.
- A reminder these courses are conducted in accordance with Iowa Lakes policies and regulations.

## **Advanced Placement (AP) Courses**

Advanced Placement (AP) courses are college-level courses offered by high schools. The courses, curriculum requirements, and optional tests are provided by the College Board. The College Board offers numerous course options in several subject areas, each with the final exam at the completion of the course. Based on the examination score and the post-secondary institution's policies, students may be eligible for college credit or advanced standing at the college or university the students plan to attend.

EHS will make an effort to provide a teacher to teach certain AP courses in person. Otherwise, most AP courses will be offered through the Iowa Online AP Academy. Students that are eligible to take Advanced Placement Courses are those students in 11<sup>th</sup> and 12<sup>th</sup> grade and those 9<sup>th</sup> and 10<sup>th</sup> grade students identified as gifted or talented in the ExL program.

Grade Point Average (GPA) points are raised/weighted by 1.0 ('A' worth 5.0 on 4.0 scale, 'B' worth 4.0, etc.) with Advanced Placement (AP) courses due to their higher academic level.

The Registration Deadline for AP Classes is April 1st.

## **Internship/Work Experience Program**

The Emmetsburg High School Internship/Work Experience program is designed to provide students with additional opportunities to explore career paths beyond what can be offered at EHS. It is directed at students who have taken all classes we offer in a career area. Following are guidelines for the Internship/Work Experience Program.

1. Eligible students are seniors.
2. Students must be on track to graduate on time.
3. Students must have taken all classes offered at EHS related to the internship/work experience area and the student must have taken classes at ILCC related to the internship area.
  - a. For example, a student interested in business would take all of our business classes at EHS and some business related classes at Iowa Lakes.
4. Students must work with the EHS Job Coach and Guidance Counselor on finding internship or work experience placements. Ultimately, students are responsible for finding their own internship or work experience placements, whether paid or unpaid.
5. Students may have up to 3 class periods scheduled for their internship/work experience.
6. If a student is failing any classes at mid-term of the third or fourth quarter or at the end of the third quarter, the internship will end immediately.
7. If a student is found to not be attending the internship/work experience site when leaving school, it will end immediately.
8. A student's internship/work experience may end if the student has a good conduct violation during the internship or has a good conduct violation penalty to serve.
9. Students performing an internship/work experience may be given course credit on a Pass/Fail basis, whether the internship/work experience is paid or unpaid.

## **Transfer Credits (Board policy 505.5R1)**

The following policy provides guidelines for students, parents and school officials relative to the number of credits that will be accepted from the Learning Center at Iowa Lakes Community College, other such institutions, or through correspondence study:

A student who fails high school courses or who has dropped out of high school may transfer credits to Emmetsburg High School to fulfill graduation requirements. Students must comply with the following:

1. Course(s) selected must have had the prior approval of the high school counselor.
2. The director of the ILCC Learning Center, or other credit providing institution, certifies to the high school principal that the student has fulfilled the requirements and has earned the credit(s) for the course(s).
3. Students or parents must pay the cost of the tuition and fees of such transfer credits.

## **Early Graduation (Board policy 505.6 and 505.6R1)**

Some students may desire to graduate from high school in three and one-half (3 1/2) years or seven (7) semesters. Consideration will be given to such requests by the principal when they are presented with the approval of the parent. Employment, college enrollment or family responsibilities would justify the consideration of such requests.

The principal will consider requests for early graduation if the following guidelines are followed:

1. Requests for early graduation must have approval of the parent(s) or guardian.
2. Requests must be made in time so that the student is enrolled in all required courses as per registration timetable.

3. Students must successfully pass all required courses except that the requirement of the eighth (8<sup>th</sup>) semester of physical education would be waived.
4. Students must accumulate 50.0 units of credit.
5. All paperwork must be submitted prior to November 1<sup>st</sup> of Senior year.

Students and parents must be involved in careful planning if they wish to avail themselves of this option. It is emphasized that all graduation requirements must be completed except that the physical education requirement would be reduced to 3.5 credits.

A mid-year graduation ceremony will not be scheduled. Those students who graduate early are permitted and encouraged to return and participate in the commencement ceremony at the end of the school year.

### **Rights of Mid-Year (End of First Semester) Graduates**

A student who graduates at the end of the first semester of the school year will not be permitted to participate in performance or competitive school activities after completion of graduation requirements if he/she is not in compliance with academic and attendance requirements of "Student Personnel Policy 503.6". Students who graduate at the end of the first semester will be permitted the following:

1. Use of a personal activity ticket until it expires.
2. Participation in prom and graduation exercise (commencement) at the end of the school year.
3. Consideration for scholarships and awards of recognition.

### **Request for Reduced Senior Class Load (Board policy 505.5R1)**

Many students will earn additional credits as underclassmen and accumulate more than 50.0 credits by the end of their senior year. Those students who fall in this category and who wish to attend Iowa Lakes Community College while a student at Emmetsburg High School may present a request to the high school principal that they be permitted to carry a reduced senior class load during one or both semesters of their senior year. This will permit those students the opportunity of enrolling in classes at ILCC while still enrolled as students at Emmetsburg High School. Such permission for a reduced senior class load will be granted only to those students who are enrolled in appropriate courses at ILCC. It is acknowledged that such non-conflicting schedules are often difficult to establish. It is emphasized that the following requirements must be fulfilled.

1. Student must accumulate 50.0 credits for graduation.
2. Unless medically excused or for other reasons as prescribed by the Iowa Dept. of Education, student must be enrolled in physical education during each semester while enrolled in high school.
3. Student must complete all specified course and departmental requirements.
4. Student must register for a minimum of three (3) courses that are graded under the conventional grading system.
5. Student must present parent approval to the principal.

