

**EAST MARSHALL
HIGH SCHOOL
STUDENT
HANDBOOK
2018-2019**

We are a community...

- That values a curriculum incorporating the best practices of both traditional and contemporary instruction.
- That creates and supports an atmosphere promoting high expectations for student achievement.
- That strives to meet the needs of a variety of ethnic and language backgrounds, career interests, and learning capabilities and styles by providing a broad range of programmatic offerings.
- That believes student accomplishment is a shared responsibility of students, parents, staff, administration, school committee, and community.
- That provides all students the curriculum to meet school and state graduation requirements, and assesses learning continuously in a variety of ways including mandatory state testing.

Expectations for Student Learning

East Marshall High School expects all students...

- To attain an understanding of the educational standards, core knowledge, skills, and concepts defined by the Iowa Core Curriculum Frameworks.
- To take increasing responsibility for educational decisions on a daily and long-term basis.
- To complete academic work both independently and cooperatively in a productive manner.
- To think critically and solve problems using inductive and deductive reasoning.
- To read effectively and communicate ideas and information using a variety of formats.
- To develop an ability to use a variety of mediums—including the creative and the technological—in the process of learning, and demonstrate their acquired learning through use of those mediums.
- To demonstrate respect for individual differences and appreciation for the diversity of a multicultural world.
- To understand and demonstrate a sense of community.
- To utilize available technology in an appropriate and productive way

EQUAL EDUCATION OPPORTUNITY POLICY

It is the policy of the East Marshall Schools to provide an equal educational opportunity and not illegally discriminate on the basis of gender, race, national origin, religion, age, marital status, creed, socioeconomic status or disability in its educational programs and activities. Affirmative steps shall be taken to integrate students in attendance centers, programs, and classes on the basis of race, national origin, gender, and disability.

This agency shall provide program activities, a curriculum, and instructional resources that reflect the racial and cultural diversity of the United States and the variety of careers, roles, and life styles open to both men and women in our society. One of the objectives of this agency's program, curriculum, services, and teaching strategies is to reduce stereotyping and to eliminate bias, prejudice, and discrimination on the basis of gender, race, national origin, religion, age, marital status, and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

A fair, safe, and supportive environment will be provided for all students regardless of their gender, race, national origin, religion, age, marital status, or disability. Harassment of a sexual nature or with

demeaning intent related to gender, race, national origin, religion, age, marital status, or disability, made from an employee to a student or from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri. Inquiries may also be directed to the Director of the Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50139.

NON-DISCRIMINATION POLICY:

It is the policy of the East Marshall Community School District not to illegally discriminate on the basis of race, color, national origin, gender, 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, 225 South Elm Street, Gilman, IA 50106, 641-498-7481.

STUDENTS Notice of Child Abuse

Incidences of abuse can be reported to:

Primary Investigators:

Matt Rasmusson, East Marshall High School: 479-2785
Janelle PirkI, East Marshall Middle School: 498-7483
Cathy DeBondt, East Marshall Elementary: 476-3342

Secondary Investigators:

Trudi Foval-Johnson 479-2785
Tony Ryan 498-7481

ACADEMIC ACHIEVEMENT LETTERS

Students who maintain three consecutive semesters where their semester grade point average does not drop below 3.20 on a 4.00 scale shall be eligible to receive an academic achievement letter. For each succeeding two semesters point average of 3.20 or higher, the student shall be eligible to receive a service bar. All classes must be at C level or higher to be considered eligible to receive an academic letter.

All high school classes that earn students academic credit will be considered in determining a student's grade point average. A student must maintain a minimum class schedule of five academic classes during the semester to be eligible. Certain classes are less than 1 credit (ie: driver's ed. Is .5 credits and PE is .25) but are considered part of the student's minimum requirements.

The Academic Achievement Letter Committee may meet and deny a student, who would otherwise qualify, the academic letter for conduct unbecoming to the East Marshall High School.

ANTI-BULLYING/HARASSMENT POLICY (Board Policy 104)

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school

environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, 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. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures that may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures that may include, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; 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.

ATTENDANCE (Board Policy 501.10)

Students may miss up to 10 days per semester with an excusable absence without credit being denied. Excusable absences include the following if there is a written note from a doctor:

1. Illness
2. Serious illnesses or death in the immediate family
3. Emergency medical and dental care

*Other excusable absences may be granted if approved in advance by the building principal. Excused absences after 10 absences in a semester are limited to the following that must have a note from a doctor and/or the school nurse:

1. Serious illness of self and/or immediate family member

2. Death in the immediate family

3. Absences approved in advance by the building principal

All absences must be cleared through the principal's office prior to 8:30 am on the day that they return to school. Students who know in advance that they are going to be absent must secure a make up slip and have all work completed before leaving. Failure to do this may result in an unexcused absence.

All absences not made up in advance are to be handled in the following manner:

A. A note from the student's parent/guardian shall be brought to the principal's office describing the nature of the absence. The student will receive a make up slip.

B. All medical excuses will be accepted as excused only if a doctor's note is brought to the office on the day the student returns to school. Excuses brought at a later date may not be accepted as excusable. This is to be determined by the building principal.

C. Students are to have one day to make up work for each day absent over the first two days. Absences for a longer period of time may require a downward adjustment of time allowed for makeup. Work not made up within the allotted time will be made up for reduced credit, or students may receive no credit if past the arranged deadline between student and teacher.

D. The make up slip is to be presented to each teacher when the student returns from the absence. Students will not attend class without a make up slip.

E. Unexcused absences may be given for any absences not authorized by school administration, or notified in advance. Examples are not limited to, but may include: student having to work, leaving classes before dismissal time, leaving school without permission/authorization, etc. Classroom assignments/work missed during an unexcused absence will be up to the teacher's discretion if student is allowed to obtain credit for makeup work, this includes tests and quizzes.

F. Unexcused absences will be made up in Wednesday School, or In-School Suspension, based on the amount of time the student was absent from school.

Credit may be denied for classes missed more than 10 per semester (excluding absences accompanied with proper documentation described earlier in this section). Students may appeal to a committee comprised of the BLT members. All appeals to the committee are conducted at 8:00AM or 3:30PM at the availability of the committee. The committee's decision is final with no appeal going past the committee.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge. An accident report form must be completed by the sponsor in charge and turned into the office for all accidents within 48 hours of the accident.

ASBESTOS NOTIFICATION

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

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous

uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

AUTOMOBILES

Students who use cars and other motor vehicles for transportation to and from school are expected to comply with the laws of the State of Iowa, communities of East Marshall School District, as well as the rules and regulations of East Marshall High School. Parents and students need to be aware that at times during the school year their vehicles may be searched if it is located on school property. When possible, such searches shall be conducted in the presence of the student. Students should realize that their parents; guardians are responsible for damage which may result from their carelessness. East Marshall High School is not responsible for any damages done to a student's vehicle while parked on East Marshall School District property.

