

**EMMETSBURG COMMUNITY SCHOOL
DISTRICT**

**MIDDLE SCHOOL
PARENT/STUDENT HANDBOOK
2018-19**



WELCOME

This will be an exciting, challenging time for you and we are committed to your success. Our goal is to prepare middle school students for success in high school and to help all students grow in maturity and accept the responsibility of being young adults.

The basic purpose of the handbook is two-fold: first, serving as a guide to help students establish correct school habits and to develop a favorable attitude toward school and its activities; and second, to give information to parents concerning the organization and administration of the Emmetsburg Community School.

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

It is the policy of the Emmetsburg Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Amanda Schmidt, Superintendent, 205 King Street, Emmetsburg, IA. 712-852-3201 E-mail aschmidt@e-hawks.org

DISTRICT MISSION STATEMENT

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

Definition of a Homeless Child/Youth

Emmetsburg School District identifies students as homeless using the following definitions. Any concerns regarding homeless youth are directed to our Homeless Liaison: Jamie Kruger at 205 King Street, Emmetsburg, Iowa 50536, phone number 712-852-3101.

- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
 - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
 - A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for humans beings

- A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
- A migratory child/youth who qualifies as homeless because of the living circumstances described above
 - Includes youth who have runaway or youth being forced to leave home

STUDENT EXPECTATIONS

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

STUDENT RESPONSIBILITIES

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

PARENT ACCESS TO JMC

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

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

OPEN ENROLLMENT NOTIFICATION

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

- March 1, 2019 – Last day for regular open enrollment requests for the 2019-20 school year.
- September 1, 2018 – Last date for open enrollment requests for entering kindergarten students and those students falling under the “good cause” definition for 2018-19 school year.

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

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

REGISTRATION (SCHEDULE) CHANGES

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

STANDARDS BASED GRADING GUIDELINES

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

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

EXTENDED LEARNING PROGRAM

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

MTSS (Multi-Tiered System of Supports) - MS Intervention Time

MTSS will allow the Middle School Teachers to identify students who need additional supports. Those supports will be provided in both small group and individual settings, and will be monitored to ensure all learners can demonstrate proficiency in the Iowa Core standards and leave middle school ready for the next step.

PROGRESS REPORT

This form will be sent home at midterm, quarter and semester for any subject in which a student is doing unsatisfactory work. It should be assumed that a student NOT receiving a form is making normal progress.

ACADEMIC AWARDS

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

CHECK-OUT SLIPS FOR STUDENTS WHO TERMINATE/TRANSFER ENROLLMENT

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

STUDENT CUMULATIVE AND PERMANENT RECORDS

The Family Education Rights and Privacy Act of 1974 requires school systems to notify and/or have the consent of parents before information relative to students such as that contained in cumulative files and permanent records can be released to other educational institutions or requesting organizations. Parents have the right to inspect such records within time limits upon request. Those students who have reached 18 years of age have the right of consent to release such information and the right to inspect such records.

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

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

ATTENDANCE PROCEDURES

Regular attendance and promptness is essential for academic success. The responsibility of student attendance is a cooperative effort among the student, family and the school. If a student is to be absent for all, or part, of the day, the parents or guardian must call the middle school before 8:00 a.m. Voicemail operates twenty-four hours a day to take your call. Parents requesting homework should do so when calling

in the absence. The classroom teacher is responsible for reporting and recording student attendance and tardiness. Parents may track this data through JMC.

STUDENT ABSENCES - EXCUSED - Board Policy No. 501.9

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

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

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

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

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

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

TRUANCY -UNEXCUSED ABSENCES - Board Policy No. 501.10

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

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

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

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

STUDENT RELEASE DURING SCHOOL HOURS - School Board Policy 501.11

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

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

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

PRE-ABSENCE POLICY

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

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

ADMIT SLIP

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

Absent / Tardy

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

Attendance and Co-Curricular Participation

When not in attendance during the morning of the school day in question by reason of a doctor's statement or because of emergency work at home, the student shall be in **attendance during the final three class periods of the school day** to be eligible to participate in after school or evening activities. However, such a student will be able to leave with the sponsored activity group if they are excused prior to the end of the school day. In situations where a bona fide appointment is delayed or can only be made during a student's afternoon study hall, a student will be eligible to participate pending practitioner verification.