### **Commencement Participation**

The Emmetsburg Board of Education has approved the following, Student Personnel Policy 505.6, which pertains to participation in the commencement exercises.

Appropriate exercises will be held at the conclusion of each school year upon the recommendation of the administration and board of education. A student who desires to be excused from the graduation activities may make an application to the high school principal stating his/her reasons. Students are required to have a

minimum of 48 credits in order to be eligible to participate in the commencement ceremony and will not receive a signed diploma until all required credits are completed.

### **Special Education Graduation Guidance**

The Iowa State Board of Education has amended Iowa's special education rules related to the graduation of individuals eligible for special education and the definition of a regular high school diploma. The state has made these changes to be consistent with the required language in the Every Student Succeeds Act (ESSA). The change means it will no longer be permissible to award a regular high school diploma based solely on IEP goal attainment. The term "regular high school diploma" must be fully aligned to State-required standards. Your local school district may have additional graduation requirements that go beyond the minimum State requirements. In Iowa, the minimum graduation requirements are: four years of English, three years of math, three years of social studies, three years of science and completion of the local school district's expectations for physical education (PE). To earn a regular high school diploma going forward, all students, including students with disabilities, must meet their local school district's graduation requirements, which at a minimum, must include 4-3-3-3 and the completion of district PE requirements, in addition to any services required to receive a FAPE (i.e., goal completion).

### **Valedictorian/Salutatorian**

EHS honors its top 2 graduating Seniors for Graduation/Commencement ceremonies. The Valedictorian will be the Senior with the highest ranking Grade Point Average (GPA). There may be Co-Valedictorians if there is a tie for the top rank in the Senior class. The Salutatorian will be the Senior with the second highest ranking GPA. There may be Co-Salutatorians if there is a tie for the second best rank in the Senior class. The Valedictorian and Salutatorian will be honored with a medallion for Graduation. Note that weighted GPA will be used to determine class rank and Valedictorian and Salutatorian.

### **High School Grading System in Determination of Grade Point Average (GPA), Class Rank, Honor Cords**

Before class rank and honor cord recipients can be determined; the grade point averages for each student in the class must first be computed. In determining grade point averages, numerical values are assigned to each grade as follows:

**A = 4.00**

**B = 3.00**

**C = 2.00**

**D = 1.00**

**F = 0.00**

- Note that AP courses are weighted higher in calculating GPA. (A = 5.00, etc.)
- Note that Post Secondary and Regional Academy Courses completed at ILCC will be counted in a student's GPA.

The grade points of a student are then determined by multiplying the appropriate grade value by the number of units of credit that each specific course would earn for the semester. This is done for each credit course that is graded under the 12 point grading scale. All such grade points for individual courses are then added together and that total is divided by the number of units of credit that were attempted during that grading period. This computation will provide the Grade Point Average (GPA) for the current grading period.

Class rank will be determined by the Cumulative Grade Point Average (GPA) which uses all grade points accumulated for all semester grades and dividing by the total number of units of credit which have been

attempted.

At the time of graduation, this Cumulative GPA is used to determine the relative class ranking of seniors and also to identify those students who are presented honor cords for academic recognition as follows:

Graduation With Highest Distinction gold honor cords awarded to graduates with cumulative grade point average of 3.80

Graduation with High Distinction silver honor cords awarded to graduates with cumulative grade point average of 3.60

Graduation with Distinction blue honor cords awarded to graduates with cumulative grade point average of 3.40

### **Community Service Cords**

All students who complete 140 hours of community service during the course of their high school education are eligible to receive a White Cord which may be worn at their graduation ceremony. All students are encouraged to participate. Contact the guidance counselor if you have questions or if you need more details.

### **Academic Letter**

Scholarship is the primary objective of our school system. It is our belief that outstanding academic achievement by individual students should receive recognition. The following "academic letter" award system is intended to reward and encourage academic achievement.

#### **Criteria for Issuance of Academic Letter:**

- a. For initial consideration and first academic letter: The student must carry at least six (6) full credit courses and achieve a 3.40 grade point average (GPA) for each of three (3) consecutive semesters. The Classes of 2021 will use a 3.2 GPA for its previous semesters.
- b. Subsequent awards will be presented to students who meet the above guidelines for any two successive semesters after they have earned and received their initial academic letter.
- c. Transfer students to Emmetsburg High School will be eligible for the academic letter if they fulfill the criteria for the two successive semesters before transferring to Emmetsburg High School and for the immediate semester after transferring to Emmetsburg High School. Likewise, they will also be eligible for the academic letter if they met the criteria for the one semester immediately before transferring and for the two successive semesters after transferring.

### **National Honor Society Selection Procedure**

A National Honor Society selection process will conform to the National Honor Society By-Laws. Please refer to [www.nhs.org](http://www.nhs.org) for details. Any further questions or clarification, please contact the National Honor Society advisor.

### **Senior Open Campus**

Seniors will be given the opportunity to have Open Campus Privilege if they meet the following criteria:

- Passing grade in all classes.
- No more than 2 missing assignments.
- Attends school on a regular basis and is on time for classes.
- Has 3 or less minor discipline/office referrals per quarter.
- Has less than 2 major office referrals for the year.

Open campus gives Seniors the privilege to leave school grounds during 9th Period Directed Study Hall.

