

East Mills Elementary



**Student Handbook
2018-2019**

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EAST MILLS COMMUNITY SCHOOL DISTRICT
58962 380th STREET
HASTINGS, IA 51540
PHONE (712) 624-8700
FAX (712) 624-8279
Superintendent – Paul Croghan
Jr/Sr High School Principal – Dale Scott
Elementary Principal – Kelly Sutherland
School Business Official – Darla Hetzel
FEIN #45-0635563

Dear Parent(s),

Welcome to the 2018-2019 school year! The purpose of this handbook is to inform both parents and students of the everyday procedures and general policies of East Mills Elementary. We hope to promote understanding and cooperation between home and school by working together, as a team, to insure your student's success.

Your child's progress will be greatly affected by how well we work together. Parents who are involved and communicate regularly and effectively with their child's teacher usually find that their child works harder, feels more confident, and does well in their school work and activities.

We will make every effort to ensure that 2018-2019 is a productive and enjoyable year for your child(ren). Again, we encourage you to share any comments or questions you might have concerning the school. Your comments help us to improve and we appreciate your input!

Please review the information with your child(ren), and discuss the importance of these procedures. For your convenience, the Handbook will be available on the East Mills CSD Website. We are looking forward to a happy and successful school year!

Mr. Kelly Sutherland
Elementary Principal
East Mills CSD

East Mills Community Schools

East Mills Elementary

Administration:

Mr. Paul Croghan, Superintendent - (712) 624-8700

Mr. Dale Scott, High School Principal - (712) 624-8645

Mr. Kelly Sutherland, Elementary Principal - (712) 624-8696

Secretary:

East Mills Elementary - Ms. Leslie Foss (712) 624-8696

Staff:

Preschool	Mrs. Dottie Varner
Preschool	Ms. Jayme Lynn
Kindergarten	Ms. Pam Mass
Kindergarten	Ms. Alyssa Mejstrik
First Grade	Mrs. Patty Myers
First Grade	Ms. Ashlee Cressey
Second Grade	
Second Grade	Ms. Zoe Frink
Third Grade	Mrs. Mary Jo Hazel
Third Grade	Ms. Chelsea Harvey
Fourth Grade	Ms. Sarah Nielsen
Fourth Grade	Ms. Ashlie Salazar
Fifth Grade	Mrs. Debra Robertson
Fifth Grade	Mr. Ray Nesbitt
Sixth Grade	Ms. Shannon Athen
Sixth Grade	Mrs. Cathy Field
SPED	Ms. Morgan Heard
SPED	Ms. Jana Aldrich
Librarian	Mrs. Barb Vorthmann
TLC Lead	Ms. Melissa Nielsen
Title I	Ms. Wendelin Miller
Art/PE	Mr. Chris Irvin
PE	Mr. Matt Thornburg
Music	Ms. Sarah Hotchkiss
Band	Mr. Murray Moening
Interventionist	Mr. Blair Holman
At Risk/Nurse	Mrs. Elizabeth Shirley/Mrs. Kelsey Stortenbecker

Guidance	Ms. Kathy Linke
Social Worker	Ms. Sara Tangemen
TAG	Ms. Wendy Gardner

Associates:

Mrs. Nanete Morrical
Ms. Caylee Varner
Mrs. Miranda Cowen
Mrs. Michelle Mayhew
Mrs. Brenda Croghan
Ms. Deb Olerich
Mrs. Laurie Vanarsdel
Ms. Holly Brown
Mrs. Val Zane
Mrs. Pam Huntsman
Mrs. Sarah Escritt
Mrs. Shari Volz
Mrs. Erica Mount

East Mills Elementary

MISSION

Everyone, Every Day, A Success

VISION

Building a foundation for all students to succeed in an ever-changing world, as caring citizens, contributing to a community of respect and responsibility.

Core Beliefs

- All students will **strive** to learn.
- We will **strive** to create a safe and supportive learning environment.
- We will **strive** to be positive communicators through collaboration.
- Each teacher will **strive** to meet the needs of each unique learner.
- Parents and community members will **strive** to play an active and supportive role in the learners' education.

One Word

Strive

Our Goal

Outstanding Achievement for All Students.

Objectives for Equal Educational Opportunities for Students

Non-Discrimination - EEO/AA Statement

It is the policy of the East Mills Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.)

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, Kelly Sutherland, Elementary Principal, 58962 380th Street, Hastings, Iowa 51540, 712-624-8700, ksutherland@emschools.org

2018-2019 School Calendar

First Semester: Thursday, August 23rd, 2018 through Friday January 11, 2019

Second Semester: Tuesday, January 15th, 2018 through Thursday, May 24th, 2019

Late Starts: Every Monday there will be a 90-minute late start for teacher professional development.