ILLNESS

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

1. Students who become ill or injured ARE NOT TO LEAVE THE SCHOOL WITHOUT FIRST REPORTING TO OR

- CHECKING OUT OF THE PRINCIPAL'S OFFICE.** If the student is unable to report to the office, then another student or staff member should report the emergency or situation to an office staff member.
2. If the illness or injury appears to be temporary, the student may be permitted to rest in the office or Health Room.
 3. If the illness or injury appears to be more serious, every effort will be made to contact the school nurse and/or parents for permission for the student to go home or for further instructions. If the parents cannot be contacted, then other family members/relatives will be notified.
 4. For extreme emergencies, school officials will exercise their judgment in making the necessary decisions.
 5. If a student becomes ill frequently at school and misses school, accordingly, parents will be requested to have the student see a doctor.

MEDICINE (Parents should obtain a Permission Form from the office)

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

FIELD TRIPS

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

Students not going on field trips will be required to attend school working on an alternative assignment. Students may lose field trip privileges for class field trips for the following reasons:

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

Students losing field trip privileges for 5 or more behavioral detentions may participate if a parent/guardian accompanies the student on the field trip.

PLANNED CLASS FIELD TRIPS (subject to change)

- 5th Grade - Living History Farms (Spring)
- 6th Grade - Fish Hatchery & DNR Trips (Spring & Fall)
- 7th Grade – Des Moines Capitol Tour (Spring)
- 8th Grade - iCubs Game and College Tour (Spring)

SCHOOL BUS POLICY

Riding **rural** buses is prohibited unless you are assigned to the bus on a permanent basis. A principal must approve of any student riding who has NOT been assigned to the bus. Parents must write a note allowing

their student to ride a rural bus route, the principal or office staff will sign the note and the students must give the note to the bus driver. Please read the following complete list of bus rules.

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

Regulations Governing Pupils Riding School Buses

1. Students are under the authority of the bus driver.
2. Students shall be on time.
3. Students shall remain seated while the bus is in motion.
4. Students will not swear while riding the bus.
5. Students will not take property from another bus rider.
6. Students will talk in a normal voice and not shout at other students, or the driver.
7. After entering the bus, students will go directly to their seats and remain in those seats until leaving the bus.
8. Students will not destroy property belonging to another student, nor shall the student deface or destroy school property while on the bus.
9. Students will keep their feet on the floor, not on the seats.
10. Students will not threaten or strike another student while on the bus.
11. Students will keep hands and arms inside the bus and will not throw items out of the bus windows.
12. Students will not throw or spit items while on the bus.
13. If an elementary student is to leave school by means other than his/her regular arrangement, a note from the parents will be necessary.
14. No student will be permitted to ride a school bus unless he/she has an assigned seat. (Exception: In-town shuttle students)

Unacceptable Behavior

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

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

Consequences for Infractions

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

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

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

CONDUCT AND CLASSROOM BEHAVIOR

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

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

Corrective measures may include, but are not limited to:

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

4. Threatens or strikes a staff member.
 5. Harassment/bullying of staff or other students.
- H. Student with their third behavior detention in a semester will be conferenced with parents, staff, counselor, and principal. The student will be considered “At Risk” with a behavioral plan agreed upon by the staffing for him/her to follow for the rest of the semester/year.

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

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

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

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

STUDENT CONDUCT: SUSPENSION/EXPULSION

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

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

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

While under suspension, a student will not be allowed to attend or participate in school activities or functions. During in-school suspension, the student will be isolated from other students, including the lunch period. Teachers will bring assignments/homework to the office in the morning and the student will receive full credit for work completed and turned in. Work that cannot be done during the in-school suspension (labs, etc.) will have to be made up with the teacher at an arranged time.