## **Senior Lounge**

Seniors may go to the Senior Lounge area, couches and chairs outside of the Auditorium, during their Senior Open Campus privilege time or during their scheduled study hall time, at the discretion of the study hall supervisor. Underclassmen are not allowed to go to the Senior Lounge area unless given special permission by the High School Principal. Food is not allowed in the Senior Lounge.

## **District Policies, Procedures and Notices**

### **Announcements/Posters**

Announcements of coming events will be made daily in the morning over the intercom and posted in the office. You may have announcements made through approval of the principal's office. The Principal must approve all posters announcing upcoming events before being displayed. Posters must pertain to Emmetsburg School District related activities or community announcements.

### **School Bus Policy**

Riding **rural** buses is prohibited unless you are assigned to the bus on a permanent basis. A principal must approve of any student riding who has NOT been assigned to the bus. Parents must write a note allowing their student to ride a rural bus route, the principal or office staff will sign the note and the students must give the note to the bus driver. Please read the following complete list of bus rules.

Safety is the primary concern for every child that rides an Emmetsburg Community School District bus. Therefore, every precaution will be taken to see that children arrive at their destination, safely. This can only be accomplished if we have the cooperation of both students and parents. Driving a bus is a difficult and responsible task. The attention of the driver must be on the driving responsibilities, at all times, and any deviation from this task could endanger the safety of all passengers. It is absolutely necessary that students assume responsibility for their behavior, and any infraction of procedures necessary for the safe transportation of students be reported immediately to the appropriate supervisor/principal. The following guidelines will be used to ensure the safe and efficient operation of our buses.

### **Regulations Governing Pupils Riding School Buses**

1. Students are under the authority of the bus driver.
2. Students shall be on time.
3. Students shall remain seated while the bus is in motion.
4. Students will not swear while riding the bus.
5. Students will not take property from another bus rider.
6. Students will talk in a normal voice and not shout at other students, or the driver.
7. After entering the bus, students will go directly to their seats and remain in those seats until leaving the bus.
8. Students will not destroy property belonging to another student, nor shall the student deface or destroy school property while on the bus.
9. Students will keep their feet on the floor, not on the seats.
10. Students will not threaten or strike another student while on the bus.
11. Students will keep hands and arms inside the bus and will not throw items out of the bus windows.

12. Students will not throw or spit items while on the bus.
13. If an elementary student is to leave school by means other than his/her regular arrangement, a note from the parents will be necessary.
14. No student will be permitted to ride a school bus unless he/she has an assigned seat. (Exception: In-town shuttle students)

#### Unacceptable Behavior

The following list of behaviors shall not be permitted on the Emmetsburg Community School District buses. This list shall include but is not limited to the following: hitting, spitting, profanity, out of seat, throwing objects, obstructing aisles, making loud noises, hanging out of windows, assault, fighting, vandalism, insubordination, possession of a weapon, possession or use of tobacco, and possession or use of alcohol and/or any other controlled substance. All spray and mist products are not to be used on the bus. Sprays and mist products can be a danger to others with allergies and pollute the bus environment. Deodorant, cologne, perfume, hairspray and any other spray or mist product is prohibited.

If the infraction/behavior is a violation of the law, the proper authorities shall be notified and all riding privileges for the student shall be suspended for a period not to exceed the remainder of the school year. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before riding privileges are reinstated.

#### Consequences for Infractions

- First Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator.
- Second Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the incident, and may suspend the student's riding privileges for a period not to exceed five (5) school days.
- Third Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the incident, and may suspend the student's riding privileges for a period not to exceed fifteen (15) school days.

Any succeeding violations shall result in suspension of all riding privileges for a period not to exceed the remainder of the school year.

If a student performs an act that obviously jeopardizes the safe operation of the bus and endangers the safety of others on the evening route, the driver may suspend the student from riding the bus the next morning. The driver must notify the parent(s) and the appropriate administrator of this action upon completion of the evening route. A written report shall also be filled out and delivered to the appropriate administrator immediately following the next morning's route detailing the incident. Riding privileges cannot be reinstated until a conference is held with the driver, parent(s), student and appropriate administrator.

#### **Transportation to School Sponsored Activities**

The school system provides transportation for students who are participants in school sponsored activities that are held out of Emmetsburg. The school does not assume responsibility unless students ride in transportation that is provided or named by school officials. For that reason, students may not be permitted to participate unless they travel in transportation that is approved.

Participating students shall also return to Emmetsburg in school transportation unless prior and proper arrangements have been made with the principal and/or sponsor. Normally, such permission will be granted for individual students to return only with their parents. In order for a student to ride home with a parent, the student must have written permission on file in the principal's office, or the parent must speak with, get permission from, and write a note to the sponsor before leaving the event. Students may ride home with OTHER PARENTS only if the student's parent has given permission and the parent whom they are riding home with has given permission and notes are on file in the office from both parties prior to leaving for the event. Students WILL NOT be given permission to ride home with other students, boyfriends, girlfriends etc.

### **Definition of a Homeless Child/Youth**

Emmetsburg School District identifies students as homeless using the following definitions. Any concerns regarding homeless youth are directed to our Homeless Liaison: Jadyn Schutjer at 205 King Street, Emmetsburg, Iowa 50536, phone number 712-852-2966.

- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
  - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
  - A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for humans beings
  - A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
  - A migratory child/youth who qualifies as homeless because of the living circumstances described above
    - Includes youth who have runaway or youth being forced to leave home

### **Open Enrollment Notification**

Parents/guardians considering the use of the open enrollment option to enroll their child/children in another public school district in the State of Iowa should be aware of the following dates:

- March 1, 2021 – Last day for regular open enrollment requests for the 2021-22 school year.
- September 1, 2021 – Last date for open enrollment requests for entering kindergarten students and those students falling under the “good cause” definition for 2021-22 school year.