1. Students will park their automobiles in the marked spaces in the parking area. Cars should be parked so that no vehicle is taking up more than one parking space.
2. All student cars need to have a Student ID Tag showing with the tag number visible.
3. Students are not to "hang" out in the parking lots once they have arrived at school.
4. Students may not park on the asphalt section of the north parking area as this is reserved for staff and visitors. Students are not allowed to park in these areas from 8AM-4PM.
5. Speed limit in the parking lot is 10 miles per hour.
6. Students are to vacate their vehicles immediately upon arrival, and may not sit in their vehicles at anytime during the school day.
7. Use of a car horn is to be only for emergencies and is strictly forbidden in any other circumstances.

Reckless driving and/or inappropriate driving determined by an adult/staff member will be reported as a warning to the student and their parent. Second offense will result in the student losing parking privileges on school grounds.

Freshmen and sophomores park in the gravel parking lot. Juniors park in the south parking lot and the last two rows in the north parking lot. Seniors park in the north parking lot.

BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day and specific instructions are compiled at 9:00 each morning. Students responsible for putting notices in the daily bulletin must have their notices approved by their advisor and in the office by 9:00 that morning.

All posters must advertise school-sponsored events and must be approved by the principal before posting. Students are not to use mass emails unless approved by a staff member or the building principal.

BUS RULES

TRANSPORTATION IS A PRIVILEGE NOT A RIGHT

East Marshall Community School District will insure that every student has a safe ride to and from school. This ride will be as free from intimidation, harassment, and threat, as humanly possible. Good conduct of all students is required while waiting for the bus and while traveling to and from school. The privilege of transportation is granted contingent upon proper behavior. A student's eligibility to ride may be suspended or revoked for violation of the school's policy for bus behavior. Revocation of a student's bus riding privilege is not considered an exclusion, expulsion, or suspension from school. Parents will be held responsible for their children's conduct while on the bus, while in the loading areas, and in the unloading areas. Students that are involved in serious or repeated incidents of unacceptable conduct on the bus will have their riding privilege suspended or revoked.

EAST MARSHALL TRANSPORTATION POLICY

The East Marshall school board and staff expect the following behaviors or skills from bus riders:

1. Students are to wait at the designated site at the designated time for the bus to come to a complete stop. Riders will exit and enter through the right front door. Students should pass no closer than 10 feet in front of the bus when arriving or exiting the pick up site. Students should look both ways crossing the road and depart only from the designated point unless specific written permission has been displayed.
 2. While on the bus student's aisles should be kept clear by students. Students should not open windows without permission and if permission is given students should not extend anything out the open window, including throwing anything out of the bus.
 3. Classroom conduct is expected from student while on the bus except normal conversation.
 4. The bus driver is in charge of the bus and students are to obey promptly. Bus drivers may assign seats, as the driver deems necessary.
 5. Students are not to leave their bus seat while the bus is in motion. Students are to keep their feet off the bus seats. If students damage bus seats or other equipment, they will be required to reimburse the district to repair/ replace the damaged property. When students depart the bus, there is to be not pushing, shoving or crowding of other riders.
 6. Waste containers are available on the busses. Students should put any waste in the containers daily.
 7. Shooting or throwing of any object on a school bus is not permitted.
 8. The use or possession of alcohol, tobacco or look alike substances is prohibited on school busses.
- The Good Conduct Rule is in effect.

The following actions are recommended if bus misconduct occurs:

UNACCEPTABLE BEHAVIOR

LEVEL 1 OFFENSE

1. Throwing non-injurious objects on the bus
2. Failure to follow driver's instructions
3. Standing while bus is in motion
4. Use of obscene or profane gestures or language
5. Harassment of anyone
6. Excessive noise (screaming, yelling, or shouting)

7. Tripping anyone on the bus
8. Blocking the aisle
9. Possession of a lighter or matches.

LEVEL 2 OFFENSES

1. Threatening a bus driver
2. Interfering with police, administrator, or driver
3. Use of tobacco
4. Lighting of any type of fire (matches or lighter)
5. Physical aggressions or threat of against another person
6. Theft or robbery
7. Possession of fireworks or ammunition
8. Tampering with emergency equipment (radio, emergency door, light system, or fire extinguisher)
9. Head, arms, or legs out the window of a moving bus
10. Unacceptable sexual conduct
11. Spitting
12. Throwing objects that may cause injury.
13. Vandalism of the bus.
14. Running in front of a moving bus.

LEVEL 3 OFFENSES

1. Possession of a handgun, knife, or other weapon
2. Possession of ammunition with intent to detonate
3. Lighting of fireworks
4. Possession of drinking alcohol or illegal drugs
5. Assault on the bus driver
6. Attempting to ride on the outside of the bus
7. Pushing anyone at a moving bus
8. Violent assault on another student
9. Vandalism of the bus (in excess of \$100 damage)
10. Opening any emergency exit while bus is moving

CONSEQUENCES FOR VIOLATION OF POLICY

LEVEL 1 OFFENSE

- First offense - Written warning to parents
- Second offense - Written suspension of 1 day off the bus
- Third offense - Written suspension of 3 days off the bus
- Fourth offense - Written suspension of 5 days off the bus and meeting with principal, parents, driver, and transportation director before child returns to the bus (meeting will be during normal school hours)
- Fifth offense - Loss of bus privilege for 30 school days

LEVEL 2 OFFENSES

- First offense - Written warning to parents and 1 day off the bus
- Second offense - Written suspension of 3 days off the bus
- Third offense - Written suspension of 5 days off the bus and meeting with principal, parents, driver, and transportation director before child returns to the bus (meeting will be during normal school hours)

- Fourth offense - Loss of bus privilege for 30 school days

LEVEL 3 OFFENSES

- Loss of bus privilege for 30 school days.

The building principal will assess each case and administer the proper consequences. Appeals should be directed to the building principal. It would be impossible to predict all misbehavior therefore anything not listed will be assessed case by case.

Any vandalism to the bus will be the students and/or parents responsibility to pay damages.

Activity trip and activity shuttle misbehavior will be considered at least a LEVEL 2 offense. These trips are not required transportation and misbehavior will not be tolerated.

It is the feeling of the transportation department that we must protect and preserve the rights and safety of all students. With all the traffic we deal with daily the drivers cannot be distracted for even a second with a cargo that will someday run this great state and country.

COMMONS

The school commons is maintained as a vital part of the health program at school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets
2. Returning all trays and utensils to the dish washing area
3. Leaving the table and floor around your place in clean condition.
4. Students will remain in the commons area/old gym after they are done eating until it is time to report to class.

Food served at lunch should not be taken from the cafeteria.

East Marshall uses computerized family lunch accounts. Parents may deposit any amount of money in their child's account and the student can use the account for anything available from the Food Service Department, including breakfast, lunch, extra milk, or extra entrees. For parents that have more than one student, one check may be sent for all students. We also have online payment available.

9-12 Breakfast-----\$1.50
 9-12 Lunch-----\$2.30
 2nd entree Breakfast----\$1.35
 2nd Entree Lunch-----\$1.60
 Extra Milk----- \$0.50

Please be aware that extra milk and extra entrees are available to all students with a positive balance in their lunch accounts. Some parents have expressed concern about their family accounts being used too quickly. If parents wish to block the extras, please call the school office and request this. Students are told when their account balances are low and/or have a zero balance, and they are also sent out electronically

to your email. Accounts may be blocked when the balances are negative, so please make sure your child has a positive balance.