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

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

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

DETENTION POLICY

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

CHAPTER 103 - CORPORAL PUNISHMENT, RESTRAINT & PHYSICAL CONFINEMENT, DETENTION

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

All students, employees, and visitors are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances on any school building, property, or vehicle owned or maintained by the district. Weapons are not allowed on school property or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials. School property includes any parking lot, driveway, sidewalk, athletic complex, bleachers, or other area that is owned and/or maintained by the Emmetsburg Community School District.

INTERROGATIONS

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

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

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

Harassment, bullying and abuse are violations of school district policies (Board Policy Code No. 107), rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ✓ Go to the school website and fill out the confidential bullying form; or
 - ✓ tell a teacher, counselor, principal; and
 - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bullying responded.

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

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;

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

Sexual harassment includes, but is not limited to:

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

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

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

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

TITLE VI AND VII (1966 CIVIL RIGHTS ACT). TITLE IX (1972 EDUCATIONAL AMENDMENTS, AND SECTION 504 (FEDERAL REHABILITATION ACT OF 1973)

Students, parents, employees and others doing business with or performing services for the Emmetsburg Community School District are hereby notified that this school district does not discriminate on the basis of real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504, or Iowa Code § 280.3 is directed to contact the Superintendent of Schools, Amanda Schmidt, Equity Coordinator at Emmetsburg Community School, Emmetsburg, Iowa 50536. Her telephone number is 852-3201. The superintendent has been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, or Iowa Code § 280.3.

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

1. Definition: A "Grievance" shall mean a complaint, which has been filed by a student or student's parent, on his/her behalf, dealing specifically with educational equity. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state laws or in which the Board is without authority to act. Normal channels of communication, from student to teacher to administrator to Board of Education, shall be used, when feasible, in seeking clarification of concern to the student before the grievance procedure is utilized.
2. Purpose: The primary purpose of this procedure is to secure, at the earliest level possible, equitable

solutions to a claim or complaint, if the claim is justifiable. The proceedings shall be kept confidential at each level of the procedure.

3. Time: The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.
4. Level One: A student with a complaint shall first (Level One--A) present it orally and informally to his/her teacher. If the complaint is not promptly resolved, he/she may (Level One--B) present a formal claim in writing (including all supporting statements and evidence) to his/her school grievance committee. Within five school days after receiving the written complaint, the grievance committee shall state its decision in writing, with all supporting reasons and evidence.
5. Level Two: Within five school days after receiving the decision at Level One, the complainant may appeal the decision to the Principal of the school. This appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence, and decisions. The Principal shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the appeal.
6. Level Three: If the complainant deems it desirable to carry the complaint beyond the decision reached In Level Two, he/she may within ten (10) school days file his/her complaint with the Superintendent. The Superintendent shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the appeal.
7. Level Four: If the complainant deems it desirable to carry the complaint beyond the decision reached In Level Three (3), he/she may within ten (10) school days file his/her complaint with the Board of Education. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Education, for consideration at the next regular meeting of the Board, and a final determination shall be made within thirty (30) calendar days from said meeting.
8. Withdrawal: A complaint may be withdrawn by the complainant at any level without prejudice or record.
9. Hearings and Decisions: At each of the above four levels the complainant shall be given the opportunity to be present and to be heard. All decisions at each level (with the exception of Level One--A) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.
10. Reprisals: No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.
11. Preservation of Records: All proceedings external to the decision of the Board of Education shall be destroyed. However, any complainant who wishes the proceedings (relative to his/her complaint) to be placed in his/her school records may achieve such action by filing a written request therefor.
12. Disclaimer: In the adoption and implementation of this grievance procedure, it shall be understood that the Board of Education is not a court of law and that rules of jurisprudence shall not apply.

Grievance Board Policy: Appendix A

LOCKER SEARCHES / INSPECTION

School lockers are school property and the Iowa Legislature has eliminated the 23 hour notice for locker maintenance inspections. The law allows a school district to periodically inspect all lockers or a random selection of lockers without prior notice. The standards for locker searches remain otherwise unchanged. A school official must have a reasonable and articulable suspicion that a school rule or policy has been violated

in order to search a particular student's locker. Also, a student or other person must be present during the inspection of their locker.