Registration

August 6-7

Teacher In-service and Holidays

August 16	New Teacher Orientation
August 17-22	Teacher PD No School
August 21	5:00pm - 6:30 Elementary Open House
August 23	First Day of School
September 3	Labor Day No School
October 12	In-Service, No School
October 26	End of 1st Quarter
October 31	P/T Conferences 2pm-6pm (1:15pm dismissal)
Nov 1	P/T Conferences 10am-8pm
Nov 2	No School (Teacher Comp Day)
Nov 21	Early Dismissal 1:15pm
November 22-23	Thanksgiving Holiday No School
Dec 21	Dismiss 1:15pm
December 24-January 2	Winter Vacation-No School
January 11	End 2nd Qtr. End of 1st Semester
January 14	MLK - Teacher In-service (No school)
January 15	Begin 2nd Semester
February 18	President's Day No School (Possible Make-up Day)
March 15	End of 3rd Quarter
March 18	Begin 4th Quarter
March 20	P/T Conferences 2pm-6pm (1:15 dismissal)
March 21	P/T Conferences 10am-8pm (No school)
March 22	No School (Teacher Comp Day)
April 19, 22-23	No School (Easter/Spring Break)
May 17	Senior's last day
May 19	1:30pm Graduation
May 24	Last Day of school
May 27	Memorial Day (No School)
May 28	Teacher In-service

All missed/snow days will be added at the end of the year

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and reflects the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, staff, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language. Students, parents, and school personnel can best achieve educational goals if there is an atmosphere of mutual understanding, respect and cooperation. Schools, like all other agencies in which many persons work together, must have operational rules and regulations. The procedures outlined below are based on these beliefs:

1. Adequate discipline and classroom control is essential if effective teaching and learning is to occur.
2. Self-discipline is an important part of good citizenship and an important goal of education.
3. While public education is a right of youth, the right implies that students will obey the laws of the state and the rules of the school district.
4. Disciplinary measures imposed by parents and school personnel should be firm, fair, and sufficiently flexible to meet various situations.
5. The attainment of good citizenship behavior is the shared responsibility of parents, school personnel and students.
6. The Board of Education realizes its responsibility in supporting parents, school personnel and students in their efforts to promote effective learning and citizenship.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district.

District Website

The district website (www.emschools.org) will contain the hot lunch calendar, Parent/Student Handbooks, important events for the up-coming month(s) and other district news.

Internet Appropriate Use Regulation

Please refer to the school website for the STANDARDS OF PROPER CARE (Grades PK-12) and the district ACCEPTABLE USE POLICY (Grades PK-12).

Fee Schedule for 2018-2019

Registration Fees

K-6 Students	Full Price	\$35.00
	Reduced	\$14.00
7-12 Students	Full Price	\$50.00
	Reduced	\$20.00

The maximum amount any family will pay is \$130.00. A family will be defined as parents and children living in one household.

1 to 1 Laptop Deposit \$35.00
 (All 4th grade students and any new 4-12 students.)

Meal Prices

Breakfast	PS-12 students	\$1.85
	Reduced	\$.30
	Adults	\$2.10
Lunch	PK-5 students	\$2.55
	6-12 students	\$2.65
	Reduced	\$.40
	Adult	\$3.65
	Milk	\$.50

Activity Tickets

PS-6 Students	\$30.00
7-12 Students	\$40.00
Adult	\$50.00
Family	\$160.00

Driver's Education

In district students	\$345.00
Reduced students	\$135.00
Out of district students	\$420.00

Standard Fee Waiver Application

The fee waiver application is in the registration packet.

Student Fee Waiver and Reduction Procedures

A. Waivers

1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. A partial waiver of fees will be a 40% reduction of the full fee.
3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and will not extend beyond the end of the school year.

B. Application - Parents or students eligible for a fee waiver will make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

C. Confidentiality - The school district will treat the application and application process as any

other student record and student confidentiality and access provisions will be followed.

D. Appeals - Denials of a waiver may be appealed to the superintendent.

E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

F. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), or transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Section I: Student Attendance

Resident Students

Children who are residents of the school district community will attend the school district without paying tuition. Generally, the legal dwelling of minors is the same as their parents.

Nonresident Students

Students who are eligible to attend an Iowa public school but who are not legal residents of the school district may be admitted into the school district at the discretion of the superintendent upon application and payment of tuition. The tuition rate is the current per-pupil cost of the school district as computed by the board secretary and as authorized by the Iowa Department of Education.

Compulsory Attendance

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days' school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 180 days or 1080 hours. Students not attending the minimum days must be exempted by this policy as listed below or, referred to the county attorney.

Entrance – Admissions

Children in the school district community will be allowed to enroll in the school district's regular education program beginning at age five. The child must be age five on or prior to September 15 to participate in the school district's kindergarten program. The child must be age six on or prior to September 15 to begin the first grade of the education program.

The board will require evidence of age and residency in the form of a birth certificate or other evidence before the student may enroll in the school district's education program. It is within

the discretion of the superintendent to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with their health and immunization certificate. Failure to provide this information within the time-period set by the superintendent is reason for suspension, expulsion or denying admission to the student.

We are always happy to receive new students to our district. For us to be able to prepare and make sure that we have the proper instructional programming, supplies and facilities to meet your child's needs, we ask that we can have prior notice.

Attendance Center Assignment

The board will have complete discretion to determine the boundaries for each attendance center, to assign students to the attendance centers, and to assign students to the classrooms within the attendance center.

The Principal assigns students to teachers to create a balance of demographics creating the least restrictive instructional environment. Parents may request their student be placed with a certain teacher but the Principal will determine the final make-up of each classroom.

Student Transfers In

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district. The school district will request the student's cumulative records from the previous school district.

The Principal will determine the best placement of the child based on the receipt of the child's educational records.

Student Transfers Out or Withdrawals

If the student's parents wish to withdraw or transfer the student from school prior to the end of the school term, the parent should present written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

Student Attendance Records

As part of the school district's records, the daily attendance of each student is recorded and maintained on file with the permanent records. It is the responsibility of the principals to ensure that such reports are filed.