Each student that eats a school lunch must have three items on their plate from three different food groups.

CARE OF SCHOOL PROPERTY (Board Policy 502.2)

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Additional disciplinary actions may also be taken.

Students who want to put things up on their lockers must use masking tape.

CELL PHONES

Cell phones are allowed to be used in school before 8:15 a.m., between classes (during passing periods) during lunch, and after 3:20pm. Penalties for cell phone misuse are outlined below. The use/possession of cell phones during activities and on busses is left to the discretion of the principal, activity director, and/or activity sponsor. A student's refusal to turn over the cell phone to staff or administration when caught misusing the phone can result in consequences of good conduct policy violation and may include an Out of School suspension. It will also result in the student being banned from using a cell phone on school property for the remainder of the school year.

Cell Phone Misuse

- | | |
|--------------------------------|---|
| 1st Offense: | Phone stays in the office during school for 3 days |
| 2nd Offense: | Phone stays in the office during school for 5 days |
| 3rd Offense: | Phone stays in the office during school for 10 days |
| 4th Offense: | Phone stays in the office during school for 30 days |

CHEATING

Cheating is not tolerated at East Marshall High School. Cheating will be handled as follows:

1. Student will receive a zero on assignment/test.
2. The teacher will notify parent of behavior.
3. Conference with Principal to determine if additional disciplinary action is needed (removal from NHS, denied lounge privileges, denied 8th period early leave for seniors, etc.).
4. A student may also be denied an academic letter.

CLOSED CAMPUS

We operate a closed campus policy. Students stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until the bus picks them up. Any student that leaves school grounds after school while waiting for the bus will not be allowed to board the bus upon returning to school grounds.

Students must bring a written parental request to the office to leave the campus for any reason. Only those students who live within walking distance may be granted permission to go home for lunch. If it is

necessary to leave school for any other reason, a permit must be obtained, signed by the parent, doctor, or dentist and returned when the student returns to school. When you drive an auto or motorcycle to school, it is to remain parked until you leave in the afternoon. Under NO circumstances is a car to be driven during the noon hour.

Any student leaving the building for a verified reason (college classes, work release, etc.), before normal dismissal time, must check out with the office before leaving the building. This applies to those students arriving late, due to college classes as well.

COLLEGE VISITATION

Juniors may be allowed to take college visits during the school year with counselor/administrative permission. Seniors are given three college visitation days during their senior year. **Sophomores will only be granted a college visit, if approved by the High School Principal.** All visitations need to be pre-approved by the counselor and it is required to fill out all proper paperwork. College visits may be denied if student has high absenteeism. See the high school counselor for more details.

COPY MACHINE

Students requesting copies made from the copier may need to pay ten cents per copy. If the material is needed for a class, the faculty member needing the material should make arrangements for the copies.

CORRIDOR COURTESY

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
4. Students are to refrain from excessive public displays of affection.

CONDUCT CODE 502.7 and 503.2

The student council has drawn up a code of conduct to govern all co-curricular activities. This has been approved by the East Marshall Board of Education and is now board policy.

Whereas conduct detrimental to the school, found guilty of a crime, vandalism, shoplifting, theft, use and/or possession of alcohol, use and/or possession of tobacco and/or tobacco products, and use and/or possession of illegal drugs and/or drug paraphernalia will be handled as outlined on the following page.

A student may not use one activity to serve their penalty for violation of the Conduct Code if they were not out for that activity the previous year...unless the activity was not offered.

Item I: The penalty for the first offense during the same school year for athletics will be:

Football	2 dates	Volleyball	4 dates
Wrestling	4 dates	Basketball	5 dates
Track	3 scheduled meets	Golf	3 dates
Baseball	6 dates	Softball	6 dates
Cross County	3 meets	Soccer	3 dates

Cheerleaders: Same as the sport in which they are cheering

Item II: The penalty for the first offense during the same school year for fine arts will be:
One performance (unless performance is required for academic coursework)

A. A performance shall be defined as all the fine arts activities that occur on a specific day.

Item III: The penalty for clubs and activities will be:

Suspension from all clubs and activities for six weeks if the student is not involved in items I and II.

A. Activities shall include any privileged activity to which the student qualifies. Also lounge privileges and attendance at school dances other than homecoming or prom.

Item IV: The penalty for the second offense will be the same as the first. The penalty for the third offense during one year will be suspension from all activities for the remainder of the year, which includes summer activities.

Item V: If a student is not involved in activities I and II at the time of the infraction; the penalty will be the same as the first offense and will be assessed when the student begins participation in an activity in items I or II. A student will be penalized for the first activity in which they participate in items I or II. Should they not be involved in any activities in items I or II and not planning on participation, then item III will be used.

Item VI: If a student is involved in both items I and II at the time of the infraction, the penalty will be assessed on each of the items individually.

Item VII: If the season ends in item I before the full suspension can be served, the un-served percentage of the penalty will be carried into the next sports season. Any fraction of an activity remaining to be served will result in the student missing at least one activity.

Item VIII: Any disciplinary action for violations not named shall be left to the individual coach or director for the activity involved.

COUNSELING

East Marshall High School has a full time certified school counselor. The school counselor has been trained to address personal and social issues and concerns along with academic scheduling and post-secondary planning. Every attempt will be made to respect and protect the students' privacy. The students' safety and well being will always be the top priority.

DETENTION

Students may be assigned a school detention by the principal, any member of the faculty or support staff. This is for those students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems. Each student is to have sufficient materials and books to study for the time period, and is to cooperate with the detention supervisor. Students will need to serve their detention within 48 hours of receiving it or an in-school suspension will be assigned. If extenuating circumstances come up

you must communicate with the office before the 48 hours expires. Detentions may be served before or after school with the assigning teacher supervising the student.

DRESS

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct and of your schoolwork. Within the school day and/or when representing East Marshall, (this may include any school sponsored activity) any clothing with inappropriate and/or sexually suggestive material will not be allowed. Such clothing may include, but is not limited to:

- Midriffs and cut off/half shirts that expose the mid section of the body
- Clothing that exposes undergarments and/or cleavage
- Short-shorts, short skirts, and skirts with slits passed mid-thigh
- Articles of clothing that portrays alcohol/tobacco/drug products or insignias, graphic violence and/or language, obscenities, vulgarities, and racial or sexual remarks
- Hats, caps, bandanas, kerchiefs, and/or dew rags
- Students are expected to change any clothing articles that educators find inappropriate immediately and without complaint. All appeals will/should be made with the building principal.

EARLY DISMISSAL

Students in grades 9-11 will not be permitted to leave early on a regular basis. It is felt that your prime responsibility should be to your education. Early dismissal opportunities will be granted on a student-by-student basis based in actual need. All early dismissal must go through the building principal.

Seniors may obtain permission to leave early for work, college classes or internships. To do this the student must have a parent stop in the office and sign an early dismissal form. However, seniors will be expected to attend periods 1-5 on all days, including days with alternative schedules. Please arrange with the student's employer to be flexible with our schedules due to late starts, early dismissals, etc. If a senior does not have college classes, a job or internship, they need to schedule seven periods of classes and be signed out 8th period by a parent.