LOCKERS – STUDENT AND PHYSICAL EDUCATION

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

Students are required to keep their personal belongings and school materials in their personal lockers during P.E. or athletic events and to ***keep them locked at all times***. Only you and your locker mate should know the combination of your locker. For your protection, the combinations on all student lockers are changed each summer.

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

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

SEARCH AND SEIZURE

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

1. Authority to Conduct a Search – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable and articulable suspicion that a particular student is in possession of something prohibited by school rules or by law.
2. General Inspection – School authorities will be making general inspections of lockers or desks for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable particularized suspicion exists.
3. Locker/Desk/Storage Area Inspections – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
4. Personal Searches – A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched when a school authority has reasonable and articulable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
5. Motor Vehicle Searches – Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reason.
6. Drug sniffing animals may be used by school officials to assist in searches.

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

STUDENT AUTOMOBILE USE

Students who drive motor vehicles to school must know and obey the following rules:

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

AUTOMOBILE / VEHICLE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside. Drug sniffing animals may be used by school officials to assist in searches. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

ANNOUNCEMENTS / POSTERS

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

HEALTH CLASS

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

SAFETY

SCHOOL CLOSED

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

CHEMICALS IN THE WORKPLACE

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

ASBESTOS

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

FIRE DRILL

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

TORNADO ALERT DRILL/PROCEDURES

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

CRISIS PLAN

This plan addresses the most serious situations that could occur in a school environment. School staff will in-service the students on procedures.

CHEATING / PLAGIARISM

Students who use plagiarized papers or projects or who willfully use or copy or attempt to use or copy another person's work with the intent to present that other person's work as their own, will be subject to reduction in grades and/or disciplinary action.

LIBRARY AND LIBRARY LAB

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

LIBRARY POLICIES

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

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

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

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

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

STUDENT ATTIRE AND APPEARANCE

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

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

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

ELECTRONIC DEVICES

Unless required for a specific class or activity, no electronic devices should be used during class time. Class time should include all parts of every Period 1 – 9 including homeroom. Electronic devices may be in a student's possession during these class times, but they should not be used or heard.

1st Offense – 30 minute detention and the device can be picked up in the office at the end of the day.

2nd Offense – 60 minute detention and the device can be picked up in the office at the end of the day.

3rd and Subsequent Offenses – 60 minute detention and a meeting scheduled with parents/student.

The device can be picked up in the office at the end of the day.

TELEPHONE

Students may obtain permission to use the office telephone. Do not ask to leave a class for this purpose.

The office phone is to be used only for school related reasons. Following athletic practices or other

activities, students may use one of the phones in the coach's offices. Do not make it a regular practice to call for a nightly ride as this can be arranged in advance.

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

WATER BOTTLES AND BEVERAGES

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

DANCES

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

INJURY REPORTS

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

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

INSURANCE

Various types of insurance are available through an insurance carrier for the school system. These include school time, 24-hour coverage, dental, sports insurance and football insurance. Students and parents should have received insurance brochures at the time that school fees were paid. If they did not receive such brochures, they are available in the principal's office.

If the student is going to participate in an activity later in the school year that may require insurance coverage, that student is encouraged to pay the premium for that insurance at the start of the school year so that he/she can enjoy the benefit of insurance coverage for the full school year.

Premiums that are paid for insurance are not refundable. However, such school insurance is transferable if the student should transfer to another school.

INSURANCE WAIVER

Parents often indicate that they have adequate insurance to cover their children for school activities. Those parents will not be required to carry additional insurance that is available through the school system. However, they will be required to sign an "insurance waiver" form that indicates that the family does have adequate insurance to cover such injuries. These "waivers" are kept on file in the principal's office for that

school year and they, along with insurance premiums, are carefully checked at the beginning of each activity season to be sure that each participating student does have the required insurance or waiver.

