

EMMETSBURG HIGH SCHOOL



STUDENT HANDBOOK

2018-19

WELCOME

Welcome to the 2018-19 school year Emmetsburg High School! EHS has a strong tradition of pride and excellence in academics as well as extra-curricular activities. We invite you to be an integral and active part of our proud high school tradition. E-Hawk Pride is key to our success at EHS – Respect Yourself, Respect Others, Respect This Place. We have high expectations for our students in their learning and their behavior and strive for success and excellence.

This student handbook provides important information for students and parents in regards to the high school. The policies and procedures in this handbook have been carefully prepared and designed to provide a positive and safe learning environment for all high school students. Students and parents are responsible for being familiar with the various policies and expectations provided in this handbook. This handbook is in effect while students are on school grounds, on school district property or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

We encourage you to take advantage of the educational opportunities offered by Emmetsburg High School. Our goal is to prepare high school students for success in life. High school is a preparation for your adult life - whether it is work, college, military - and an opportunity to develop a positive reputation and character. Teachers and staff are here to provide an excellent educational experience and guide your learning and development into adulthood. We hope that you agree and do your best to fulfill this goal. Make your school year positive and successful, and show that E-HAWK Pride!

Educationally Yours,

Mike Embrock
Principal
Emmetsburg High School

DISTRICT MISSION STATEMENT

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

E-HAWK PRIDE

- Respect Yourself; Respect Others; Respect This Place

STUDENT EXPECTATIONS

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

STUDENT RESPONSIBILITIES

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

WHAT WILL YOUR RECORDS SHOW?

Your official school records will be important to you in many ways. It becomes the basis for making recommendations concerning future schooling, service in the armed forces, and employment. You are actually drawing a profile of yourself. What kind of picture will you leave for future reference?

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 **JMC Access** (Check attendance, lunch and grades). By clicking on that link you will be able to enter your Parent Username and password. This will give you the choices of checking on your child's attendance, report cards, progress reports, and lunch accounts. There is also a section called Parent Information which allows you to change your contact information. For example, if your address or cell phone number changes, you may edit your contact information by clicking on Parent Information. The Alert Configuration section allows you to 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 30 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, 2018 – Last day for regular open enrollment requests for the 2018-19 school year.
- September 1, 2017 – Last date for open enrollment requests for entering kindergarten students and those students falling under the “good cause” definition for 2017-18 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.

GRADUATION REQUIREMENTS

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

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

Language Arts	8.0 credits	Social Studies	6.0 credits
Science	6.0 credits	Physical Education	4.0 credits
Mathematics	6.0 credits	Electives	20.0 credits

The following specific requirements must be fulfilled at Emmetsburg High School:

<u>9th grade</u>	<u>10th grade</u>	<u>11th grade</u>	<u>12th grade</u>
Math Elective	Math Elective	Math Elective	2 English Electives
Freshman English	Sophomore English	Junior English*	American Government*
Earth & Space Sci.*	Biology 2*	Critical Thinking*	Economics*
Biology 1*	Physics 1*	U.S. History	Independent Living*
Surv. of Soc. Studies	Physical Education	Chemistry 1*	Physical Education
Physical Education	See Electives below	Environmental Sci.*	See Electives below
		Physical Education	
		See Electives below	

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

In addition to the required full year of Algebra 1, each student must also pass at least four additional semesters of Mathematics.

Starting with Class of 2021, students are required to take and pass the following Science courses:

- Freshmen: Earth & Space Science (one semester) and Biology 1 (one semester)
- Sophomores: Biology 2 (one semester) and Physics 1 (one semester)
- Juniors: Chemistry 1 (one semester) & Environmental Science (one semester)
 - A full year of Chemistry or Physics is recommended to meet Iowa Regents Admission Index (RAI) for 4 year universities

Students may replace Junior English and Critical Thinking with AP English Literature & Composition.

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

Physical Education	Teacher Assistant	Tutoring	May Term courses
Driver Education	Technology Assistant	Resource Room	

No more than ten (10) credits which are earned in the above courses may count toward meeting the 50 credits required for graduation. Students are required to carry at least seven (7) courses on their schedule each semester. Zero hour P.E. does count as one (1) period on a student's schedule.