Freshmen and sophomores are not eligible for the early dismiss rule.

Failure to abide by the rules may result in disciplinary action (including suspension from school).

Any student leaving the building for a verified reason (college classes, work release, etc.), before normal dismissal time, must check out with the office staff before leaving the building. This applies to those students arriving late, due to college classes as well.

EDUCATIONAL RECORDS (Board Policy 506.1 to 506.4)

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

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

ELIGIBILITY FOR ATHLETICS AND CO-CURRICULAR ACTIVITIES

To be eligible for athletics, or school-sponsored performance activities (e.g. cheerleading, band, vocal, drama, speech, dance, FFA, etc.) students participating must (be)

- East Marshall high school students must carry at least five credits before they will be eligible to participate in competitive athletics or any co-curricular activities at East Marshall High School. If for any reason a student drops below five credits they are automatically eliminated from further competition until such condition is corrected. An ineligible student may continue to practice, but not compete/perform until eligibility has been restored. (Board Policy)
- Students participating in athletics and failing a class at the end of a semester are ineligible for 30 consecutive calendar days for all interscholastic athletic contests, beginning immediately (when grades are released) if involved in a sport or the first legal day of competition that the student is a contestant. (State Rule)
- Students participating in school-sponsored performance activities and failing a class at the end of a semester are ineligible for 30 consecutive calendar days for school-sponsored performance activities; beginning with the first day of the next grading period. (State Rule)
- Students failing a class at the mid-term date, are ineligible beginning with the next school day for a minimum of 24 hours, and will remain ineligible until the grade of the failing class has been raised to passing. This will require the student to turn in a progress notice to the principal, signed by the teacher of the failing class.
- Students failing a class at the end of the quarter will be ineligible for the next 2 weeks of athletics and activities, beginning with the first day grades are released. In order to regain eligibility, after 2 weeks students must turn in a progress notice to the principal, signed by the teacher of the failing class that states, the student is passing that quarter or making progress to improve his/her grade. If the student is not passing, after 2 weeks, another week of ineligibility will be assigned. This will continue until the student is passing the quarter. A student that fails the 2nd quarter of a single semester class will be ineligible for 2 weeks of the 3rd quarter. A student that fails a 4th quarter class will be ineligible for 2 weeks of summer activities, beginning the day grades are released.

If the athlete does not complete the season then the ineligibility will carry over to their next sport.

An athlete cannot make up ineligibility in one sport in order to have eligibility in another sport if they have not previously participated in that sport. The exception would be a freshman student or a transfer student.

To participate in all co-curricular activities at East Marshall high school (examples include: band, vocal, dramatics, speech, athletics, etc.) a student must be in attendance at least the last half of that *student's* day of the event/practice. Illness is not a satisfactory excuse. If one is too sick to come to school, one is too sick to participate. All medical appointments need a medical release to participate and all other (funeral) need to have administrative approval if gone in the afternoon.

- Ineligibility of students with an IEP or 504 plan will be determined by the student's services team.
- The principal has the right to make adjustments to this policy due to situations that may occur.

If a student receives an incomplete, he/she will be on probation for 2 weeks. Courses not completed after the probation period will result in a letter grade of "F" and ineligibility will start immediately. If a student is administratively withdrawn from a class, it is equivalent to a letter grade of "F". NOTE: Special considerations will be reviewed and addressed by the secondary principal for both incompletes and withdrawals.

Additional Information

Students who are ineligible for competition/performances are expected to practice/rehearse with the team/group and expected to sit (not in contest attire) in the proximity of the team/coach/group for all public activities during the period of ineligibility. This applies to conduct and/or academic restriction.

Special services students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's assistance team, towards the goals and objectives on the student's IEP or 504 plan.

East Marshall Board of Directors also recognizes that extraordinary events may occur which cause or contribute to a students' academic ineligibility. Examples may include, but are not limited to, automobile or other accidents resulting in permanent or temporary physical or mental impairment, family problems, child or sexual abuse or alcohol dependency, etc. In such instances, a committee comprised of the Secondary Principal, AD, Special Education teacher, and At-Risk Coordinator may, by unanimous consent, restore the eligibility of any such student upon such terms and condition they deem to be in the best interest of such student and the philosophy of the East Marshall School District.

EMERGENCY SNOW ROUTES

In times of bad weather the buses may run only on emergency snow routes. Be sure that you are familiar with the emergency route for your bus. The use of emergency routes will be announced over the radio stations, school alert, emails or at school.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an important aspect of student life at East Marshall High School. All students should become active in their school.

It is a privilege to participate in school activities. Students need to be very much aware that the academic portion of their school life is the most important part of school. You are encouraged to participate, but always be aware of the reason you attend school.

The following extracurricular and co-curricular activities may be offered:

- | | |
|-----------------|------------------------|
| • FCA | JAZZ BAND |
| • BASEBALL | NATIONAL HONOR SOCIETY |
| • BASKETBALL | CHEERLEADING |
| • SOCCER | SOFTBALL |
| • CROSS COUNTRY | SPEECH |

- | | |
|-------------|--------------------|
| • DRAMA | STUDENT GOVERNMENT |
| • TRACK | FFA |
| • FOOTBALL | VOCAL MUSIC |
| • GOLF | VOLLEYBALL |
| • GSA | INSTRUMENTAL MUSIC |
| • WRESTLING | TRAP SHOOTING CLUB |
| • SMILE | |

FIELD TRIPS

When a class takes field trips, students will be required to obtain parental permission prior to the field trip. Pre-make up work should be completed before going on the scheduled field trip.

FIRE DRILLS

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it.

When the fire alarm sounds, students will immediately stand and form a line as they leave the room. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building.

Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal is given to re-enter. No one is to return to the building until the principal or his authorized representative gives the signal.

FOOD/DRINKS

Students are not allowed to have pop, energy drinks, snacks, candy, etc. without the permission of staff and/or administration. Any allowance must be provided by the teacher in their individual classroom and will be approved by administration.

GRADE CLASSIFICATION

Students will be classified based on the number of years the students has attended. Freshman are in their first year, Sophomores are in their second year, etc. The number of credits a students has completed will NOT be the deciding factor. Students will NOT be granted a change in grade classification, but will be allowed the opportunity to graduate early if ALL graduation requirements have been met. Students graduating early will be eligible for all scholarships and senior awards.

Students are recommended to be at the following credit level to be on path to graduate in 4 years from East Marshall:

- At least 12 credits = Freshman
- At least 24 credits = Sophomore
- At least 36 credits = Junior

GRADING

All any school has to offer is the opportunity for students to learn. Pupils who refuse this opportunity are losing a valuable tool for lifelong learning. Students should maximize their study time in school to the fullest and be self disciplined at home as well. Homework should be a part of the students' overall education and be scheduled as a normal after school activity. In many courses, homework is practice and is essential for understanding, whether it specifically graded or not.