Parent/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the school office.

### **Student Cumulative and Permanent Records**

The Family Education Rights and Privacy Act of 1974 requires school systems to notify and/or have the consent of parents before information relative to students such as that contained in cumulative files and permanent records can be released to other educational institutions or requesting organizations. Parents have the right to

inspect such records within time limits upon request. Those students who have reached 18 years of age have the right of consent to release such information and the right to inspect such records.

As an exception to the above, the following information may be released to the public in regard to any student of the school district as necessary or desirability arises. Any student or parent/guardian not wanting this information released to the public must make an objection in writing to the principal of the school that the student is attending. It is desirable to renew this objection at the beginning of each school year:

1. Name, address, telephone listing and date and place of birth
2. Dates of attendance, field of study, degrees and awards received
3. Participation in officially recognized activities and sports, weight and height of members of athletic teams.
4. Name of most recent previous school or institution attended by the student.

### **Extended Learning Program**

This Gifted and Talented, or enrichment type program is called Extended Learning. Students are selected for the program by nominations, test scores and fourth grade activities in intelligence and creativity. It is the program goal to academically challenge selected students.

### **Insurance and Waiver**

Parents are notified that there is no school insurance provided protection for students during any phase of his/her participation in athletics. Parents are encouraged to obtain some type of family/accident insurance coverage if their student is participating in athletics. Parents will be required to sign an "insurance waiver" form that indicates that the family does have adequate insurance to cover such injuries. These "waivers" are kept on file in the principal's office for that school year and they are carefully checked at the beginning of each activity season to be sure that each participating student does have the required documentation.

### **Injury Reports**

All injury reports should be reported to the student's teacher, sponsor, coach, or principal's office as soon as possible. This is especially true if the student is covered under one of the insurance programs that are available through the school system. School officials must be able to verify that the injury did occur if the student is under the jurisdiction of the school at the time of the injury.

The supervising faculty member should also file an injury report in the principal's office (whether or not the student is covered by school insurance) as soon as possible so that there is a record of the injury for future reference and so that insurance claims can be processed.

### **Chapter 103 - Corporal Punishment, Restraint & Physical Confinement, Detention**

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

State law also places limits 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 website: [www.iowa.gov/educate](http://www.iowa.gov/educate)

### **Bullying - Initiations, Hazing, Bullying or Harassment (Board Policy Code No. 107)**

Harassment, bullying and abuse are violations of school district policies (Board Policy Code No. 107), 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.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - ✓ Go to the school website and fill out the confidential bullying form; or
  - ✓ tell a teacher, counselor, principal; and
  - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser or bully responded.

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.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- 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 and mental health.
- Has the effect of substantially interfering with a student's academic performance.

- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy or have a founded case of bullying/harassment will be subject to discipline up to and including suspension and expulsion. A case in which the police/sheriff's department has become involved may constitute a Good Conduct Violation. For reporting and investigation procedures, refer to Board Policy 107.

### **Title VI and VII (1966 Civil Rights Act). Title IX (1972 Educational Amendments, and Section 504 (Federal Rehabilitation Act of 1973)**

Students, parents, employees and others doing business with or performing services for the Emmetsburg Community School District are hereby notified that this school district does not discriminate on the basis of real or perceived 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 in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504, or Iowa Code § 280.3 is directed to contact the Superintendent of Schools, Darren Hanna, Equity Coordinator at Emmetsburg Community School, Emmetsburg, Iowa 50536. Her telephone number is 852-3201. The superintendent has been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, or Iowa Code § 280.3.

The following GRIEVANCE PROCEDURE may be used by students and parents relative to questions or complaints regarding educational equity:

1. Definition: A "Grievance" shall mean a complaint, which has been filed by a student or student's parent, on his/her behalf, dealing specifically with educational equity. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state laws or in which the Board is without authority to act. Normal channels of communication, from student to teacher to administrator to Board of Education, shall be used, when feasible, in seeking clarification of concern to the student before the grievance procedure is utilized.
2. Purpose: The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a claim or complaint, if the claim is justifiable. The proceedings shall be kept confidential at each level of the procedure.
3. Time: The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.
4. Level One: A student with a complaint shall first (Level One--A) present it orally and informally to his/her teacher. If the complaint is not promptly resolved, he/she may (Level One--B) present a formal claim in writing (including all supporting statements and evidence) to his/her school grievance committee. Within five school days after receiving the written complaint, the grievance committee shall state its decision in writing, with all supporting reasons and evidence.
5. Level Two: Within five school days after receiving the decision at Level One, the complainant may appeal

- the decision to the Principal of the school. This appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence, and decisions. The Principal shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the appeal.
6. Level Three: If the complainant deems it desirable to carry the complaint beyond the decision reached In Level Two, he/she may within ten (10) school days file his/her complaint with the Superintendent. The Superintendent shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the appeal.
  7. Level Four: If the complainant deems it desirable to carry the complaint beyond the decision reached In Level Three (3), he/she may within ten (10) school days file his/her complaint with the Board of Education. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Education, for consideration at the next regular meeting of the Board, and a final determination shall be made within thirty (30) calendar days from said meeting.
  8. Withdrawal: A complaint may be withdrawn by the complainant at any level without prejudice or record.
  9. Hearings and Decisions: At each of the above four levels the complainant shall be given the opportunity to be present and to be heard. All decisions at each level (with the exception of Level One--A) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.
  10. Reprisals: No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.
  11. Preservation of Records: All proceedings external to the decision of the Board of Education shall be destroyed. However, any complainant who wishes the proceedings (relative to his/her complaint) to be placed in his/her school records may achieve such action by filing a written request therefore.
  12. Disclaimer: In the adoption and implementation of this grievance procedure, it shall be understood that the Board of Education is not a court of law and that rules of jurisprudence shall not apply.