The following schedule is used to determine if absence is to be counted as a full or half day:

- Students need to be in their classrooms by 8:25AM
- If a student arrives at school after 8:25AM and before 9:00 AM, they will be considered tardy.
- If a student arrives after 9:00 AM, but on or before 12:00 PM, the absence will be counted as one-half day.
- If a student arrives after 1:00 PM will be counted as a full day absence.
- If a student leaves before 10:00 AM and does not return, the absence is counted as a full day.

- If a student leaves after 12:30 PM and does not return, the absence is counted as one-half day.
- No absence is counted if student leaves after 3:00 PM.

Daily Schedule

Teachers come to school early to prepare for the school day. For this reason, we ask that children do NOT arrive at school early (before 7:45 AM). There is no adult supervision on the playground before or after school, we cannot be responsible for problems or injuries, which may occur.

East Mills Elementary: AM -Students upon arrival at school should go to breakfast or to the blacktop area. There is no adult supervision on the blacktop until 7:45 AM. Students should not go to the classrooms without permission or until the whistle is blown. Students who finish breakfast should go to the blacktop to wait until everyone enters the building at 8:15 AM. Students who arrive after the tardy bell (at 8:25 AM) should enter through the front door and check in with the front office, which is located at the doors at the South entrance of the building

East Mills Elementary: PM – After the school day, school buses will park on the south side of the Campus. Please do not park in these parking spaces. At the Elementary campus, students are dismissed at 3:15pm for shuttle and 3:40 for route buses.

All bus students will be walked to the buses by their teachers or an associate and placed on their correct buses. Their teachers or an associate will walk students being picked up by parents to the east parking lot. Parents can meet their students in the east parking. Please no parking on the south side of the building between 3:15 and 3:45 while the buses load.

Student Absences – Excused

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

We ask if your child is ill or for any reason will not be in school, that you call the elementary school office between 7:30 and 8:30 a.m. Please help us by making this phone call, when parents call the school to report absences, the school is assured that the child is safe. Any student who is not accounted for will be called at home to determine the reason for the absence.

****Excessive absenteeism may result in a student needing a doctor's note.***

Truancy – Unexcused Absences

Students who miss 10 or more days of school per semester may be referred to the School Interventionist. If an attendance plan is not followed the Principal and Interventionist may refer the student to the Mills County District Attorney

Truancy Regulations

Students will be allowed to make up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision

The student shall receive:

- a. Extra time for assignments and tests. The limit on make-up times will generally be equal to the number of days absent plus one more day. (One day absent-two days' make-up, two days absent-three days' make-up)
- b. Make up work related directly to the regular class assignment and activities missed (without extra work as a penalty).

Tardy

Students are expected to be in their homeroom classroom when the tardy bell rings each morning at 8:25 a.m. Tardiness to school will be recorded on the student's attendance record.

Student Release During School Hours

Children leaving school during the day, for any reason, should bring a signed note from their parents/guardians stating the reason for their absence. No child will be allowed to leave school during the day with any adult, other than a parent or guardian that the child lives with, unless proper permission is given by that parent. If your child's normal departure routine changes, please plan (i.e. note to teacher, or call to the school secretary) as early as possible. We also ask that a parent or guardian contact the school if your child is to be picked up by someone else, or sent to another location at the end of the day.

For safety reasons, when a student is picked up early during the school day, we ask that you come to the office to pick up the student. You will need to sign your child out. We will not honor requests to have a child wait outside to be picked up. If parents pick up students before the end of the school day, 3:25pm, they must come to the office to sign them out.

Leaving the School Grounds or Activities

Students are the responsibility of school personnel. They are not to leave school grounds or activities without permission. Consequences may include notifying law enforcement, disciplinary probation, suspension and/or expulsion.

Open Enrollment Transfers – Procedures as a Sending District

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district no later than March 1 and Parents of children who will begin kindergarten will file by September 1, in the school year preceding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

Open Enrollment Transfers – Procedures as a Receiving District

As a receiving district, the board will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The superintendent will approve all timely filed applications by June 1; incoming kindergarten applications; good cause application; or continuation of an educational program application filed by September 1.

Homeless Children and Youth

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities is the Equity Coordinator, Kelly Sutherland, Elementary Principal.

Section II: Student Rights and Responsibilities

Student Appearance

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

To help prevent injury students are required to wear tennis shoes or enclosed toe shoes with socks every-day of school. Girls are encouraged to wear jeans or pants on P.E. days. When playing on the stationary playground equipment, we suggest girls wear shorts or pants under skirts or dresses.

- No hats or bandanas are to be worn in the building during school hours.
- Clothing containing profanity, alcohol/controlled substance advertisement, tobacco advertisement, or which has suggestive wording is not acceptable.
- No articles of clothing that expose undergarments or bare midriffs, no short-shorts.
- No sandals or flip flops.
- Make-up and hair coloring that is inappropriate and/or distracting to others is discouraged.
- ***The principal makes the final determination of the appropriateness of the student's appearance.***

Care of School Property/Vandalism

Deliberate destruction of property belonging to others, including school property, is vandalism. Such action not only costs the district taxpayers in the long run, but it also results in deterioration of the educational process. Those committing such acts will be required to provide reimbursement for the damage, school/community service, suspension, and/or referral to law enforcement officials.