GRADUATION EXPECTATIONS

Grades are an evaluation of what you have learned. They become part of a student's permanent record. Institutions of higher learning, potential employers, and the various military services are all interested in your high school records. Make them the best reflection of which you really are.

Teachers are encouraged to give daily participation grades for all students in attendance and participating in class. Therefore, students will receive a zero for participation for all unexcused absence from class. In addition, teachers are not required to give credit for work missed due to unexcused absences.

Report cards are issued at the end of each quarter, or nine-week session. Letter grades are used to designate a pupil's progress.

Grades are review on a regular basis by the General Education Intervention team to monitor student progress. Grades are posted weekly on the JMC Parent and students are given mid-term report cards.

Grades are an indication of a student's progress for a specific period of time. The first and third quarter grades represent a progress report for the time from the beginning of the semester until the end of the midterm or nine weeks. It is important to realize that the grades given at the end of the first nine weeks of the semester are not quarter grades. They are merely progress reports. Consequently, semester grades are based upon the student's work for the entire semester. Semester tests may be given at the end of each semester and are weighted at most at 15% of final grade.

Students must complete all work and the semester exam to complete a course. The semester grade is the grade that is recorded on a student's permanent record.

The following will be used for all classes and by all teachers as the official grading scale of East Marshall High School:

A	93 – 100
A-	90 – 92
B+	89 – 87
B	86 – 83
B-	82 – 80
C+	79 – 77
C	76 – 73
C-	72 – 70
D+	69 – 67
D	66 – 63
D-	62 – 60
F	59 or below

GPA is calculated according to the following scale:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

GRADUATION REQUIREMENTS

The East Marshall Board of Education requires students to earn a minimum of 48 credits before being considered a candidate for graduation from the East Marshall High School. Of the 48 credits, twenty-nine must be earned in required courses and nineteen are elective credits. The courses that students must successfully complete before graduation are established by state law and by Board of Education policy. In addition to required courses, students must select elective courses to obtain a total of 48 credits. Students who transfer into high school their junior or senior year will have their credits adjusted based on their previous school requirement of total credit needed, as determined by the school counselor and administrative review.

GRADUATION PARTICIPATION

Students participating in graduation ceremonies must have COMPLETED all 48 credits to earn a diploma from EMHS. They are also expected to attend in full the awards/graduation practice, wear appropriate clothing for graduation, and continue to represent East Marshall with the utmost pride. A Valedictorian and Salutatorian will be selected from the senior class for graduation, to qualify for these recognitions, the student must have been in the graduating class for 3 semesters preceding graduation.

GRADUATION REQUIREMENTS (BOARD POLICY 505.5)

Students must have completed the courses required by the board for graduation. Students must successfully complete all the required courses of study prior to graduation as determined by the State Department of Education and the board.

It shall be the responsibility of the high school principal and superintendent to ensure that students complete 48 credits prior to graduation. The following credits will be required:

COURSE	CREDITS
English	8 credits (4 years)
Social Studies	6 credits (3 years) including Government
Math	6 credits (3 years)
Science	6 credits (3 years)
Financial Literacy	1 credit (1 semester)
Fine Arts	1 credit (1 semester)
Technology/Business	1 credit (1 semester)
*Physical Education	2 credits (1/2 credit per year)

*Students may be eligible for exemption from these classes. See class description for details.

A student will not be allowed to graduate with fewer than 48 credits without the approval of the board. Based on a case-by-case situation and mostly related to students who transfer from another school.

Special education students may meet individual graduation requirements as stated in their individual education plan (IEP). The board shall have complete discretion to determine extraordinary circumstances.

SENIOR MID-YEAR GRADUATION

If a student is eligible and desires to graduate at midterm of their senior year (December); the student must make application in writing, co-signed by parent or guardian of the student by Oct 15 of their senior year.

A. No student having been given the option of early graduation shall be permitted to participate in any co-curricular activity following the completion of the graduation requirements other than students may attend and participate in prom and/or formal graduation exercises in the spring.

B. Proof of graduation will be submitted in writing, upon request to the high school principal, to any institution of higher learning or prospective employer. Diplomas will not be distributed until graduation ceremonies in May of each year.

HEALTH SERVICES

If a student becomes ill at school, they should report to the nurse, who will decide what should be done. Students must not leave the building because of illness without authorization. If the nurse is not available, students are to report to the principal's secretary.

HOMEWORK (Board Policy 606.7)

Assign a definite time each day for study at home; utilize study periods and library facilities in school. Keep a list of assignments in a notebook and take home all necessary books, papers, and other materials.

Procedure: Be certain you understand the assignment when the teacher gives it. Read the entire assignment over rapidly to grasp the basic content present. Reread the assignment slowly and comprehensively for content, relationships and details. Close the book and mentally outline the material and ideas contained in the lesson. Review the entire assignment.

Home study is a necessary part of each pupil's educational program. Each student must be expected to spend some time, in addition to scheduled class instruction, to achieve satisfactory work. Plagiarism of someone else's work is viewed as cheating.

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

HONOR ROLL

There will be an honor roll at the end of each nine weeks. To be included on the honor roll, a student must have a grade point average of 3.0 and carry five classes. Early graduates will be considered for the

first semester honor roll of their senior year only. Those that open enroll and/or enter the school mid-term will not be considered for East Marshall Honor Roll for that term.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons, including knives are not allowed on school grounds or at school activities including (firearms) even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

INTERNET/COMPUTER USE (BOARD POLICY 106)

The primary goal of East Marshall Community School's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab equipment are reserved exclusively for academic use.

Network Resources refers to all aspects of East Marshall CSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of East Marshall CSD's network resources whether this access occurs while on or off campus.

Students are expected to utilize their computers and internet access in a responsible, respectful manner as laid out by the documents pertaining to the EMHS 1 to 1 policies. Please refer to those documents for further guidelines and consequences for students that fail to follow those guidelines.

LIBRARY MEDIA CENTER

Book Checkout:

- Students in grades 9-12 may check out 5 or more books for 21 days.
- Books may be renewed once.
- Reference books with barcodes are available for overnight checkout.
- Reference books without barcodes may be used in the Library Media Center.

Periodical Checkout:

- Current issues may not be checked out.
- Past issues of periodicals are available for checkout for 5 days.
- Late fines will be assessed the same as for books.

Fees and Fines:

- A fine of 5 cents per day will be charged on overdue library materials.

- Students with overdue books will be unable to checkout more books until the items in their care have been renewed or returned. Students with lost books must pay the replacement cost in order to regain loan privileges.
- Lost books shall be assessed at the replacement cost.

Student Conduct in the Senior High Library Media Center

The Senior High School Library Media Center (LMC) strives to provide a dynamic, student centered learning environment for a variety of patrons throughout the school day. The LMC is open for book checkout and student use before school and throughout the school day unless booked for a dedicated use by a specific teacher, class, or the teacher librarian. If space is available, the LMC remains open to patrons seeking to checkout materials or do research during this time. Students should have a pass to the LMC from the classroom teacher or study hall advisor. Please avoid bringing food, drink, or gum into the LMC. Students using computers must sign in at the circulation desk. Though some amount of interaction and discussion may reasonably be expected of library patrons, disruptive students will be asked to leave.