Students may earn a Level II diploma by completing the academic requirements above for a total of 40 credits. Only classes counting towards a student's GPA will be used in calculating credits for a Level II diploma once the decision to obtain a Level II diploma has been made. All past earned credits will be maintained. If a student desires this type of diploma, a meeting will be held with the student, parents, counselor, and principal to explain the implications of this type of diploma.

Juniors may have the PE requirement waived for one semester if they have a full schedule, and Seniors may have the PE requirement waived for the entire year if they have a full schedule. All students in grades 9-12 may opt to take a Zero Hour P.E. class in order to accommodate their class schedule.

Unless excused for medical reasons upon request of their doctor or for other reasons as prescribed by the Iowa Department of Education, students must enroll in and successfully pass four (4) credits of Physical Education.

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

STANDARDS BASED LEARNING (SBL) GRADING SCALE

Emmetsburg High School will be implementing a Standards Based Learning (SBL) grading system starting with 2018-19. Students will be assessed using a numerical rubric from 0-4. Only assessments will count towards a student's grade. Homework, assignments, class participation, etc. will not be calculated into a student's overall course grade (only assessments). All assessments will be averaged to calculate a student's overall course grade. Students will be given multiple opportunities to demonstrate their learning of course standards and content through retakes and reassessments. Teachers will have the discretion to determine a criteria for retakes and reassessments.

GRADING SYSTEM IN DETERMINATION OF GRADE POINT AVERAGE (GPA)

The following 4 point scale will be used to determine GPA:

A = 4.00 B = 3.00 C = 2.00 D = 1.00 F = 0.00

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

The following grading system (guideline) is recommended for consistency among departments and teachers for academic courses:

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

SECOND GRADE OPTION

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

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

CREDIT RECOVERY OPTION

A student who fails a course may have the option to recover the credit for that course at the discretion of the high school principal and course teacher. Such student will need to work with the high school principal, school counselor, and EHS Student Learning Center to establish a plan to recover the credit. Typically the Student Learning Center teacher/s will work with the teacher of the failed course to set up a plan for the student to be proficient. The student will be expected to recover the credit on their own time, during SLC study hall time, and/or during a summer credit recovery session. Credit will not be earned by the student until the teacher of record communicates to the school counselor and/or HS Office that the student has demonstrated proficiency for that class. The overall grade for the recovered credit/course will be recorded as a D, on the official school records and transcript. The HS Office will communicate to students and their parents/guardians about eligibility of the credit recovery option.

SUMMER SCHOOL - CREDIT RECOVERY

EHS may provide summer school sessions for students eligible and in need to recover credits. Students and their parents will be contacted by the High School Principal or School Counselor about summer

school sessions.

SUMMER SCHOOL - ILCC/SUCCESS CENTER

(603.2r1)

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

PHYSICAL EDUCATION REQUIREMENT AND CREDIT

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

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

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

REGISTRATION (SCHEDULE) CHANGES

The master schedule and the assignment of students to that schedule are based upon the initial registration. That registration determines the courses to be offered, the number of sections, and teacher assignments. Later changes in registration are difficult and may not be approved.

Student requested schedule changes shall be initiated and completed so that the student shall be enrolled and in attendance no later than the 6th school day of the semester. To accomplish such changes, students must submit their requests, secure the proper forms and required signatures, and submit the form back to the guidance counselor no later than the end of the day on the 5th day of the semester. The guidance counselor and/or the principal may have the discretion to change individual schedules as needed.

DROPPING OF COURSES

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

1. The student must have parental approval to drop a course.
2. A high school course may be dropped until 5 days after the midterm of first and third quarters without penalty of a failing grade (F or NP) providing the student is still carrying seven (7) courses on their schedule.

3. A student who drops or is removed from a high school course after the deadline as indicated above will receive the appropriate failing grade, "F or NP".
4. Any failing grade received by a student for dropping or for being removed from a class will become the final grade for the semester for that course and will be recorded on the student's permanent record. That failing grade will be calculated into the student's GPA and used to determine class ranking.
5. All college courses taken through Iowa Lakes Community College (ILCC) or through another PSEO program will follow their respective drop dates. Students will receive the same respective grades on their high school permanent record as they would receive on the college transcript. Students who drop a college course will need to maintain a full academic schedule and may need to pick up an online course through the APEX online program.