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. The principal may apply any or all of these depending upon the severity of the conduct. An expulsion can only be done by the School Board at the recommendation of the Principal and Superintendent.

Freedom of Expression

Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program.

Student Complaints and Grievances

During the school year conflicts and misunderstandings can arise that you feel need resolutions. The normal way to resolve these problems, if it involves the classroom, is to follow the “Chain of Command” by:

- 1) contacting the teacher. If you feel the problem has not been resolved,
- 2) contacting the Elementary Principal. If you feel the problem has not been resolved,
- 3) contact the Superintendent. If you feel the problem has not been resolved,
- 4) contact a member of the School Board.

Harassment, Bullying and/or Abuse

It is the policy of the East Mills School District that all members of the district (including staff and students) are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. Definitions and procedures are explained in Board Policy 405.8. Inquiries may be directed to Level I Investigators: Elementary Principal Mr. Kelly Sutherland, 624-8696, High School Principal, Dale Scott, 712-624-8645, or the Level II Investigator: Sheriff Eugene Goos, 527-4871.

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. East Mills CSD 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:

- Tell a teacher, counselor or principal; and
- Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - o What, when and where it happened

- o Who was involved
- o Exactly what was said or what the harasser or bully did
- o Witnesses to the harassment or bullying
- o What the student said or did, either at the time or later
- o How the student felt; and
- o How the harasser or bully responded.

Sexual Harassment

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 it:

- 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:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories or activities.

Student Lockers

Student lockers and cubbies are the property of the school district. Students shall use the lockers and cubbies assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged. The district is not responsible for lost, stolen and damaged property that is not materials and personal belongings necessary for attendance at school.

Weapons

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

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

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

Knives, guns, and any type of weapon and/or dangerous object are an automatic 3-day minimum suspension and may result in expulsion.

Smoking – Drinking – Drugs

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

Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol; A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

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

Interviews of Students by Outside Agencies

A student may not be interviewed in school unless the Principal grants permission. No interview will be granted unless the Principal deems it essential to the welfare of the pupil, or if he is directed to do so by court order of law. If law enforcement officers or other officials request an interview with a student, the student's parents or guardians will be contacted and invited to be present. Questioning by anyone other than school personnel without written permission from the parents or guardians will not be allowed unless the parents or guardians are present.

Section III: Student Conduct

Student Behavior

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or

chartered vehicles; while attending, or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Discipline begins in the home between parent and child and continues in the classroom between teacher and the pupil. Communication between the school and parent is encouraged. The teacher has the primary responsibility for discipline in the school. The following examples are considered serious offenses.

- A student who commits an assault against a student or staff
- An act which is intended to cause pain or injury
- Insubordination towards administration, faculty, staff, visitors or public while at school or school function. Insubordination is defined as refusal to obey a school rule, regulation, or order of a teacher or school official.
- Threats, swearing and foul gestures, refusal to work or cooperate
- Bullying and Harassment

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. The principal may apply any or all of these depending upon the severity of the conduct. An expulsion can only be done by the School Board at the recommendation of the Principal and Superintendent.

Detention

Students who are assigned detention will be given until the end of the following school day to serve the detention. Making up time before or after school is at the teacher's discretion. If a student fails to serve detention, the time will be doubled. If the detention is still not served, the time will be doubled again. If a student again fails to serve detention, he/she will face suspension. Transportation will be the parent's responsibility. (*Infractions include, but are not limited to: incomplete assignments, inappropriate behavior, etc.*)

Detentions will be assigned for twenty (20) minute increments as follows:

- Detention period is from 7:50 to 8:10 AM and 3:55 to 4:15 PM
- Detention is every day Monday through Thursday (AM and/or PM) and Friday (AM only)
- Detention is to be served on the day assigned, or the next morning before school (NO exceptions other than illness or departure before the end of school day).
- The child and/or teacher will notify parent(s) with a phone call.

Probation

Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.

The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

Suspension

A student may be suspended from the school by administration upon presentation of sufficient evidences that strongly implicates the student for any of the following offenses while attending school or participating in any school related activity. The Principal will determine whether the student will serve in or out-of-school suspension. In-school and/or out-of-school suspension is weighted equally. In the event of out-of-school suspension, parents are responsible to get the suspended child to school and home.

Suspensions and Special Education Students

Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.

Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

Depending upon the seriousness of the infraction, the principal may suspend a student up to three days and the superintendent can add up to three additional days to the suspension.

Expulsion

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

The Code of Iowa gives the Board of Education the power to expel any student from school for violation of the rules and regulations of the Board, when the presence of the student is detrimental to the best interest of the school. It may confer upon the principal or superintendent the power to extend the suspension of, or temporarily dismiss a student. If an act is of an extremely serious nature, the administration may ask the Board of Education to consider expulsion as soon as possible whether it is a first, second, or third suspension.

Fines – Charges

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

Good Conduct Rule

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

A student's conduct may prevent them from participating in activities that are deemed extracurricular, and may be subject to school disciplinary measures to include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. The principal may apply any or all of these depending upon the severity of the conduct.

Section IV: Student Activities

Student Government

The principal, in conjunction with the students and licensed employees, will set forth the guidelines for the student government's elections, operations, and other elements of the student government.

Student Organizations

Curriculum-Related Organizations:

The principal's to determine whether a student group is curriculum related.