Library Media Center Use

The LMC houses the print collection as well as access to the computer labs and mobile laptop carts. Teachers seeking use of the LMC, the computer labs, or laptop carts should book time in advance by contacting the LMC Associate via email or in person at least 24 hours in advance to determine availability.

Teachers utilizing library materials or computers in the LMC must accompany their classes. Teachers sending individual or small groups of students to the LMC should provide the LMC Associate with advanced notice and details on the assignment to ensure quality support of student activities. Teachers should send no more than 5 students to the LMC at any one time. Teachers requiring the assistance of the teacher librarian in locating materials, teaching a lesson, or providing other support should email a request for assistance at least 3 days in advance.

LOCKER

All students will be assigned a hall locker (will have access to locker space) for their use. Students are expected to keep lockers clean and treat them with respect. Lockers are school property and the school reserves the right to inspect all lockers and their contents at any time.

Students are not to change lockers without office approval. Only use masking tape to put things on lockers. No other tape is allowed.

LOUNGE

The student lounge is provided for student use and its use is a privilege. The lounge is an area for students to quietly socialize with other students. The students at East Marshall will have use of the lounge as long as the area is maintained and respected. The following regulations will be associated with the use of the student lounge:

- A. The lounge will be available to students who have a 3.0 GPA in their academic work for the preceding quarter. Students in special circumstances may be exempt from this requirement by review of the principal.
- B. Students may have lounge privileges revoked for failure to abide by any school regulations or as a portion of any disciplinary measure.

- Students who have a 3.00 GPA or above on the previous nine weeks report card may use the lounge during one class period each day. Students with a 3.50 GPA or above the preceding quarter may use the lounge two periods per day.

C. Freshmen and students new to East Marshall will not have lounge privileges during their first quarter that they are attending classes at the high school.

D. In the event that misconduct, volume of students is excessively high, and/or lounge area is not kept organized and clean, lounge privileges may be revoked for ALL those in a particular lounge for a time period designated by the principal.

E. Appeal process may be requested to the principal. The principal will decide all appeals.

F. A security camera may be used to monitor the area.

G. Cell phones are not to be used during lounge. If used for personal reasons may result in loss of lounge and cell phone turned into the office.

MEDICAL

Please refer to Board Policy 507.2. All medication must be submitted to the office for dispensing.

Student's first and last name, doctor's name, date of prescription, and the amount to be dispensed are to be clearly identified on the medical bottle/container. Parent's authorization must also be given for any and all medicine being dispensed at school. Under no circumstances should a student be taking medications from their lockers and/or without school personnel's knowledge.

MORNING ARRIVAL

Regular classes will begin at 8:15 each morning. All students are to be in their assigned area by that time. Unless requested by a faculty member, students are not to be in the building before 7:30 AM, (unless eating breakfast) for the start of the normal school day. High school students need to remain in the cafeteria or lounge area and not roaming the building.

NOON HOUR

All students are expected to remain at school during the noon period unless written permission is granted by the parent requesting that the student be allowed to go home to eat. The student must live within walking distance, as they will not be allowed to drive. Under no circumstances will a student drive or enter a motorized vehicle during the lunch period without the consent of the principal.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

PASSES FOR LEAVING

All requests to leave the building while school is in session, including the lunch period, must be cleared through the principal's office. Leaving school without permission is classified as truancy. Teachers do

NOT have the authority, except in an emergency, to excuse or permit a student to leave the building during the school hours for any purpose.

PHYSICAL EDUCATION

In an attempt to have students reach their full potential as students and citizens, East Marshall requires every other day physical education of all 9-12 grade students. However, exemption from this requirement can be obtained according to the guidelines outlined below:

Any 9-12 student in football, cross country, or volleyball is not required to take Physical Education 1st semester if they are currently taking 7 courses (allowing one period for a study hall). A list of students in fall sports who have their physicals and have met other requirements for the sport is sent to the counselor's office and the student then is taken out of Physical Education. If the student wants to stay in Physical Education they will have that option as long as there is room and have notified the counselor of this decision.

If a student is in wrestling, basketball, track, soccer, or golf, they may be exempt from Physical Education for 2nd semester if they are currently taking 7 courses (allowing one period for a study hall). Students in both a fall and spring sport may choose which semester they want to be exempt from Physical Education, but must do so before the beginning of first semester (at registration time).

In the event that a student drops out of an athletic team, he/she MUST enroll into Physical Education immediately with the school counselor (this is the responsibility of the student and parent). In the event that the student is not enrolled in Physical Education immediately, the student may be required to take Physical Education daily until missed time has been made up.

Students who are only in the sports of baseball and softball are not eligible for a Physical Education exemption since these sports are primarily in the summer. In addition, cheerleading, band, drill team, and dance participants are NOT exempt from East Marshall's graduation requirement of Physical Education.

Seniors in work-study may be exempt from Physical Education during the 2nd semester of the school year they are to be graduated (those graduating early will not be exempt) if they are taking 6 courses. All exemption requests must be done in writing and signed by the student's' parent/guardian.

The above guideline will apply to students who are participating in a School Board approved sport shared with another school district.

If a student is taking Physical Education for credit they must dress out and participate in order to be granted the credit. Failure to dress and participate will result in being dropped from the course and having to make it up. If a student has four unexcused absences from P.E. in a quarter they will fail P.E for the semester.

PLAGIARISM POLICY

If a staff member has sufficient reason to believe that a student has plagiarized, the staff member will take the following steps in dealing with the violation:

1st Offense:

1. Will have a second staff member verify that the work was plagiarized.
2. Student will be given a zero for the work submitted and a conference with the teacher will be held.
3. Principal and parents will be notified of the violation.
4. Secretary will put incident on the Student Information System under Discipline. After verification the teacher will send notification of incident to secretary.

2nd Offense:

1. A second staff member will verify that the work was plagiarized.
2. If in the same content area the student will meet with the department.
3. Student will receive a zero for the assignment that was plagiarized.
4. Principal will meet with student and parent
5. Secretary will put incident of violation on the Student Information System under Discipline. After verification the teacher will send verification to secretary and principal.

3rd Offense:

1. A second staff member will verify that the work was plagiarized.
2. Student receives a zero for the assignment plagiarized.
3. Student and parent will meet with Building Leadership Team to discuss possible NO CREDIT status in the course where student plagiarized for the third time.
4. Student and parent will meet with Counselor and Principal if it is the third violation total from different courses, to determine if the student has been placed in the wrong courses.
5. Secretary will put incident of violation on the Student Information System under Discipline. After verification teacher will send violation to secretary.

4th Offense:

1. A second staff member will verify that the work was plagiarized.
2. Student will receives a zero for the assignment plagiarized.
3. If the violation is in same class for the 4th time the student is dropped from the class.
4. If in different classes student is put on NO CREDIT Status and must meet with Building Leadership Team to discuss future status of credit for coursework where violations have taken place.
5. Secretary will put incident of violation on the Student Information System under Discipline. After verification teacher will send violation to secretary.