PASS/FAIL OPTION FOR COURSES

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

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

COLLEGE CONCURRENT ENROLLMENT COURSES

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

- Must be proficient on all three of most recent Iowa Assessment subject tests (i.e. reading, math and science)
- Must have acceptable scores on file (e.g. ASSET, COMPASS, ACCUPLACER, ACT)
- Freshman and Sophomores will need to work with the school counselor on college classes. Teacher input and current high school grades will be taken into consideration before registering for a college class.

There are many advantages to taking concurrent enrollment courses while in high school, including saving time in post-secondary education after high school and considerable college cost savings!

However, there are many factors to consider in determining whether or not a student is ready to enroll in a college level course as a high school student, including:

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

POST SECONDARY ENROLLMENT OPTION (PSEO)

The Post-Secondary Enrollment Options Act allows 11th and 12th grade students to enroll part-time at an eligible community college, state university, or private college or university. Students may apply to enroll in one or more courses. The student's high school pays the college or university for the cost of tuition, textbooks, materials, and fees up to \$250. Costs beyond \$250 are paid by the student or the student's family. If a student fails a course, the student is responsible for reimbursing the school \$250. For further information about the Post-Secondary Enrollment Option, see the Guidance Counselor. Minimum department credits must be earned at Emmetsburg High School (Language Arts, Mathematics, Science, Social Studies, Physical Education).

If the student drops the college course, he/she will return to the high school during the time previously excused from high school for the college course even though it may not be possible to re-enroll in a high school course. If a student drops a course under the Post-Secondary Enrollment Options Act after the third week of the semester, the student will be required to refund 60% of the enrollment cost to the Emmetsburg Community Schools.

A senior may apply to take courses at a college but prefer not to enroll under the “Post-Secondary Enrollment Options Act”. The same stipulations would exist for such enrollment as under the “Post-Secondary Enrollment Options Act” except that the student or his/her parents would be responsible for paying the tuition and all related expenses to the post-secondary institution.

ADVANCED PLACEMENT (AP) COURSES

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

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

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

The Registration Deadline for AP Classes is June 30th.

INTERNSHIP PROGRAM

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

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

STUDENT OFFICIAL SCHOOL CHECK-OUT

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.

TRANSFER CREDITS

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

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

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

STUDENT CUMULATIVE AND PERMANENT RECORDS

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

As an exception to the above, the following information may be released to the public in regard to any student of the school district as necessary or desirability arises. Any student or parent/guardian not wanting this information released to the public must make 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.

EARLY GRADUATION

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

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

1. Request for early graduation must have approval of parent(s) or guardian.
2. Request must be made in time so that student is enrolled in all required courses as per registration timetable.
3. Student must successfully pass all required courses except that the requirement of the eighth (8th) semester of physical education would be waived.
4. Student must accumulate 50.0 units of credit.
5. All paperwork must be submitted prior to November 1st of Senior year.

Students and parents must be involved in careful planning if they wish to avail themselves of this option. It is emphasized that all graduation requirements must be completed except that the physical education requirement would be reduced to 3.5 credits. To be practical, students who wish to graduate at the end of the first semester of their senior year should have made plans to pursue that goal prior to the start of their junior year.

Students who wish to exercise this option should so indicate by registering for "Semester 1 Only" (early graduation) on their senior registration form. If a student decides to graduate early after submitting his/her registration form for the full school year, then the student should submit another registration form with the correct registration for the first semester year only.

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

RIGHTS OF MID-YEAR (END OF FIRST SEMESTER) GRADUATES

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

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

REQUEST FOR REDUCED SENIOR CLASS LOAD

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

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

COMMENCEMENT PARTICIPATION

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

Appropriate exercises will be held at conclusion of each school year upon the recommendation of the administration and board of education. A student who desires to be excused from the graduation activities may make application to the high school principal stating his/her reasons. Students are required to have a minimum of 48 credits (or 38 credits for a Level 2 diploma) in order to be eligible to participate in the commencement ceremony and will not receive a signed diploma until all required credit are completed.