#### **Grievance Board Policy: Appendix A**

### **Academic Eligibility Policy**

#### Statement of Philosophy

The Emmetsburg Community School District believes that student participation in the extra-curricular activity program can contribute to the development of constructive attitudes for future citizenship. It is through this phase of the total educational program that youth have an opportunity to develop leadership, principles of justice, fair play, sportsmanship, respect for rules and regulations, respect for others, respect for one's own health and physical well being, group pride, teamwork, self-discipline and the values of self-sacrifice.

The Emmetsburg Community School District recognizes that the rules and regulations regarding the conduct of students should be reviewed regularly. It is believed that the individual family should be the principle influence and determinate of student behavior. However, it is also the belief of the school district that participation in any extra-curricular activity is a privilege. Therefore, certain types of conduct will be deemed inappropriate and contrary to the accepted standards as recognized by the school system.

It is deemed important that potential participants in the approved activity programs (as well as their parents) be made aware of the philosophy, policies, and procedures under which they will be participating prior to their participation in those programs. Those activity programs include athletics, cheerleading, music, musical, speech

and drama, student government, National Honor Society, Future Farmers of America, Homecoming Court, and any other activity which involves public performance or competition as approved and sponsored by the Emmetsburg Community Schools.

Academic Requirements

All participants in the extra-curricular program shall be enrolled as full time students. They shall have made passing grades in four full credit academic courses during the preceding semester and shall be making passing grades in four full credit academic courses taken or taught at Emmetsburg High School or Iowa Lakes Community College during the current semester.

End of 1<sup>st</sup> or 2<sup>nd</sup> Semester:

- A. A student not passing in at least four (4) academic courses at the end of the 1<sup>st</sup> or 2<sup>nd</sup> semester shall be academically ineligible for the entire succeeding semester.
- B. In addition, any student who is not passing **all** courses at the end of the 1<sup>st</sup> or 2<sup>nd</sup> semester will be required to sit out 30 consecutive calendar days of competition in the next sport and/or extra-curricular activity that he/she is currently or has previously participated in.
  - a. If a student participates in other activities, i.e. speech, music, cheerleading, drama, student government, Homecoming Court, Future FFA, etc, then the student will need to sit out 30 consecutive calendar days. The period of ineligibility will begin the first date on which competition is allowed by the IAHSAA or IGHSAU. Eligibility resumes at 12:01 a.m. on the 31<sup>st</sup> date.
  - b. A student must serve both the athletic and activity period of ineligibility.
    - i. Example: A student is in music and football. The student fails a class. They would sit out 30 days during the second semester for music and then sit out an additional 30 days the first semester when football competition begins.
  - c. The state Music and Speech associations may have additional guidelines to follow.
- C. Special education students shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the staffing team towards the goals and objectives on the student's IEP or accommodation plan.

Mid-Quarter and End of a Quarter:

A student not passing 4 courses shall become ineligible. A student will remain ineligible until they demonstrate that their cumulative grade is now passing.

Special Provisions/Definitions:

- A. The period of ineligibility begins with the next scheduled performance or competitive activity if applicable and the student will be declared ineligible for all school activities/functions during the period of ineligibility. If the student participates in both varsity and non-varsity events of the same activity, the student will be ineligible until after his/her next corresponding varsity and non-varsity events.
- B. Curricular is defined as required classes meeting during normal or extended school hours necessary for progress towards either grade completion and/or graduation. Extra-curricular would then be all activities/performances/contests outside of normal school hours. Exception: HS Graduation, which is seen as an extension of a student's progress toward completion of curriculum requirements.
- C. One (1) event definitions: Baseball Doubleheader; Wrestling Tournament or Double Dual; any JV- Varsity contest.

- D. A student who becomes ineligible because of this policy shall be ineligible for election to or participation in student government, Homecoming Court, Prom Grand March or National Honor Society during the period of ineligibility. However, exclusion from such activities shall not fulfill a student's period of ineligibility.
- E. In the event that not all situations are covered, the administration is given reasonable discretion to administer the intentions of the total policy.
- F. The invalidity or unenforceability of any particular provision of this Policy shall not affect or impair the validity of any other provision hereof, and the Policy shall be construed in all respects as if such invalid or unenforceable provision were committed.
- G. The parent or guardian of any student who is subjected to disciplinary action as a result of violation of this policy shall be notified by letter, telephone, or in person.
- H. Preparatory performances, such as scrimmages, jamborees, festivals, convocations, and dress rehearsals, do not count towards fulfilling ineligibility.
  - If it doesn't count toward a coach's season win/loss record then it does not count toward fulfilling ineligibility.
- I. A student will not be able to participate in any scrimmage, jamboree, festival, convocation, or dress rehearsal until their period of ineligibility has been served.
- J. Post secondary classes count towards determination of academic eligibility.
- K. Students may not serve both academic and behavior consequences at the same time. Example: Student who is academically ineligible violates a good conduct provision. The full consequence (number of activities) for the latter will be served once the student has regained academic eligibility.

## **Good Conduct - Eligibility**

### Statement of Philosophy

The Emmetsburg Community School District believes that student participation in the extra-curricular activity program can contribute to the development of constructive attitudes for future citizenship. It is through this phase of the total educational program that youth have an opportunity to develop leadership, principles of justice, fair play, sportsmanship, respect for rules and regulations, respect for others, respect for one's own health and physical well being, group pride, teamwork, self-discipline and the values of self-sacrifice.