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

Non-curriculum-Related Organizations:

Student-initiated, non-curriculum-related organizations (EMAYS, ACES, and PTO) are provided access to meeting space and school district facilities.

Only students may attend and participate in meetings of non-curriculum related groups. Such attendance is strictly voluntary and student-initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings.

Student Publications

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Student Performances

Students, as part of the education program, may participate in contests or other public and private events approved by the superintendent that will be of benefit to the student and the education program. Performance at such events is a privilege. Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day. Students who fail to abide by this policy may be subject to measures that include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Student Fund Raising

Students may raise funds for school-sponsored events with the permission of the principal and/or the superintendent. All fundraising must be approved by the Board of Directors annually. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property. The Fund Raising Approval Form can be picked up in the school office.

Student Activity Program

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime. Student activity events must be approved by the Principal unless they involve unusual travel expense, in which case the Superintendent will take action. The events must not disrupt the education program or other school district operations.

Section VI: Student Scholastic Achievement

Student Progress Reports and Conferences

Students will receive a progress report eight times a year, at (mid-term) and at the end of each (nine-week) grading period.

Communication between school and home is essential in order for students to be successful. Students who are struggling academically, along with their parents, will be notified prior to the end of the semester in order for the student to have an opportunity to improve their grade.

Parent-teacher conferences will be held, for all students K-12, to keep the parents informed. The conferences at the high school are not individually scheduled. Refer to the school calendar for dates and times of parent-teacher conferences.

Student Promotion – Retention – Acceleration

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

Retention/Promotion in kindergarten-eighth grade: The retention of a student will be determined based upon the judgment of the licensed employee, the parents and the principal. When it becomes evident a student in grades kindergarten through eighth grade may be retained in a grade level for an additional year, a collaborative decision will be made to determine the best interest of the student.

Acceleration in kindergarten-twelfth grade: Students in grade kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level.

Student Honors and Awards

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals.

Testing Program

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

Parents will be provided District-wide tests results as they become available to the district and when Administration and staff have had the opportunity to analyze the tests. Teachers will use the assessments to guide their instruction.

Parental Involvement

Parental involvement is an important component in a student's success in school. The board encourages parents to become involved in their child's education to ensure the child's academic success. Parents are always encouraged to visit their child's classroom(s) and confer with teachers. Planning ahead of time is always appreciated, so the teacher can arrange their schedule to accommodate your visit. We ask that when you visit, please stop by the front office and sign in so the school knows who is visiting the building and when. Arranging your visits in a manner which accommodates the before and after school procedures described above is appreciated.

Section VII: Student Records

Student Records Access

Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education at the post high school level.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records.

Student Directory Information

The student handbook or similar publication, which contains general information about the school, will contain the following statement, which is published at least annually in a prominent place or in a newspaper of general circulation in the school district: The following information may be released to the public regarding any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1 to the principal. The objection needs to be renewed annually.

- Name
- Address
- Telephone Number

- Email Address
- Date and Place of Birth
- Major Field of Study
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Dates of Attendance
- Degrees and Awards Received
- The Most Recent, Previous School or Institution Attended by the Student
- Photographs and Likeness
- Other Similar Information

Student Photographs

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families. Parents will be notified prior to the taking of pictures by a commercial photographer for student portraits. In no case will students be required to have their picture taken or be pressured to purchase pictures. Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

Student Library

The East Mills CSD Libraries shall affirm the SCHOOL LIBRARY BILL OF RIGHTS of the American Association of School Librarians and endorsed by the American Library Association and assert that the responsibility of the school library is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of students served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- To provide a background of information which will enable students to make intelligent judgments in their daily life.
- To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the Library.

A library is provided at East Mills Elementary with a varied selection of books. Library materials may be checked out for a two-week period of time. Students/parents will pay for all lost or damaged materials.

Section VIII: Student Health and Well-being

Student Health and Immunization Certificates

Iowa Code 139A.8 requires all students enrolling in an Iowa school to submit proof of immunizations to the admitting official using an Iowa Department of Public Health certificate of immunization or a provisional certificate, unless a valid certificate of religious or medical exemption has been submitted.

Children who have a provisional certificate must have the immunization requirement completed within 60 days or a medical exemption granted by doctor. At the end of a provisional enrollment period, if an enrollee has not submitted a certificate of immunization, the admitting official shall immediately exclude the student from the benefits, activities and opportunities of the school until a valid certificate of immunization has been submitted. (IAC 641-7.7(5))

Administration of Medication to Students

Students requiring medication during school hours need written parental permission. A medication form may be obtained and printed from our website or picked up at the office. It is the responsibility of the parents to administer the medication at home, but there are times that the medication must be given during the school day.

Prescription medications must be in the ***original bottle or container and have a pharmacy label with the student's name attached.*** *Medication for students must be brought to the nurse's office. It will then be administered by trained staff at the appropriate time(s).*

Over the counter medications will be handled in the same manner. If you send over the counter medications, we must have written permission. **All over the counter medications must be in their original container. Medication sent in baggies or other containers will not be given at school. Medication doses will be given according to the label on the container. If a different dosage is to be given, a written note from the student's physician will be required.**

Communicable Diseases – Students

All cases of communicable diseases should be reported to the school nurse. When the student returns to school, a written excuse should be sent. In some situations, a permit signed by a physician may be required for return to school.