SPECIAL EDUCATION GRADUATION REQUIREMENTS - SELF CONTAINED WITH INTEGRATION (SCI)

Recognizing that each student is an individual with special needs, the following guidelines are established for the awarding of diplomas to special education students (SCI):

1. The student must have completed four years (eight semesters) of study in the high school program and be at least 18 years of age by the end of the semester in which he/she is to graduate.
2. If entrance into the program is at 17 years of age or older, that individual would have to be 19

years of age and have been enrolled in the special education program for two semesters before being eligible to graduate.

3. Student must have demonstrated ability and responsibility to be a law-abiding citizen. The student's attendance and work record will be utilized to provide partial evidence of such.
4. The student must have a record of successful work experience except for those who will be able to function only in a sheltered workshop.
5. Student must have the recommendation of a committee consisting of the school superintendent (or high school principal if so designated), special education teacher, and the work coordinator.

The above criteria are to be applied to each student on an individual basis. Emphasis is to be placed upon socialization and practical work experience and the student's acceptance of his/her personal limitations.

Due to the wide range of abilities, flexibility will be practiced in the scheduling of courses and in the evaluation of academic achievement. Even though the completion of the program is not to be based upon academic achievement only, emphasis is to be placed upon scheduling the student in the "least restrictive educational environment" consistent with his/her abilities. Academic requirements may include study in the following content areas based upon the individual student's need:

1. Verbal and Written Language
2. Functional Mathematics
3. Social Studies including social concepts and family living
4. Health and Safety
5. Personal Hygiene
6. Occupational Competency and acceptable employment attitudes
7. Physical Education
8. Electives based upon individual needs and interests:
 - a. Industrial Arts/Technology
 - b. Family and Consumer Science
 - c. Driver Education
 - d. Agriculture
 - e. Art
 - f. Other as ability and individual needs warrant

Legal Reference: (Code of Iowa), Revised: 5/20/91

VALEDICTORIAN/SALUTATORIAN

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

CLASS RANK, HONOR CORDS AND HONOR ROLLS

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

A = 4.00

B = 3.00

C = 2.00

D = 1.00

F = 0.00

The grade points of a student are then determined by multiplying the appropriate grade value by the number of units of credit that each specific course would earn for the semester. This is done for each credit course that is graded under the 12 point grading scale. All such grade points for individual courses are then added together and that total is divided by the number of units of credit that were attempted during that grading period. This computation will provide the grade point average for the current nine-week grading period for the semester. Such information is used to determine the quarterly and semester honor rolls which are designated as follows:

"First Honor Roll With High Distinction" recognizes students with a 4.00 grade point average for current grading period

"Second Honor Roll With Distinction" recognizes students with a 3.50 grade point average or better

"Third Honor Roll" recognizes students with a 3.00 grade point average or better

To compute the class rank of a student after more than one semester of attendance, the procedure is carried one step further by using all grade points accumulated for semester grades and dividing by the total number of units of credit which have been attempted.

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

Graduation With Highest Distinction gold honor cords awarded to graduates with cumulative grade point average of 3.75

Graduation with High Distinction silver honor cords awarded to graduates with cumulative grade point average of 3.50

Graduation with Distinction blue honor cords awarded to graduates with cumulative grade point average of 3.25

COMMUNITY SERVICE CORDS

All students who complete 35 hours of community service each year they attend Emmetsburg High School are eligible to receive a White Cord which may be worn at their graduation ceremony. All students are encouraged to participate. Contact the guidance counselor if you have questions or if you need more details.

ACADEMIC LETTER

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

Criteria for Issuance of Academic Letter:

- a. For initial consideration and first academic letter: The student must carry at least six (6) full credit courses and achieve a 3.20 grade point average (GPA) for each of three (3) consecutive semesters.
- b. Subsequent awards will be presented to students who meet the above guidelines for any two successive semesters after they have earned and received their initial academic letter.
- c. Transfer students to Emmetsburg High School will be eligible for the academic letter if they fulfill the

criteria for the two successive semesters before transferring to Emmetsburg High School and for the immediate semester after transferring to Emmetsburg High School. Likewise, they will also be eligible for the academic letter if they met the criteria for the one semester immediately before transferring and for the two successive semesters after transferring.