The Emmetsburg Community School District recognizes that the rules and regulations regarding the conduct of students should be reviewed regularly. It is believed that the individual family should be the principle influence and determinate of student behavior. However, it is also the belief of the school district that participation in any extra-curricular activity is a privilege. Therefore, certain types of conduct will be deemed inappropriate and contrary to the accepted standards as recognized by the school system.

It is deemed important that potential participants in the approved activity programs (as well as their parents) be made aware of the philosophy, policies, and procedures under which they will be participating prior to their participation in those programs. Those activity programs include athletics, cheerleading, music, musical, speech and drama, student government, National Honor Society, Future Farmers of America, Homecoming Court, and any other activity which involves public performance or competition as approved and sponsored by the Emmetsburg Community Schools.

### Determination of Ineligibility Because of Misconduct

- A. Any student conduct both in and out of school, during the school year or summer months, are such to make him/her unworthy to represent the ideals, principles, standards and philosophy of this school

- system, shall be declared ineligible and it shall be the duty of the school administration to exclude the student from participation in the extra-curricular activity program until reinstated.
- B. Any student who, after an informal hearing with an administrator at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rules will be deemed ineligible for a period of time as described within this document. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:
- Possession, use, or purchase of tobacco products, alcoholic beverages, illegal drugs or controlled substances, or look-a-like products regardless of a student's age. Use includes having the odor of alcohol or tobacco on one's breath.
  - Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
  - Inappropriate or offensive conduct such as fighting, hazing or harassment of others.
  - Any student's conduct which is determined to be a found case of bullying and when it becomes a police and sheriff matter.
- C. It will be at the discretion of the administration to determine the credibility and reliability of the source and evidence presented.
- D. Activity directors may have team/organization rules and regulations which they require of participating students.

#### Consequences of Misconduct

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility. It should be noted that students will receive a more severe penalty for the use or possession of illegal drugs or controlled substances.

- A. **1<sup>st</sup> Offense:** Four (4) events/contests – Two (2) events/contests if self reporting a policy violation to the administration prior to the students next scheduled event/contest.
- B. **2<sup>nd</sup> Offense (Applies if 2<sup>nd</sup> Offense is within a 12 month period of 1<sup>st</sup> Offense):** Ten (10) events/contests – Six (6) events/contests if self reporting a policy violation to the administration prior to the students next scheduled event/contest.
- C. **3<sup>rd</sup> or Subsequent Offenses (Applies if 3<sup>rd</sup> or Subsequent Offense is within a 12 month period of last Offense):** One (1) year of events/contests – Nine (9) months of events/contests if self reporting a policy violation to the administration prior to the students next scheduled event/contest.

**Any use or possession of illegal drugs or controlled substances will be treated the same as a 3<sup>rd</sup> offense in terms of consequences under this policy.**

#### Reduction in Penalties

- A. **Admission Prior to Determination:** If a student comes forward to a coach, administrator, or activity sponsor to admit (self report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced by two (2) events/contests for a first or second violation or three (3) months for 3<sup>rd</sup> or subsequent violation. Any participation after a violation negates any chance for a reduction in penalties.

- B. Evaluation and Treatment: A student who has a second, third or subsequent violation of the alcohol, drug and tobacco provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the school administration regarding recommendations for treatment or follow-up care, the student's penalty may be reduced to one-half. 2<sup>nd</sup> Offense: Reduce to Five (5) events/contests – Three (3) events/contests if self reported; 3<sup>rd</sup> or Subsequent Offenses: Reduced to Six (6) months – Four & one-half (4 ½) Months if self-reported.

#### Appeals

- A. Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent or designee within 3 days of being advised of the violation. The penalty will be in effect pending the decision.
- B. If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours (Sat.-Sun. excluded) prior to the next board meeting. The review by the board will be in closed session unless the student's parent (or the student if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.
- C. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

#### Special Provisions/Definitions

- A. The period of ineligibility begins with the next scheduled performance or competitive activity if applicable and the student will be declared ineligible for all school activities/functions during the period of ineligibility. If the student participates in both varsity and non-varsity events of the same activity, the student will be ineligible until after his/her next corresponding varsity and non-varsity events.
- B. Curricular is defined as required classes meeting during normal or extended school hours necessary for progress towards either grade completion and/or graduation. Extra-curricular would then be all activities/performances/contests outside of normal school hours. Exception: HS Graduation, which is seen as an extension of a student's progress toward completion of curriculum requirements.
- C. In order for a student to serve his/her ineligibility in a given activity, the student must have participated in that activity during the previous school year.
- D. Whenever an administrator must seek out a student for a possible policy violation or the school has been notified by the judicial system of a student's violation, that student has then lost the opportunity to self report on that violation. A student also loses the opportunity for a reduced penalty if he/she violates the policy and goes ahead and participates prior to self reporting.
- E. One (1) event definitions: Baseball Doubleheader; Wrestling Tournament or Double Dual; any JV- Varsity contest.
- F. A student who becomes ineligible because of this policy shall be ineligible for election to or participation in student government, Homecoming Court, Prom Grand March or National Honor Society during the period of ineligibility. However, exclusion from such activities shall not fulfill a student's period of ineligibility.
- G. In the event that not all situations are covered, the administration is given reasonable discretion to administer the intentions of the total policy.
- H. The invalidity or unenforceability of any particular provision of this Policy shall not affect or impair the validity of any other provision hereof, and the Policy shall be construed in all respects as if such invalid or unenforceable provision were committed.
- I. The parent or guardian of any student who is subjected to disciplinary action as a result of violation of this policy shall be notified by letter, telephone, or in person.