Head Lice

What can you do? Parents are the key to looking for and treating head lice! The Iowa Department of Public Health advises parents to spend 15 minutes each week on each child carefully looking for head lice or nits. Persons with nits within ¼ inch of the scalp OR live lice should be treated. Careful use of a nit comb can potentially remove all lice. Each child should have his or her own comb or brush. Teach your child NOT to share hats, scarves, brushes, combs and hair fasteners.

Is your child at risk? Yes. Head lice will spread as long as children play together. They spread almost completely through human hair to hair contact, and pets do not spread lice. Anyone can get head lice. Children in childcare, preschools, or elementary schools are at risk. Head lice are NOT a sign of being dirty. Head lice are not dangerous and DO NOT spread diseases.

What about school? There is no need for children to be sent home or to miss school, though treatment should be started before returning to school the next day. School officials should ask parents to check their children's hair at least weekly.

14 Day Treatment Guidelines

- The treatment days are scheduled to interrupt the lifecycle of the insect. A nit comb should be used to comb the hair and can be bought at most pharmacies.
- Day 1: Use an over-the-counter medicated head lice shampoo containing pyrethrum or permethrin. Read and follow all directions on the shampoo.
- Day 2: COMB hair carefully for 15 minutes from the scalp to the end of the hair. Do not wash hair today.
- Days 3-9: Wash the hair using your regular shampoo. Rinse. Apply hair conditioner to make the hair slippery. COMB the hair the entire length from the scalp to end of hair. Wipe the comb between each stroke with a paper towel, which removes any lice or nits. Keep hair wet while combing. COMB all hair for at least 15 minutes.
- Day 10: Use an over-the-counter medicated head lice shampoo (to kill any lice that hatched since the previous medication use). Read and follow all directions on the shampoo.
- Day 11: COMB hair carefully for at least 15 minutes from the scalp to the end of the hair. Do not wash hair today.
- Day 12-14: Wash the hair using regular shampoo. Rinse. Apply hair conditioner to make the hair slippery. COMB the hair the entire length from the scalp to the end of hair. Wipe the comb between each stroke with paper towel, which removes any lice or nits. Keep hair wet while combing. Comb all hair for at least 15 minutes.

Additional Tips:

- Treat all family members who have lice at the same time. Use the 14-day treatment process. Rinse combs and brushes in very hot water after each use, and between people.
- Only ordinary house cleaning, vacuuming, and washing bedding and clothes in hot water are needed. No special effort or sprays are needed to clean your home. Only dead or dying lice are found on clothing, bedding, or furniture.
- Use of oils, mayonnaise, lotions, creams, and vinegar has not proven effective; kerosene, gasoline and similar products do not work and are dangerous.

Further Information can be found at these websites:

www.idph.state.ia.us

www.cdc.gov/lice/head

Student Illness and Injury at School

Illness:

Please keep each campus secretary updated with your emergency contact numbers! Illness: Students will be sent home or kept at home with any of the following:

- Temperature (we recommend the student be fever free, 98.6, for a minimum of 24 hours)
- sore throat
- vomiting and/or diarrhea (return to school when 'normal' after a minimum of 24 hours)
- body rash, inflammation of the eyes, etc.

If a student becomes ill, a staff member will call parents/guardians or the emergency contact person. At that time the decision will be made to:

a. allow the student to rest at school and return to class in a reasonable amount of time (1-1½ hour). Beyond 1 ½ hour, the child will be counted as absent.

b. have a parent make arrangements to pick up the child and take them home.

The following are reasons a child may be sent home:

- contagious diseases
- skin eruptions or suspicious rash
- vomiting/diarrhea
- abnormal temperature
- insufficient hygiene

Injury at School:

1. First aid will be administered immediately.

2. If injury appears to be serious, parent will be called (or the emergency contact provided on the student health form) and a determination made as to whether student should receive further treatment to see a doctor.

3. If injury is life threatening: a. Rescue Unit will be called b. Parent or emergency contact will be called.

Emergency Plans and Drills

Fire Drill

The fire alarm system will be sounded. Follow the teacher to the nearest exit and leave the building quickly and quietly to designated areas.

Tornado Drill

A verbal announcement will be made of a Tornado Drill in progress. Follow the teacher to designated area. Go quickly but do not push, run, or panic. Students are to be quiet at all times during the drill so that vocal commands may be given and heard.

Lockdown Drill

A verbal command will be given to staff and students to go to their designated area.

*****Please note: There will be no one to answer phone calls during a weather, fire, and lockdown drills.*****

Emergency School Closing

In case of severe weather, parents and students should listen to one of the following radio or TV stations for late starts, early dismissals and/or no school announcements. You might also consider signing up for 'Snowcap' (www.snowcaponline.net/).

- KMA (960 AM) Shenandoah
- KFAB (1120) Omaha
- WOW (590) Omaha
- KMTV (Channel 3)
- WOWTV (Channel 6)
- KETV (Channel 7)

Cancellation or late-start announcements will be made on the above media as early in the morning as possible. Please do not call school personnel at home for this information.

If school is in session and threatening weather conditions occur, an announcement will be made immediately on the above stations that school will be dismissed early.

Parents are expected to dress students in weather appropriate clothing.

It is suggested that students not wear shorts in the spring until the temperature reaches (and remains) at 70 degrees Fahrenheit.