COURSE AND SCHEDULE CHANGES

If it becomes necessary to change a student's schedule during the year, due to some unforeseen circumstances, the student should go to the Guidance Counselor's office to request a schedule change (Add/Drop Form). No schedule change can be made without written request from the parents, and consultation with the counselor. (Requests to drop a class after 10 school days will result in an F unless student medical condition require the change or the request is made by the teacher acting in good faith for the sake of the student.)

The procedure for dropping or adding a course is as follows:

1. Secure drop/add form from the counselor.
2. Have parent, teacher to be dropped, teacher to be added, and counselor sign form.
3. Take completed forms to the principal's office for final clearance.

Under normal circumstances class changes will be permitted only during the first four days of school for the fall semester. Changes for the spring semester must be made during the last week of the fall semester. Unless there is a good cause a failing grade will be given for any course dropped after the first two weeks of a semester. A student may be dropped from a course at midterm if the course percentages indicate the student will not pass. When a student is dropped from a class they will receive an F for that class.

PUBLIC DISPLAY OF AFFECTION

It is the belief of the faculty, administration, and the members of the Board of Education that the school grounds or school sponsored activities/events is not the place for the display of affection between students. The following types of actions are considered as improper in school: embracing, close body contact, holding hands, kissing, and similar types of actions. The one exception is school dances, but even there moderation will be expected.

Students who are observed displaying affection on the school grounds or at school-sponsored events /activities will be dealt with in the following manner:

1. Conference with principal
2. Parent notification
3. Appropriate disciplinary measures will be taken if action continues.

PUBLICATIONS

Yearbook: The yearbook is sold in the spring and contains individual pictures of students, teachers, and staff. Photographs of extracurricular activities and other school events are also included.

SCHOOL SPIRIT

Teachers and students will be expected to model the Mustang STRONG values throughout the school year and during day to day activities.

Mustang STRONG

School Pride

Tradition

Respect

Ownership

No Excuses

Goal Oriented

SEARCH AND SEIZURE (Board Policy)

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school

personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors in the school premises. Items of contraband may include, but are not limited to non prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on the school premises.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

I. Searches, in general

9. Reasonable Suspicion: A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or the rules of the school.

Considering factors such as the following may form reasonable suspicion:

1. Eyewitness observations of school personnel;
2. Information received from reliable sources;
3. Suspicious behavior by the student; or
4. The emergency requiring the search without delay.

II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a student is in possession of illegal or contraband items.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - i. Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex and with another adult witness present, when feasible.
 - ii. A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened. Such a search may only be conducted in private by a school official of the same sex, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker Searches

1. Maintenance Searches: Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring that the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. The school authorities may conduct general maintenance inspections at any time without notice, without the student's consent, and without a search warrant. Any contraband discovered during such searches shall be confiscated by the administration. The administration may try to correct the problem through counseling, parental involvement, medical referrals, or other such referrals depending on the severity of the situation.

2. Non-Maintenance Searches: The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness, when feasible.

C. Automobile Searches

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

SENIOR YEAR PLUS PROGRAM

The senior year plus program provides Iowa high school students access to advanced placement courses and a variety of means by which to concurrently access postsecondary and secondary credit.

Student Eligibility. A student shall meet all of the following criteria as a condition of participation in the programs described.

1. A student shall meet the enrollment requirements established by the eligible postsecondary institution providing the course credit.
2. The student shall meet or exceed the minimum performance measures on any academic assessments that may be required by the eligible postsecondary institution.
3. The student shall have taken the appropriate course prerequisites, if any, prior to enrollment in the eligible postsecondary course, as determined by the eligible postsecondary institution delivering the course.

Requirements established by school district.

1. A student shall have attained the approval of the school board or its designee and the eligible postsecondary institution to register for the post secondary course.
2. The student shall have demonstrated proficiency in all of the content areas of reading, mathematics, and science as evidenced by achievement scores on the most recent administration of the ITBS or the ITED for which scores are available for the student.
 - i. If a student is not proficient in one or more of the content areas of reading, math, and science, the school board may establish alternative but equivalent qualifying performance measures. The school board is not required to establish equivalent performance measures, but if it does so, such portfolios of student work, student performance rubric, or end-of-course assessments. A school board that establishes equivalent performance measures shall also establish criteria by which its district personnel shall determine comparable student proficiency.
 - ii. A student who attends an accredited nonpublic school and desires to access advanced placement coursework or postsecondary enrollment options shall meet the same eligibility criteria as students in the school district in which the accredited nonpublic school is located.
 - iii. A student under competent private instruction shall meet the same eligibility criteria as students in the school district in which the student is dually enrolled and shall have the approval of the school board in that school district to register for the postsecondary course.

SMOKING (Board Policy 502.7)

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

SOCIAL EVENTS

All school social functions are to be scheduled through the principal's office, whether the event is to be in the school building or not. All dance guests who are not an current EMHS student, must be registered before the date of the dance. Other than the Homecoming dance, any attendee must be under the age of 21.

STAFF

A listing of the East Marshall High School staff can be found on the East Marshall school webpage, at this URL: <https://www.emmustangs.org/staff-directory>

STUDENT BEHAVIOR

All teachers have been requested to be on the alert for any student behavior, which is in violation of school regulations. Students should behave in a manner that will be a credit to our school.

STUDENTS ARE TO REFRAIN FROM THE FOLLOWING:

- Possession or use of cigarettes or other tobacco products on school property
- Possession or use of alcoholic beverages on school property
- Fighting on or near school property
- Flagrant disrespect of teachers or other students
- Extreme dress or appearance, which is disruptive to class
- Destruction or defacing of school property
- Wearing hats in the building (including bandanas for all students)
- Eating or drinking outside the cafeteria or lounge area
- Loitering in the area of heavy traffic

- Rowdy behavior or running in the building
- Dropping waste paper, candy wrappers, etc., in the building
- Locker misuse
- Sitting in cars in the parking lot during lunch period
- Possession or use of anything that might be considered a weapon
- Inappropriate displays of affection

Any of these behaviors will result in a parent/student/principal conference for appropriate disciplinary action.

STUDENT COUNCIL

The Student Council is an organization through which the students may express their opinions, assist in the administration of school, and participate in the management of school enterprises. The council tries to promote leadership, initiative, and self-control among its members.

Each spring a president, vice-president, secretary and treasurer are elected to carry out the work the following year. In the fall, a representative and an alternate are elected in each grade. It is the duty of the representatives to bring to the council's attention complaints and suggestions from their classmates and to communicate to their classmates the action of the council.

The Student Council has a highly active role. Its purpose is not to govern the students, but to serve as a meeting place between the student body and the administration, where the students can assume as much of the responsibility of organizing their high school activities, as they are able to handle. It is the place where the problems or questions arising from either the students or the administration can be presented for discussion and consideration.

The Student Council's principle purposes are as follows:

1. To unify student activities under one control and promote the general activities of the school.
2. To aid in the internal administration of the school.
3. To teach the student the values of working in a democracy. Officers of the Student Council are elected in school wide balloting. Each class elects representatives to the Council during an all-class meeting.