LUNCH PERIOD

Because of “closed campus,” students will not be permitted to leave the school building or grounds or go to the parking lot or cars during lunch periods or at any time within the school day other than dismissal or arriving, without permission from the principal’s office. In addition, students should be aware of the following general policies in regard to the lunch periods:

1. We have two lunch shifts – one for 5th & 6th Graders and the second for 7th & 8th Graders. All students will proceed to the lunchroom at their assigned time. Those not eating are also to be seated at a table. You will remain in the lunchroom until dismissed by the supervisor – approximately 25 minutes.
2. Students may visit their lockers only during the passing period at the beginning or end of their lunch phases. **Do not go to the office or into the academic area without permission.**
3. Students who run or who are disorderly in the lunch line or in the lunchroom will eat last or be assigned a special eating area – like the office.
4. Students should remove trays, silverware, milk cartons, ala carte wrappers, napkins, etc., from lunch tables and dispose of them properly. **Food and drinks will be consumed in the lunchroom and not taken to another area unless approved. Opened food packages should not be removed from the lunchroom nor stored in student lockers at any time.**
5. Only the restrooms near the middle school gym will be used during lunch phases.
6. Students may put money into their lunch account in the office before school begins in the morning. Money brought to the office after 11:00 A.M. will be credited to your account the following day. Do not bring lunch money to the lunch line. It will not be accepted then.
7. Students will receive a warning when their lunch account contains less than \$2.00 as a reminder to deposit more money. Students who have a negative balance of \$25.00 or more may result in your child not being able to eat or may be asked to bring their own from home until the balance has been paid.
8. Students who are entitled to free or reduced priced lunch tickets are not permitted to share their lunch numbers with other students. Such numbers can be used only once per day for breakfast and once per day for lunch for accurate accounting.
9. Ala carte items such as fruit roll-ups, crackers, fruit, cereal, etc. are available either **WITH, NOT IN PLACE OF** the school lunch (extra cost). It is up to the parents and child to determine **WHICH** ala carte items, **IF ANY**, they may or may not purchase. We encourage parents to make this determination with their children in order to avoid a delinquent account due to the purchasing of ala carte items. Parents may check their student’s online account to see what items, if any, are being purchased.
10. **STUDENTS WITH A NEGATIVE BALANCE WILL NOT BE ALLOWED TO PURCHASE A DOUBLE LUNCH OR ALA CARTE ITEMS.**

STUDENT USE OF GYM AND OTHER FACILITIES

School officials are responsible for the safety of students and the care of equipment and facilities. Therefore, it is necessary that the following precautions are exercised at all times.

1. The gymnasium or other rooms and facilities within the building may be used for recreational and other activities only when approved by the administration and supervised by a faculty member.

2. Street shoes are not to be used on the gym floor except at approved activities.
3. Students are not to climb upon the roof of the high school building at any time to retrieve athletic or physical education equipment. The student, coach or teacher should seek the assistance of a custodian.
4. The gym is not to be used as a hallway while going to or from the music department, to or from the physical education department, or while coming to or leaving school. You are to use the corridor by the locker rooms.

VISITORS TO EMMETSBURG SCHOOLS

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

STUDENT FEES – WAIVERS AND/OR REDUCTIONS

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

ACTIVITY TICKETS

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

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

INDEBTEDNESS AND OBLIGATIONS

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

Book in use for the 1 st year	Replacement Cost
Book in use for the 2 nd year	\$40.00

Book in use for the 3 rd year	\$35.00
Book in use for the 4 th year	\$30.00
Book in use for the 5 th year	\$20.00
Book in use for the 6 th year	\$15.00

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

REFUNDS ON BOOK RENT AND SCHOOL FEES

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

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

PURCHASES BY STUDENTS

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

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

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

ATHLETICS

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

1. Physical form and concussion form for the current school year.
2. Either school insurance form or a waiver of insurance from parent/guardian.
3. Towel & Uniform rental fee.
4. We recommend that students not play on a non-school team while simultaneously playing on a school team. See the athletic director for details on this.

NOTE: See section on attendance.

WEDNESDAY EVENING ACTIVITIES – CHURCH NIGHT

Wednesday evening throughout the school year has been designated as church night. The school system cooperates by not scheduling parties, practices, trips, performances or contests on that evening. The only exception permitted is when our school has an obligation to participate because of membership in one of the state athletic or activity associations. Any other event scheduled for Wednesday night must have the prior approval of the Board of Education. No additional activities are to be scheduled for later in the evening after 6:00 P.M. There will be no middle school activities scheduled on Wednesday evenings.