- J. If a student is declared ineligible under any aspect of this policy for a period of 6 months or more, he/she may appeal to the board of education and seek reinstatement of eligibility after one-half the period of ineligibility has been served.
- K. Preparatory performances, such as scrimmages, jamborees, festivals, convocations, and dress rehearsals, do not count towards fulfilling ineligibility.
  - If it doesn't count toward a coach's season win/loss record then it does not count toward fulfilling ineligibility.
- L. A student will not be able to participate in any scrimmage, jamboree, festival, convocation, or dress rehearsal until their period of ineligibility has been served.
- M. Transfer Students: (502.1) A student ineligible under a prior school's Good Conduct Rule is also ineligible at Emmetsburg until the ineligibility time period of the prior school has expired.
- N. Misconduct violations and any consequences thereof that occur in Middle School do not carry over to High School. Ex. A student who receives a 1<sup>st</sup> time consequence in MS does not receive a 2<sup>nd</sup> time consequence should another violation occur during the student's HS career. This latter violation would be considered a 1<sup>st</sup> time violation.
- O. Students may not serve both academic and behavior consequences at the same time. Example: Student who is academically ineligible violates a good conduct provision. The full consequence (number of activities) for the latter will be served once the student has regained academic eligibility.

## **Safety**

### Chemicals in the Workplace

Iowa Right to Know Law – all information pertaining to chemicals in the high school and middle school buildings are kept in the principal's office. Any concerned parent or patrons may consult these materials.

### Asbestos

An Asbestos Management Handbook for the high school and middle school is available in the principal's office. Friable asbestos has been removed from the building.

### Fire Drill

Procedures for exiting the building or individual rooms will be covered at school and posters placed in each room.

### Tornado Drill/Procedures

All students will proceed to the designated interior room when directed by either a teacher or the office intercom. Should the town or school be struck by a severe storm necessitating dismissal of school, students will be kept in this area until either it is safe to dismiss (through consultation with the Civil Defense and Police Department) or parents pick their children up from school. Further instructions will be given during the practice drills.

### Crisis Plan

This plan addresses the most serious situations that could occur in a school environment. Students will receive training from staff on these situations and appropriate procedures to be followed.

## EMMETSBURG COMMUNITY SCHOOL DISTRICT

### **ACCEPTABLE USE POLICY – ELECTRONIC INFORMATION RESOURCES**

The Board of Directors of the Emmetsburg Community School District is committed to making available to students and staff members access to a wide range of electronic information resources, equipment, and software, including computers, a wide area network, local area network, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the Emmetsburg Community School District and to promote resource sharing, innovation, problem solving, and communication. The District's computers, network, and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, network, and/or internet connection.

Access to the District's computers, network, and the internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have an acceptable use agreement on file prior to having access to using the District's computers, network, and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, network, and the internet, they may still be exposed to information from the District's computers, network, and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites, as required by the Children's Internet Protection Act, that have visual depictions that include obscenity, child pornography or otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The use of the District's computers, network, and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, network, and internet access. Students' and staff members' use of the District's computers, network, and internet access shall comply with all District policies and regulations. To the extent practical, steps shall be taken to promote the safety and security of users of the District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Students and staff members are required to provide full cooperation to District administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of the District's technology resources.

The technology coordinator may close a user account or restrict use of the computer and/or its resources at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts and/or privileges. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's network, and the internet. The District reserves the right to charge a student or staff member for damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files; the malicious attempt to alter any computer settings that may impact the District's network; or, any attempt to hack into the District's network, computers, or devices. Fees, fines, or other charges may also be imposed as a result of misuse or damage to these technology resources by a student or staff member. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, network, and the internet.

### **Acceptable Use**

The following are rules for acceptable use by the District's students and staff of the District's computers, network, and the internet:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, national origin, sex, sexual orientation, socio-economic status, gender identity,

age, disability, religious or political beliefs. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.

- Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.
- Do not disseminate or solicit sexually oriented messages or images.
- Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not re-paste a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.
- If you transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer, the District can under no terms be held responsible for that loss of information or data theft.
- Do not use the District's computers and/or network to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.
- Access to social networking sites (i.e. myspace, facebook) may be limited or blocked during the school day if found to be disruptive in the classroom.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
- Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or network. Do not install any software on the hard drive of any District computer or on the District's local area network or run any personal software from either CD-ROM, DVD or other storage media or alter or modify any data files stored on the District's computers or local area network without prior permission and supervision from the technology coordinator or other appropriate personnel.
- Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.
- Do not use any encryption software from any access point within the District.
- Do not access the internet from a school-issued device by using a non-District internet service provider within the District's locations.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.
- Do not access the District's computers or secure network or use the District's internet connection from a non-District computer or device without prior authorization from the technology coordinator or other appropriate personnel.
- Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room unless it has been approved as an educational service or program while using the District's computers, network, and/or the District's internet connection.
- Do not disable or circumvent or attempt to disable or circumvent filtering software.
- Do not play any games or run any programs that are not related to the District's educational program without prior authorization from administration, faculty or the technology coordinator during the school day.
- Do not vandalize the District's computers, or its network. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy data stored on the

District's computer equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.