Student Insurance

The school makes available relatively low-cost accident insurance as a service to students and their parents. The school accepts no responsibility as to the coverage of the policy and is in no way connected with the company. Claim blanks may be obtained from the office immediately after an accident. The attending physician must complete these forms. If the school is not informed of the accident within 24 hours, the right to payment will be in jeopardy. The school does not carry health insurance on individual students.

Custody and Parental Rights

Rights of Non-Custodial Parents

The Family Education Rights and Privacy Act of 1974 (FERPA) sets our requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to:

- a. provides a parent access to records that are directly related to the student
- b. provides a parent an opportunity to seek correction of records he/she believes to be inaccurate or misleading
- c. with some exception, obtain the written permission of a parent before disclosing information contained in the student's education record.

Child Custody

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

Student Special Health Services

The board recognizes that some special education students need special health services during the school day. These students will receive special health services in conjunction with their individualized education program.

Wellness

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

Sharing of Foods

The school district does not allow students to share food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Beverages

Recommended: water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50 percent fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free milk and nutritionally equivalent nondairy beverages

Not Recommended: soft drinks containing calorie sweeteners; sports drinks; iced teas; fruit-based drinks, beverages containing caffeine,

Snacks

In 2008, the Iowa Legislature passed the "Healthy Kids Act". Snacks and treats consumed during the school day should make a positive contribution to a child's diet and health with an emphasis on healthy treats. Prepackaged food with ingredient labels are preferable snacks to help those students who have food allergies. Treats and snacks sent from home should be from the approved list of treats:

Fruit snacks	raw vegetables	apples wedges	fresh fruit
Fresh fruit	granola bars	low fat yogurt	popcorn
Wheat crackers	dried fruit	cereal bars	crackers
Mini bagels	pudding cups	frozen fruit bars	meat sticks
Gelatin cups	rice cakes	mini muffins	pretzels
String cheese	raisins/craisins	goldfish	Go-gurt
Applesauce	graham crackers	fruit/vegetable chips	trail mix

Rewards

The school district should not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment.

Gum

No gum is allowed on school grounds.

Physical Education

The school district will provide physical education that:

- is frequent (The Centers for Disease Control and Prevention recommends at least 150 minutes a week for elementary;
- is for all students in grades K-12 for the entire school year;
- is taught by a certified physical education teacher;
- includes students with disabilities, students with special health-care needs may be provided in alternative educational settings; and,
- engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

Daily Recess

Elementary schools should provide recess for students that:

- is at least 30 minutes a day;
- is preferably outdoors;
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; and,
- discourages extended periods (i.e., periods of two or more hours) of inactivity.

Physical Activity and Punishment

Employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

Note - Iowa law now requires elementary students, K-5, to have 30 minutes of physical activity, not physical education, per day. This requirement can be met through a combination of PE, recess, classroom and other activities.

Section IX: Miscellaneous Student-Related Matters

Class or Student Group Gifts

The board welcomes gifts to the school district from a class or student group. While class gifts to the school district do not require the approval of the superintendent, the board encourages students to consult with the superintendent or other licensed employees prior to selecting a gift for the school district.

Open Night

WEDNESDAY EVENINGS

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. It is the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy. Exceptions require prior Board approval.

Section X: Instructional Curriculum

Basic Instructional Program

The basic instruction program will include the courses required for each grade level by the State Department of Education. The instructional approach will be gender fair and multicultural. The basic instruction program of students enrolled in kindergarten is designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete individual tasks, character education and the ability to protect and increase physical well-being with attention given to experiences relating to the development of life skills and human growth and development. The basic instruction program of students enrolled in grades one through six will include English/language arts, social studies, mathematics, science, health, human growth and development, physical education, traffic safety, music, and visual art.

Summer School

The East Mills Community School District recognizes the importance of ongoing learning opportunities for students. As such, the district shall offer summer school instruction in accordance with the following:

- an intensive summer literacy program for students assessed as exhibiting a substantial deficiency in reading.
- a child who is eligible for special education has been determined to need extended school year services as necessary to receive a free appropriate public education.
- students who need additional instruction or for enrichment in literacy, math or science

Special Education and Title I

Special Education

The board will provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law.

Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP).

Children from birth through age 2 and children age 3 through age 5 are provided comprehensive special education services within the public education system. The school district will work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This is done to ensure a smooth transition of children entitled to early childhood special education services.

2018-2019 Title I Parent Involvement Policy

It is the policy of the East Mills Community School District that parents of children participating in Title I services shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students.

The district provides coordination, technical assistance and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and material for parents to help their children; and educating school personnel about involving parents and the value of parent contributions.

1. This jointly developed and agreed upon written policy is available to parents of participating Title I children and all parents through the Student Handbook, which is available on the school website.
2. One annual meeting is held for all parents of participating children. Additional meetings with flexible times may be held throughout the year and determined by parent suggestions. Notification of meeting will be sent home with each participating child.