WEATHER AND SCHOOL ACTIVITIES

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

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

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

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

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

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

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

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

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

TRANSPORTATION TO SCHOOL SPONSORED ACTIVITIES

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

Participating students shall also return to Emmetsburg in school transportation unless prior and proper arrangements have been made with the principal and/or sponsor. Normally, such permission will be granted for individual students to return only with their parents. In order for a student to ride home with a parent, the student must have written permission on file in the principal's office, or the parent must speak with, get permission from, and write a note to the sponsor before leaving the event. Students may ride home with OTHER PARENTS only if the student's parent has given permission and the parent whom they are riding

home with has given permission and notes are on file in the office from both parties prior to leaving for the event. Students WILL NOT be given permission to ride home with other students, boyfriends, girlfriends etc.

SPORTSMANSHIP AT ATHLETIC EVENTS

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

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

1. Respect, cooperate and respond enthusiastically to cheerleaders, and the school song.
2. Correct and censure fellow students whose behavior is inappropriate.
3. Respect the property of the school and the authority of the officials.
4. Show respect for an injured player.\
5. Not applaud errors or mistakes made by the opponent or penalties inflicted upon them.
6. Not heckle, jeer or make fun of members of the opposing team.
7. Never criticize the players, coaches, or officials for the loss of a game.
8. Cheer as loudly as possible, but keep the cheers positive. Obscene or vulgar cheers, chants or behavior will not be permitted.
9. Conduct themselves in such a manner that attention is drawn not to the spectator section but to the players in the game.
10. Be a credit to their school and team. The school receives praise or blame for your conduct since you represent your school the same as the athletes.

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

ACADEMIC ELIGIBILITY POLICY

STATEMENT OF PHILOSOPHY

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

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

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

ACADEMIC REQUIREMENTS

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

End of 1st or 2nd Semester:

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

- C. Special education students shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the staffing team towards the goals and objectives on the student's IEP or accommodation plan.

Mid-Quarter and End of a Quarter: A student not passing 4 courses shall become ineligible. A student will remain ineligible until they demonstrate that their cumulative grade is now passing.

SPECIAL PROVISIONS/DEFINITIONS

- A. The period of ineligibility begins with the next scheduled performance or competitive activity if applicable and the student will be declared ineligible for all school activities/functions during the period of ineligibility. If the student participates in both varsity and non-varsity events of the same activity, the student will be ineligible until after his/her next corresponding varsity and non-varsity events.
- B. Curricular is defined as required classes meeting during normal or extended school hours necessary for progress towards either grade completion and/or graduation. Extra-curricular would then be all activities/performances/contests outside of normal school hours. Exception: HS Graduation, which is seen as an extension of a student's progress toward completion of curriculum requirements.
- C. One (1) event definitions: Baseball Doubleheader; Wrestling Tournament or Double Dual; any JV- Varsity contest.
- D. A student who becomes ineligible because of this policy shall be ineligible for election to or participation in student government, Homecoming Court, Prom Grand March or National Honor Society during the period of ineligibility. However, exclusion from such activities shall not fulfill a student's period of ineligibility.
- E. In the event that not all situations are covered, the administration is given reasonable discretion to administer the intentions of the total policy.
- F. The invalidity or unenforceability of any particular provision of this Policy shall not affect or impair the validity of any other provision hereof, and the Policy shall be construed in all respects as if such invalid or unenforceable provision were committed.
- G. The parent or guardian of any student who is subjected to disciplinary action as a result of violation of this policy shall be notified by letter, telephone, or in person.
- H. Preparatory performances, such as scrimmages, jamborees, festivals, convocations, and dress rehearsals, do not count towards fulfilling ineligibility.
 - If it doesn't count toward a coach's season win/loss record then it does not count toward fulfilling ineligibility.
- I. A student will not be able to participate in any scrimmage, jamboree, festival, convocation, or dress rehearsal until their period of ineligibility has been served.
- J. Post secondary classes count towards determination of academic eligibility.
- K. Students may not serve both academic and behavior consequences at the same time. Example: Student who is academically ineligible violates a good conduct provision. The full consequence (number of activities) for the latter will be served once the student has regained academic eligibility.