- Do not commit or attempt to commit any act that disrupts the operation of the District's computers or network or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on-line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. consuming internet bandwidth for personal use).
- Do not use the District's computers and/or network for any commercial or for profit purposes, personal or private business, product advertisement or political lobbying.
- Do not use the District's computers, network, and/or the internet to access, download, transmit, and/or disseminate any of the following: material which is in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.
- Do not plagiarize information accessed through the District's computer, network, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, network, and/or the internet.
- All student use of the District network and internet system or personal cell phones or other digital devices used by students while on campus is subject to the provisions of the District's policies. Students may not share or post personal information about, or images of, any other student, staff member or employee without permission from that student, staff member or employee. If a student is found to have abused a personal cell phone or digital device in a manner that is not in accordance with the Acceptable Use Policy, in addition to other disciplinary actions, the administrator may ban the students' use of any and all personal cell phone or digital devices.
- Students may be disciplined for expression on/off campus networks or websites only if the expression is deemed to cause a substantial disruption in school, or collide or interfere with the rights of other students, staff or employees.

It shall be the responsibility of all members of the District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

Age-appropriate training for students who use the District's Internet facilities will be provided. The training provided will be designed to promote the District's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the District's Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Although reasonable efforts will be made to make sure students will be under supervision while on the network it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred. Students will be able to access the District's computers and network, including use of the internet, through their teachers and/or appropriate supervisors. Individual electronic email addresses may be issued to students. E-mail usage must follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.

Parents will be required to either sign or electronically acknowledge a permission form to allow their students to access the District's computers, network, and the internet. Students and staff members will acknowledge they have read and understand the District's policies and regulations regarding appropriate use of the District's computers and network, that they will comply with the policies and regulations, and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, network, and internet access including, but not limited to, monitoring sites students and staff visit on the internet, examining and copying computer files, and reviewing and copying e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and internet activity including any logs, data, e-mail, storage disk or device and/or other computer related records of any user of the system. To the extent that any computer or telecommunications activities are regulated by state or federal law, the District will observe all regulations imposed upon it. If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.

The use of e-mail is limited to District and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers and network, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District also is not responsible for the accuracy of information user's access on the internet. Any risk and/or damages resulting from information obtained from the District's computers, network, and/or internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, network, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the Emmetsburg Community School District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The Board of Directors will review and update this policy as necessary.

Student Printed Name: \_\_\_\_\_ Grade \_\_\_\_\_

**2020-21**  
**Emmetsburg Community School District Student**  
**Acceptable Use Agreement**

I have received a copy of the Emmetsburg Community School District's Acceptable Use Policy for Electronic Information Resources and agree to review the contents with my student to ensure they abide by its provisions.

I understand that violation of these provisions will result in restriction and/or termination of my student's ability to use the District's computers, network, and internet access and may result in further discipline up to and including expulsion and/or other legal action. I agree to be responsible for payment of costs incurred by my student accessing any internet services that have a cost involved.

---

Parent Signature  
(Parent Signature may be via electronic format through JMC.)

Date

**2020-21**  
**Emmetsburg Secondary School**  
**Parent/Student Handbook Agreement**

I have received a copy of the Emmetsburg Community School District's Parent/Student Handbook and understand all policies and procedures described in said handbook and agree to review the contents with my student to ensure they abide by its provisions.

---

Parent Signature  
(Parent Signature may be via electronic format through JMC.)

Date

## **Appendix A**

Code No. 102

### **EQUAL EDUCATIONAL OPPORTUNITY**

The board will not discriminate in its educational activities on the basis of: race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age, marital status, socioeconomic status or disability.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age, marital status, socioeconomic status or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, sex or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

Legal Reference:

- 20 U.S.C. §§ 1221 *et seq.* (1994).
- 20 U.S.C. §§ 1681 *et seq.* (1994).
- 20 U.S.C. §§ 1701 *et seq.* (1994).
- 29 U.S.C. § 794 (1994).
- 42 U.S.C. §§ 12101 *et seq.* (1994).
- 34 C.F.R. Pt. 100 (1999).
- 34 C.F.R. Pt. 104 (1999).
- Iowa Code §§ 216.9; 256.11, .11A; 280.3 (1999).
- 281 I.A.C. 12.

Cross Reference:

- 101 Educational Philosophy of the School District
- 401.1 Equal Employment Opportunity
- 500 Objectives for Equal Educational Opportunities for Students

Approved 6/16/96

Reviewed 1/19/15

Revised 1/19/15

SECTION 504 NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Emmetsburg Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, gender identity, creed, religion, socioeconomic status, marital status or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

(Title) Superintendent

(where located) Superintendent's Office, 205 King Street, Emmetsburg IA 50536

(telephone number) 712-852-3201

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code 280.3.

## SECTION 504 STUDENT AND PARENTAL RIGHTS

The Emmetsburg Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;

receipt of free educational services to the extent they are provided students without disabilities;

receipt of information about your child and your child's educational programs and activities in your native language;

notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;

inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;

hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to:

(Title) Superintendent

(Where located) 205 King Street, Ememtsburg, Iowa (Telephone No.) 712-852-3201

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and Iowa Code 280.3.

**COMPLAINT FORM**  
**(Discrimination, Anti-Bullying, and Anti-Harassment)**

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else): \_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)? \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Names of any witnesses (if any): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

	Age	Physical Attribute	Sex
	Disability	Physical/Mental Ability	Sexual Orientation
	Familial Status	Political Belief	Socio-economic Background
	Gender Identify	Political Party Preference	Other - Please specify:
	Marital Status	Race/Color	
	National Origin/Ethnic Background/Ancestry	Religion/Creed	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Grievance Procedure**

It is the policy of the Emmetsburg Community School District not to 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 Superintendent, 205 King Street, Emmetsburg, Iowa 50536, 712-852-3201.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

### **Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter “equity coordinator”). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.