3. Parents are given assistance in understanding the Title I requirements, standards, and assessments through the annual meeting and parent-teacher conferences.
4. Parents receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report made available to all district patrons in the fall of the year, through individual reports given to parents at conference time, and through report cards.
5. Parents are informed of and involved with their child's participation in the Title I program. They also are informed about the curriculum, instructional objectives, and methods used in the program. This information is delivered through newsletters, conferences and the annual meeting.
6. Parent recommendations are encouraged and responded to in a timely manner. Verbal or written responses will be given for all recommendations.
7. Parents will be involved with the planning, review, and improvement of the school wide programs. The vehicle used will be the School Improvement Advisory Committee (SIAC). If the school wide program is not satisfactory to the parents of participating children, they may submit comments to the SIAC.
8. A jointly developed school/parent compact outlines how parents, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is available in the student handbook and is reviewed at the annual meeting.
9. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request. Informational materials may be ordered, at parent request, from the local Area Education Agency.
10. The school continues to coordinate and integrate, to the extent feasible and appropriate, the parent involvement policy and other programs and activities within the district.

Providing all East Mills Community School District's children with equal access to quality education is of primary purpose. It is crucial that all partners (students, parents, educators, and communities) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.

Section XI: Instructional Arrangements

Animals in the Classroom

Live animals are only to be in school for educational purposes. If the school decides an animal is a useful educational tool and allows them in the building, a note will be sent home notifying the parents that an animal will be present in the classroom. It is up to the parents to notify the teacher, school nurse or principal if their child is allergic to animals.

Video Policy

The district may use videos or movies that are related to the curriculum. The videos or movies will be age appropriate with a G-PG rating. All videos and movies will need prior approval by the Principal. Communication will be sent to the parents allowing their consent for their child to view the video or movies.

Student Field Trips and Excursions

Field Trips are planned in order to provide additional educational experiences for your children. These field trips are an extension of a classroom experience and have educational value relevant to material being studied in the classroom. Parents will always receive advance notice of upcoming field trip opportunities and will be asked to sign a permission slip. If there are no limits (seating, etc.) teachers may ask parents to attend to assist with supervision. Please note that **school-aged** siblings will not be allowed to attend these outings. (Parents who volunteer will be required a back ground check done through the business office).

Birthday/Special Celebrations

We welcome a little celebration for a child's birthday or special celebration. We do ask parents to use good judgment in what they send, keeping items simple. If your child has a summer birthday, the teacher will handle it individually. If your child brings a birthday treat, there should be enough for every child in the classroom. We ask that birthday party invitations not be handed out at school (unless each child in the classroom is invited). Birthday presents are not to be given at school.

Parties

Elementary classrooms may have room parties to celebrate the following holidays: Halloween, Christmas, and Valentine's Day. Room parents will plan these parties and ask parents to help furnish treats for the parties. All classes will participate in the Homecoming float activity.

Room Parents

Each classroom will have two or more room parents who will help the teacher organize classroom parties, homecoming activities, and assist on field trips, if needed. The room parents will organize the activities so that each parent in the classroom is involved in one of the parties (Halloween, Christmas, and Valentine's Day). All parents are asked to help with Homecoming activities in the fall.

Section XII: Transportation

Transportation Eligibility

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Student Conduct On School Transportation

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extra-curricular events. Video cameras may be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

After one warning for bad conduct, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

Student Conduct on School Transportation Regulation

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy.

Recording devices may be in operation on the school buses.

1. Bus riders will be at the designated loading point before the bus arrival time.
2. Bus riders will wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.

10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Students will assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Students will not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Students will keep feet off the seats.
19. Roughhousing in the vehicle is prohibited.
20. Students will refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
22. The Good Conduct Rule is in effect.

In order to operate a safe, efficient, and economical transportation system it is absolutely necessary that all passengers observe the set of regulations. In order to avoid any misunderstandings that might develop at some future date, your child will follow the procedures described below in case of an infraction of the rules:

- a. When a student is reported to/or by the bus driver for an infraction of the rules, they will receive a **warning** and parents will be contacted by letter and/or phone. ***If a student is fighting, they will automatically be suspended from riding the bus for one (1) day.***
- b. If a second infraction occurs, the student may be suspended from riding the bus for 1-3 days.
- c. A third violation the student may be removed from transportation privileges for a period of one week, or until the problem has been resolved with the school administration and parent.

If a student is unable to successfully ride the bus, it will be the parent's responsibility to get their child to and from school.

Use of Video Cameras on School Buses Regulation

The District may use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the recordings may be used as evidence in a student disciplinary proceeding.

School Bus Safety Instruction

The school district will conduct school bus safe riding practices instruction and emergency safety drills at least twice during the school year for students who utilize school district transportation.

Transportation in Inclement Weather

School district buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the school

district and may change quickly, the best judgment possible will be used with the information available.

When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced by commercial radio and TV stations. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school until they are picked up by the parents.

Section XIII: Phone Use At School

Student Receipt of Telephone Calls

Calls for students during school hours are disturbing to the school routine and therefore should be held to a minimum. Messages will be taken by the office staff and delivered to the students. Please call prior to 3:00 if a message is to be delivered before dismissal time. Students will not be called to the telephone while in class except in an emergency situation. If you would like to talk to your child's teacher, please call either before classes begin (7:45-8:10 a.m.) or after the students are dismissed (3:50 p.m.). Teachers are unable to leave children unattended, so in most cases, they cannot take a call during class time. A message will be taken or voice mail may be left for the teacher. The teacher will return your call at his/ her earliest convenience.

Telephone Use by Students

Students may use the classroom telephone only when a special need exists. The student must receive permission from his/her teacher. All after school arrangements are to be made in advance. Cell phone use is prohibited unless the child gets permission from the principal or teacher. The teacher or Principal may require the cell phone to be stored in a secure place until the end of the period or day.