GOOD CONDUCT/ELIGIBILITY

STATEMENT OF PHILOSOPHY

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

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

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

DETERMINATION OF INELIGIBILITY BECAUSE OF MISCONDUCT

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

CONSEQUENCES OF MISCONDUCT

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

- A. **1st Offense:** Four (4) events/contests – Two (2) events/contests if self reporting a policy violation to the administration prior to the students next scheduled event/contest.

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

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

REDUCTION IN PENALTIES

- A. **Admission Prior to Determination:** If a student comes forward to a coach, administrator, or activity sponsor to admit (self report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced by two (2) events/contests for a first or second violation or three (3) months for 3rd or subsequent violation. Any participation after a violation negates any chance for a reduction in penalties.
- B. **Evaluation and Treatment:** A student who has a second, third or subsequent violation of the alcohol, drug and tobacco provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the school administration regarding recommendations for treatment or follow-up care, the student's penalty may be reduced to one-half. 2nd Offense: Reduce to Five (5) events/contests – Three (3) events/contests if self reported; 3rd or Subsequent Offenses: Reduced to Six (6) months – Four & one-half (4 ½) Months if self-reported.

APPEALS

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

SPECIAL PROVISIONS/DEFINITIONS

- A. The period of ineligibility begins with the next scheduled performance or competitive activity if applicable and the student will be declared ineligible for all school activities/functions during the period of ineligibility. If the student participates in both varsity and non-varsity events of the same activity, the student will be ineligible until after his/her next corresponding varsity and non-varsity events.

- B. Curricular is defined as required classes meeting during normal or extended school hours necessary for progress towards either grade completion and/or graduation. Extra-curricular would then be all activities/performances/contests outside of normal school hours. Exception: HS Graduation, which is seen as an extension of a student's progress toward completion of curriculum requirements.
- C. In order for a student to serve his/her ineligibility in a given activity, the student must have participated in that activity during the previous school year.
- D. Whenever an administrator must seek out a student for a possible policy violation or the school has been notified by the judicial system of a student's violation, that student has then lost the opportunity to self report on that violation. A student also loses the opportunity for a reduced penalty if he/she violates the policy and goes ahead and participates prior to self reporting.
- E. One (1) event definitions: Baseball Doubleheader; Wrestling Tournament or Double Dual; any JV- Varsity contest.
- F. A student who becomes ineligible because of this policy shall be ineligible for election to or participation in student government, Homecoming Court, Prom Grand March or National Honor Society during the period of ineligibility. However, exclusion from such activities shall not fulfill a student's period of ineligibility.
- G. In the event that not all situations are covered, the administration is given reasonable discretion to administer the intentions of the total policy.
- H. The invalidity or unenforceability of any particular provision of this Policy shall not affect or impair the validity of any other provision hereof, and the Policy shall be construed in all respects as if such invalid or unenforceable provision were committed.
- I. The parent or guardian of any student who is subjected to disciplinary action as a result of violation of this policy shall be notified by letter, telephone, or in person.
- J. If a student is declared ineligible under any aspect of this policy for a period of 6 months or more, he/she may appeal to the board of education and seek reinstatement of eligibility after one-half the period of ineligibility has been served.
- K. Preparatory performances, such as scrimmages, jamborees, festivals, convocations, and dress rehearsals, do not count towards fulfilling ineligibility.
 - If it doesn't count toward a coach's season win/loss record then it does not count toward fulfilling ineligibility.
- L. A student will not be able to participate in any scrimmage, jamboree, festival, convocation, or dress rehearsal until their period of ineligibility has been served.
- M. Transfer Students: (502.1) A student ineligible under a prior school's Good Conduct Rule is also ineligible at Emmetsburg until the ineligibility time period of the prior school has expired.
- N. Misconduct violations and, any consequences thereof that occur in Middle School do not carry over to High School. Ex. A student who receives a 1st time consequence in MS does not receive a 2nd time consequence should another violation occur during the student's HS career. This latter violation would be considered a 1st time violation.
- O. Students may not serve both academic and behavior consequences at the same time. Example: Student who is academically ineligible violates a good conduct provision. The full consequence (number of activities) for the latter will be served once the student has regained academic eligibility.