NATIONAL HONOR SOCIETY SELECTION PROCEDURE

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

ATTENDANCE

Attendance Procedures

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

ATTENDANCE & EXTRA-CURRICULAR PARTICIPATION

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

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

PRE-ABSENCE SLIP

Any absence other than illness and emergency situations will require parental permission and a pre-absence slip from the office. The purpose of the pre-absence slip is to give notice to the teachers that the student will be absent. Students must be proactive to communicate with their teachers, or may receive no credit or other consequence.

Students shall receive full credit for school work made up due to an excused absence if completed within the number of days missed plus one. For example, if a student missed three days of classes, provided the absences are excused, he/she will have four days to make up the work missed. Make-up work turned in past the deadline may receive zero credit. Teachers have the option of extending the deadline or giving partial credit based on individual circumstances.

ADMIT SLIP

Following a student's absence from school, whether it be excused or unexcused, an Admit Slip will be issued to the student by the High School Office. This admit slip must be obtained prior to the start of the school day (8:07 a.m.) on the day of return to school if you are returning after the school day has begun. Failure to do so may result in the student being assigned a tardy to the class. The office will issue a pass if the student was detained in the office and the tardy bell has rung. This admit slip should be presented to each classroom teacher at the beginning of the class period.

EXTENDED LEARNING (EXL) PROGRAM

This Gifted and Talented, or enrichment type program is called Extended Learning (ExL). 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.

PROGRESS REPORT

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

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 HS & MS gym) and in the classrooms. However, if a student becomes a disturbing element while under the jurisdiction of the school, the following procedures will be observed:

- A. For minor offenses, a word of caution from any staff member should eliminate the problem.
Detentions may be assigned by ANY school employee.
- B. When any faculty member or other school employee instructs a student to report to the office or to the principal, he/she should report to the principal's office immediately.
- C. Any student temporarily suspended from class for disciplinary reasons is to report immediately to the principal's office whether he/she has been instructed to do so or not.
- D. Students suspended from class by the instructor shall be counted absent (unexcused) until they have made arrangements with the principal and teacher for re-admission to class.
- E. 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.

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.

STUDENT CONDUCT/DETENTION: SUSPENSION/EXPULSION

Proper or acceptable student behavior is important for the efficient and effective operation of Emmetsburg Schools, and any behavior that interferes with this will not be tolerated.

The following student conduct shall constitute grounds for suspension, expulsion or other disciplinary action, subject to the procedural provisions of this act, when such activity occurs on school grounds or during an education function or event/activity off school ground:

1. Dangerous or disruptive behavior that interferes with the orderly conduct of the school day;
2. Violence, force, coercion, threat, intimidation, harassment/bullying, or similar conduct;
3. Willfully causing or attempting to cause damage/vandalism to property or stealing or attempting to steal property;
4. Willfully injuring or attempting to injure fellow students or employees;
5. Swearing or the use of profane language and gestures toward fellow students, teachers, administrators, or school personnel;
6. Threatening or intimidating students to obtain money or valuables;
7. Possessing, handling or transmitting weapons;
8. Possession, use, handling, transmitting, selling, dispensing or being under the influence of an illegal controlled substance, alcoholic liquor, or a tobacco product on school grounds, school property, or in school buildings (violators may be reported to law enforcement officials);
9. Other activities illegal in Iowa which are dangerous or interfere with school purposes;
10. Insubordination (refusal to obey a school rule, regulation, or request of a teacher, administrator or other school personnel);
11. Tardies or trancies, and other activities which interfere with the orderly operation of school;
12. Public displays of affection (P.D.A.) as determined by the administrator;
13. Use of cell phones, text messaging, or picture phones in the building.

The nature and extent of the misbehavior will determine the action taken. This may include formal reprimand, assignment of detention periods, notification and/or conference with parents/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.

A student suspended from school will be allowed to make up assignments during the time of his/her first suspension. The student or parent will be required to get assignments from teachers and work will be completed during the suspension period. All assignments are to be turned in the day the student returns to school; no extra time will be given.