STUDY HALL

Each student in the study hall must have something to occupy oneself for study purposes. Study hall teachers may issue passes to the office, counselor's office and the library only, and to the lavatories in emergency cases. Students desiring to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass. All students leaving the study hall must be signed out and back in. Students in study hall are not permitted to use their phones for socializing.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will

be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate, as you would be to your regular teacher.

SUSPENSION AND EXPULSION

Continuous and willful refusal to accomplish school tasks even though able to do so; insubordination; disorderly, vicious, illegal or immoral conduct; and persistent violation of school regulations are causes for suspension from school. This includes violation of narcotics laws, use of alcoholic beverages, hazardous or unauthorized use of automobiles, use of weapons or fireworks, violation of any local, state or federal law.

Length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardians will be notified. Student will not be allowed back in school until we have been notified the suspension was served. A suspended student may not be on school property or at any school sponsored activity at or away from the school. They will be required to make up all work and tests missed with credit reduced. It is the student's responsibility to make arrangements with individual teachers to do so.

Suspension from school is a penalty that is used for various infractions of school rules. After a student receives three suspensions, their case will be referred to the school board for an expulsion hearing in the case of a second suspension during the year. If the offense is particularly grave, the case can be referred to the Board at its next regularly scheduled meeting. Parents and all other concerned parties will be informed of the Board's decision. When the Board has expelled a student, they may be readmitted only by the Board, or in the manner prescribed by it.

TARDINESS

If a student arrives late to school, they must report to the office for a late slip. When a student is more than 25 minutes late to school, it will be considered an unexcused absence, which will be made up in Wednesday School.

If a student has been detained in the office or by a teacher, they should ask for a slip from the person who detained them before going to their next class. The student will then be excused from the tardiness.

Once a student has four tardies, the principal will assign 1 hour of Wednesday School. Failure to serve Wednesday School will result in an out of school suspension. Repeated tardiness will result in more severe penalties and may require a parent-pupil-principal conference.

TELEPHONE

The office telephone is for school business, however, students may use it in cases of emergency with the permission of the secretary or the principal. Students may use the telephone before school, after school, and/or during a study hall to:

1. Tell parents about a change in their arrival time at home.
2. Tell parents about a book or instrument needed at school.

Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency. Students are not to use the telephones in any area other than the high school office.

****See "Cell Phone" for policy on cell phone use**

TEXTBOOKS

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as the result of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN FINES.** Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss.

UNEXCUSED ABSENCES (TRUANCY)

A student is unexcused and truant when there is no communication from home on the reason a student is absent. Students may make up work missed as a result of unexcused absences; however, credit may not be given for work missed due to unexcused absences. A student that is absent three days with unexcused absences will meet with the counselor, student services director, and high school principal. Students with five days of unexcused absences will meet with parent, principal, At Risk director and counselor. If attendance is past the ten-day limit we will send the information to the county attorney.

VISITORS

The building administrator must approve all visitations. All visitors must check in at the office. Please welcome visitors to our school. If there is somebody in the building that isn't a student/teacher, please direct him or her to the office to sign in. Any visitors wanting to pick up students/staff after school must wait in the paved parking area and are not allowed to waiting in the South and/or North Parking Lot.

WEAPONS

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

WEDNESDAY SCHOOL

Discipline problems encountered in OR out of classrooms, or during school-related activities or events and academic problems MAY result in assignment to Wednesday school (detention). Amount of time will be determined by the teacher or administrator. One hour will be the minimum time assigned.

Students assigned to Wednesday School MUST report to the supervisor immediately at the end of the day. The student MUST bring schoolwork to do and/or study.

FAILURE to report to Wednesday School as assigned will result in 1 day of OUT of school suspension. If a student has a valid reason to reschedule Wednesday school, they must make arrangements with the HS principal PRIOR to that Wednesday school. It is the student's responsibility to make these arrangements. Failure to make arrangements will be treated as an unacceptable reason for not serving the expected Wednesday school time.

Parents'/Guardians' Rights Notification

Parents/Guardians in the East Marshall Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program.

Parents/Guardians may request this information from the Office of the Superintendent by calling 641-498-7481 or sending a letter of request to the Office of the Superintendent, 225 South Elm Street, Gilman, IA 50106.

EQUAL OPPORTUNITY EMPLOYMENT (Board Policy)

The East Marshall School district shall provide equal opportunity to all employees and applicants for employment, in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of federal, state and local governing bodies and agencies. The district shall take affirmative action in recruitment, appointment, assignment and advancement of women, minorities and the disabled. Employees shall be given notice of this policy annually.

Individuals who file an application with the school district will be considered for employment if they meet or exceed the qualifications set by the board, administration and State Department of Education for the position for which they apply. In employing school district personnel, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age or disability. In keeping with the law, the board shall consider the veteran status of applicants.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to the Affirmative Action Coordinator of the school district by writing to: Mr. Tony Ryan, Affirmative Action Coordinator, East Marshall School, Gilman, Iowa, 50106, or by telephoning Tony Ryan at 641-498-7481. Inquiries may also be directed, in writing, to the Iowa Civil Rights Department or to the Director of the Region VII Office of Civil Rights, US Department of Education, 111 North Canal Street, Suite 1053, Chicago, ILL, 60606-7204; phone 1-312-886-8434; web

site OCR-www.ed.gov. Such inquiry or complaint to the state or federal office may be done instead of, or, in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the district's central administrative office and the administrative office in each district's attendance center.

EDUCATIONAL EQUITY POLICY STATEMENT (Board Policy)

It is the policy of the East Marshall Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in their educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

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

HOMELESS Information for School Aged Youth and Parents

If you live in any of the following situations:

- *In a shelter
 - *In a motel or campground due to the lack of an alternative adequate accommodation
 - *In a car, park, abandoned building, or bus or train station
 - *Doubled up with other people due to loss of housing or economic hardship
- You may qualify for certain rights and protections under the federal McKinney-Vento Act.*

Eligible students have the right to:

- * Receive a free, appropriate public education.
- * Enroll in school immediately, even if lacking documents normally required for enrollment.
- * Enroll in high school and attend classes while the school gathers needed documents.
- * Enroll in the local school; or continue attending their school or origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible.
- * If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- * Receive transportation to and from the school of origin, if requested.
- * Receive education services comparable to those provided to other students, according to the students' needs.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.

East Marshall Local Liaison

Mrs. Trudi Foval-Johnson, Student Services Liaison

[641-479-2785](tel:641-479-2785) LeGrand

[641-498-7483](tel:641-498-7483) Gilman

[641-476-3342](tel:641-476-3342) Laurel

State Coordinator

Carolyn Cobb

515-402-2736

Carolyn.cobb@iowa.gov

School Board

The East Marshall Community School District Board of Education welcomes the public to meetings that are held regularly at 6:30 PM on the third Monday of each month in the boardroom at the Central Office building. Central Office is located at 204 Center Street in Gilman. A special portion of the agenda is set aside at every regular board meeting to listen to members of the community during Citizens Comments.

Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president. Requests received after the deadline may only be added to the agenda for good cause. Bd. Policy 210.8

Please note that meeting times and dates are subject to change. Check the district web site at www.emmustangs.org for the latest board meeting notices and board meeting minutes.