EMMETSBURG COMMUNITY SCHOOL DISTRICT - Code No. 401.12

ACCEPTABLE USE POLICY – ELECTRONIC INFORMATION RESOURCES

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

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

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

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

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

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

Acceptable Use

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

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

- Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room unless it has been approved as an educational service or program while using the District's computers, network, and/or the District's internet connection.
- Do not disable or circumvent or attempt to disable or circumvent filtering software.
- Do not play any games or run any programs that are not related to the District's educational program without prior authorization from administration, faculty or the technology coordinator during the school day.
- Do not vandalize the District's computers, or its network. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy data stored on the District's computer equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that disrupts the operation of the District's computers or network or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on-line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. consuming internet bandwidth for personal use).
- Do not use the District's computers and/or network for any commercial or for profit purposes, personal or private business, product advertisement or political lobbying.
- Do not use the District's computers, network, and/or the internet to access, download, transmit, and/or disseminate any of the following: material which is in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.
- Do not plagiarize information accessed through the District's computer, network, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, network, and/or the internet.
- All student use of the District network and internet system or personal cell phones or other digital devices used by students while on campus is subject to the provisions of the District's policies. Students may not share or post personal information about, or images of, any other student, staff member or employee without permission from that student, staff member or employee. If a student is found to have abused a personal cell phone or digital device in a manner that is not in accordance with the Acceptable Use Policy, in addition to other disciplinary actions, the administrator may ban the students' use of any and all personal cell phone or digital devices.
- Students may be disciplined for expression on/off campus networks or websites only if the expression is deemed to cause a substantial disruption in school, or collide or interfere with the rights of other students, staff or employees.

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

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

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

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

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

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

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

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

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

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

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

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

Student Printed Name: _____ Grade _____

2018-19
Emmetsburg Community School District Student
Acceptable Use Agreement

I have received a copy of the Emmetsburg Community School District's Acceptable Use Policy for Electronic Information Resources and agree to abide by its provisions. I understand that violation of these provisions will result in restriction and/or termination of my ability to use the District's computers, network, and internet access and may result in further discipline up to and including expulsion and/or other legal action. I agree to be responsible for payment of costs incurred by accessing any internet services that have a cost involved.

Student Signature

Date

Parent Signature

Date

2018-19
Emmetsburg Middle School
Parent/Student Handbook Agreement

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

Student Signature

Date

Parent Signature

Date

Appendix A

Code No. 102

EQUAL EDUCATIONAL OPPORTUNITY

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

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

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

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

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

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

Approved 6/16/96

Reviewed 1/19/15

Revised 1/19/15

SECTION 504 NOTICE OF NONDISCRIMINATION

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

(Title) Elementary Principal

(where located) West Elementary at 6th & Call Street

(telephone number) 712-852-4485

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

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS
REQUIRING NON-DISCRIMINATION

I, _____, am filing this grievance because

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

(Attach additional sheets if necessary)

Signature _____

Address _____

Phone Number _____

If student, name _____ Grade Level _____

Attendance center _____

GRIEVANCE DOCUMENTATION

Code No. 102.E3

Name of Individual Alleging Discrimination or Non-Compliance

Name _____

Grievance Date _____

State the nature of the complaint and the remedy requested.

Indicate Principal's or Supervisor's response or action to above complaint.

Signature of Principal or Supervisor _____

SECTION 504 STUDENT AND PARENTAL RIGHTS

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

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

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

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

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

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

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

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

(Title) Elementary Principal

(Where located) West Elementary at 6th & Call Street (Telephone No.) 712-852-4485

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

GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or
Personnel Contact Person
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age or disability are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 20 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

GRIEVANCE PROCEDURE

Level Three - Superintendent/Administrator

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within ten working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Name _____

Office Address _____

Phone Number _____

Office Hours _____