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 / IN-SCHOOL SUSPENSION POLICY

Detentions will be served with the appropriate teacher or personnel, depending on the reason for or type of detention. Teachers or staff may be assigned to supervise detentions. Length of detentions will generally be assigned in 30 minute increments and depend on the level of misbehavior. If a detention is given to a student, the teacher will notify the student of the procedures for serving the detention. The teacher may also let the office know of the detention by turning in a 'Detention Notice' slip or by submitting a discipline referral through the school JMC system. Students will serve detentions at the discretion of the teachers according to their syllabus and communicated expectations. Students must serve the detention after school on the day of the offense or before school the next day. No food/snacks or beverages (except water) are allowed during detention. 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.

While under suspension, a student will not be allowed to attend or participate in school activities or functions. In-School Suspensions run from 8:00 am to 3:30 pm. During in-school suspension, the student will be isolated from other students, including the lunch period; is required to turn in their cell phone or any electronic device to the High School Principal (or designee); is not to use his/her school issued laptop/computer, unless a teacher gives permission and deems the need; cannot have food/snacks or beverages (other than water); is expected to be actively engaged in academic activities for his/her class; is not allowed to sleep; is expected to bring a free read book if all academic coursework is complete; may be required to set goals or an action plan on how to not receive further suspensions. Teachers will bring assignments/homework to the High School Office, or designated area for the student's suspension 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.

STUDENT-TO-STUDENT HARASSMENT - 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.

LOCKER SEARCHES / INSPECTION

School lockers are school property and Iowa law allows a school district to periodically inspect all lockers or a random selection of lockers without prior notice. School officials 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

All students have an assigned academic locker in which to keep personal belongings and materials. No student has the right to open or go into another student's locker but their own. Students are encouraged to not keep valuable items in their lockers. Students are encouraged to request a school issued lock for their academic locker and may only use school issued locks. Academic lockers come without locks installed, but will be installed upon student or parent request. 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 interest of the student body.

Students are also assigned to athletic lockers for their physical education and athletic equipment in the appropriate locker room. Personal belongings and school materials may also be kept in these lockers. These athletic lockers are school property and are also subject to searches. 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 students and their locker mate should know the combination of their locker. For student protection, lock combinations on all student lockers are changed each summer.

Students are responsible for the lockers to which they have been assigned. It shall be the responsibility of each student to keep his/her locker clean and undamaged. If necessary, locker assignments can be changed for good cause with the approval of the principal and recorded in the High School Office. Students are not allowed to trade lockers on their own or use lockers that are not assigned to them.

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 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.

STUDENT VEHICLES/PARKING

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.

Any student who violates school vehicle usage and parking rules (such as those listed above) may be disallowed from parking in the school parking lot and/or reported to law enforcement.

ANNOUNCEMENTS / POSTERS

General student announcements that are important to students and staff will be sent daily by the High School Office via email to students and staff. Some announcements may be communicated over the intercom system with approval from the High School Office. The Principal must approve all posters announcing upcoming events before being displayed. Posters must pertain to Emmetsburg School District related activities or appropriate community announcements.

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 High School 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. Students should not be contacting parents via their cell phones during the school day to report their illness, but should use the High School Office phone to call a parent.
2. If the illness or injury appears to be temporary, the student may be permitted to rest in the High

School Office or the Nurse's 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 High School Office. They can take this medicine at the times prescribed, but the noon hour is the most convenient time. To keep medicine in the High School 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.

CHEMICALS IN THE WORKPLACE

Iowa Right to Know Law – all information pertaining to chemicals in the high school 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 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 main hallway 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 MAKERSPACE

Students have access to the High School/Middle School Library and are expected to become familiar with and observe the rules pertaining to the use of the Library and Makerspace. Those students who are unable to comply with the Library expectations will be restricted to the use of the Library before and after school until they have demonstrated adequate conduct and responsibility.

The Library will also have Makerspace areas and activities for MS/HS students. The building principals will work with the Librarian to determine policies, rules, and procedures for the Makerspace. High school students will have the ability to visit the Makerspace in the Library during study hall times if they are eligible. Students assigned to study halls will be permitted to sign out to the Library according to the prevailing policy.

The Library is open before, during and after school, between the hours of 8:00 a.m. and 4:00 p.m., including all lunch periods, during assigned study halls, during scheduled class periods when the teacher has assigned and made arrangements for students to work in the Library.

LIBRARY RULES

Books may be checked out for a period of three weeks. If you want to renew a book after the three week period, you may do so.

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 table section of 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, electronic books, 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 learning environment. If, in the opinion of the High School Principal, a student's attire and appearance detracts from attention to school work and/or disrupts the learning environment, the student will be counseled to appear at school in the future in more appropriate attire and may be required to change to 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; shirts, T-shirts, and sweatshirts with inappropriate slang, slogans, or with advertisements; clothing or jewelry that promotes the use of substances or activities (drugs, alcohol, tobacco) which are illegal for minors to use.

2. Because of the danger involved in the operation of industrial arts equipment, students with long hair may be required to wear hair nets while operating that equipment. Students may also be required to wear protective goggles and other appropriate protective devices in laboratory classes. Students in these classes will be expected to adhere to other requirements as directed by the teachers involved.
3. Any style of dress or article of clothing that interferes with or disrupts the maintenance of a learning atmosphere: girls' tops/blouses must have straps that go over the shoulders and cover their undergarments; girls' tops/blouses must also cover the midriff and navel; boys tank tops or sleeveless shirts.
4. Hats, caps, visors, headbands, bandanas, sunglasses, gloves, hand coverings, armbands, or wristbands 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.

Students not dressed appropriately may be required to change, and may be counted absent unexcused, or may be sent home, and be counted as absent unexcused during this time. 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. The High School Principal will make any final decisions on appropriate clothing.

ELECTRONIC DEVICES

Electronic devices (private – non-school issued) may ***only*** be used at the discretion and the authority of the classroom teacher or designated supervisor. Electronic devices may be in a student's possession during these class times, but they should not be used or heard.

Official violations of this electronic device policy will result in the following consequences:

- 1st Offense – 30 minute detention to be served with teacher where offense took place, and the device can be picked up in the High School Office at the end of the day.
- 2nd Offense – 60 minute detention to be served with teacher where offense took place, and the device can be picked up in the High School Office at the end of the day.
- 3rd and Subsequent Offenses (per semester) – 60 minute detention to be served with teacher where the offense took place, and a meeting scheduled with student, parent, and teacher/staff. The device will only be given to parent/guardian of student.

There may be certain instances when a high school student does need to use their device during the school day. Appropriate usage times for high school students may include: before school, lunch, after school, and as directed/allowed by a teacher. Students should not wear headphones during class, unless given permission by a teacher/staff member. Also, it is proper courtesy to not to wear your headphones and earbuds during passing time.

TELEPHONE

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

Student Messages: Only in the event of an emergency will a student be called from a class for a telephone call or a message. Messages and calls from friends and of convenience are not necessarily to be considered as emergencies. At times students may be instructed to call back the party between classes or

during study halls. The High School Office staff will generally ask for the name and telephone number of the party who is calling.

WATER BOTTLES/BEVERAGES/FOOD

As a general rule, beverages other than water are discouraged. Food is also heavily discouraged in the classroom. It is at the discretion of the teacher or supervising staff whether or not to allow beverages and/or food in the learning setting. Students are also discouraged from keeping beverages and food in their lockers. Students must keep appropriate lids or caps on their beverages while at school and dispose of any beverages and food properly. If beverages and food items become a problem in student lockers and/or the high school in general, they may be disallowed.

INJURY REPORTS

All injury reports should be reported to the student's teacher, sponsor, coach, or principal 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 High School 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 High School 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

EHS has a 'closed campus' during lunch, with the exception of Seniors who are eligible for open campus. Students should be aware of the following general policies in regard to the lunch periods:

1. We have two lunch shifts – to find out what group you are in, merely check with your Homeroom teacher. All students will proceed to the lunchroom at their assigned time and sit at the lunchroom tables until dismissed to line up by lunchroom supervisor/s. 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 High School Office or to any of the classrooms without permission.** Students may not wear backpacks while going through the lunch line. Student book bags and/or laptop bags must either be dropped off at their lockers or be properly stored in the provided shelving/storage area.
3. Students who run or who are disorderly in the lunch line or in the lunchroom may eat last or be assigned a special eating area, such as the High School Principal's 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.
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 High School Office before school 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, as 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 the student not being able to eat or may be asked to bring his/her 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 are not part of the regular lunch and do cost extra. Ala carte items such as fruit rollups, crackers, fruit, cereal, etc. are available with, not in place of, the school lunch. 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. Students with a negative balance will not be allowed to purchase a double lunch or ala carte items.

CLOSED CAMPUS

EHS has a 'closed campus,' with the exception of Seniors who are eligible for open campus. Students are not permitted to leave the school building or grounds during lunch and the school day, which includes going to the parking lot or cars, unless permission has been granted from the High School Office. Permission to leave campus will be granted to students attending classes at ILCC, excused appointments, and situations as determined by the High School Office.

SENIOR OPEN CAMPUS

Seniors will be given the opportunity to have Open Campus Privilege if they meet specific criteria, which will be determined on a yearly basis. Each Senior Class must ask for permission for the Senior Open Campus Privilege from the Emmetsburg CSD School Board. Open campus includes the privilege to leave

school grounds during lunch, any online college level class, study hall, and Directed Study Hall.

SENIOR LOUNGE

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

DIRECTED STUDY HALL (9TH PERIOD) OPT-OUT POLICY

All Juniors at EHS may be eligible to opt out of their directed study hall (9th Period) if they meet the criteria established by the High School Principal. Eligibility for this privilege will be based on academic standing, attendance, and general behavior.

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 HIGH SCHOOL

All visitors to the high school, including salesmen, are to report to the High School Office before visiting students, faculty or classes. Those who have approval will be given a pass or escorted to their destination.

As a general rule, Emmetsburg High School discourages having students bring visitors or guests with them to their regular school day, as it may cause distractions to that student or other students. Any visitors or guests that a high school student may want to bring to school with them must request approval from the High School Principal one day in advance. 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 to attend these events.

Students or parents should contact the High School Office immediately if they have lost their activity ticket. Too often the activity ticket is lost or forgotten. Students are to present their 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 or accepted toward graduation from Emmetsburg High 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	\$75.00
Book in use for the 3 rd year	\$60.00
Book in use for the 4 th year	\$45.00
Book in use for the 5 th year	\$30.00
Book in use for the 6 th year	\$15.00

Most high school textbooks now cost more than \$60.00. Upon approval of the high school principal, a higher assessment may be made than indicated in the above table.

Students may also be 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. Students are not to personally pay for school purchases and expect reimbursement.

ATHLETICS

A student must have the following on file in the High School Office **BEFORE** practicing in athletics:

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.

All high school activities are to be completed by 6:30 p.m. on Wednesday evenings and students must be out of the building by that time. No additional activities are to be scheduled for later in the evening after 6:00 p.m. There will be no middle school activities scheduled on Wednesday evenings.

This policy applies to all high school activities on Wednesday evening whether they are scheduled in the high school building or at another location.

WEATHER AND SCHOOL ACTIVITIES

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

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

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

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

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

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

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

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

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

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.

STUDENT PERSONNEL POLICY

(GOOD CONDUCT RULE Policy) #503.4R

Emmetsburg Community Schools

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.

ACADEMIC ELIGIBILITY POLICY

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.

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.

Emmetsburg Community School District Student Pledge for Electronic Device Use

(this form must be completed and signed prior to student receiving electronic device)

Student Pledge for Electronic Device Use

- I will take good care of my electronic device.
- I will never leave the electronic device unattended.
- I will never loan out my electronic device to other individuals.
- I will charge my electronic device's battery daily.
- I will keep food and beverages away from my electronic device to reduce the risk of damage.
- I will not disassemble any part of my electronic device or attempt any repairs.
- I will protect my electronic device by only carrying it while in the case provided.
- I will use my electronic device in ways that are educational, appropriate and meet school expectations.
- I will not place decorations (such as stickers, markers, etc.) on the electronic device or case and or will not deface the serial number.
- I understand that my electronic device is subject to inspection at any time without notice and remains the property of the Emmetsburg School District.
- I will follow the policies outlined in the electronic devices portion of this handbook and applicable Emmetsburg technology policies while at school, as well as outside the school day.
- I will not load extra software/apps on to my electronic device.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District electronic device, case, and power cords in good working condition.
- I will notify school officials in case of theft, vandalism, and other incidents impacting the electronic device.
- I understand that a police report will be filed by the school if necessary.

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

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 _____

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

Non-Discrimination Policy Statement

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

Appendix A
