

East Mills Jr./Sr. High School



Student Handbook

2018-2019

Welcome letter

Mission Statement

School Board, Administration, Administrative assistants, Jr./Sr. High Staff, School Contact information, School Calendar, Jurisdiction, EEO statement, Family Educational Rights & Privacy Act, Freedom of Expression, Parent-Teacher-Student Compact

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WELCOME TO THE EAST MILLS JR./SR. HIGH SCHOOL CAMPUS

This handbook is to assist both the student and parent in becoming familiar with the East Mills Jr./Sr. High School and our policies and procedures. This information has been prepared so that it will be of assistance to you in adjusting to our school, and to becoming an integral part of the East Mills School District.

Our main goal is to provide the best possible academic program and educational opportunity for each student at East Mills Jr./Sr. High School, while creating a school culture that enables students to grow intellectually, socially, physically and emotionally. We hope you will find that our programs and opportunities offered here at East Mills Jr./Sr. High School contribute your child's growth and education.

We welcome your ideas and suggestions to make our school the best possible environment for students to reach their full potential. We feel this school is a great source of pride for students, staff, parents and the community. As partners, we can create the best possible educational opportunity for all students.

Dale Scott
Jr/Sr High School Principal

Paul Croghan
Superintendent

East Mills CSD Mission Statement:

Through education and learning, we foster a culture of excellence where proud and passionate students build a future by being leaders in their community and the world.

East Mills CSD Vision Statement:

Every one, Everyday, A Success!

Board of Education

Janet Zanders, Board President
Tim Jackson
Elizabeth Baldwin
Stephanie Gray
Rebecca Bell
Darla Hetzel – Secretary/Treasurer

Administrative Staff

Mr. Paul Croghan – Superintendent
Mr. Dale Scott – Jr./Sr. High School Principal
Mr. Kelly Sutherland – Elementary Principal

District and Jr./Sr. High School Secretaries

Mrs. Darla Hetzel, Business Manager
Mrs. Trisha Glockel, Accounts Payable/HR
Ms. Jen Shaw, Jr./Sr. High School Secretary

Jr./Sr. High School Staff

Chris Baird – English	Kathy Linke - Counselor
Monica & Adam Graybill - FCS	Jenny Marburger -English
Alan Behrends – Special Ed.	Kari Miller -History
Lee Christians – Science	Murray Moening - Band
Becky Curtis – Special Ed.	Alex Moreno – Physical Education
Deputy Justin Farnan-SRO	Sami Moyers – JH English/Interventions
Chris Ford – Business	Lindsey Sayers - TLC Lead
Nick Greiner – History	Kevin Schafer -Math
Rafael Gonzalo-Spanish	Brandi Stites-Special Ed.
Blair Holman- School Interventionist	Sara Tangeman - Social Worker
Sarah Hotchkiss -Vocal Music	Tessa Montgomery -Art
Kirby Karwal – Agriculture	Matt Thornburg – PE
Claude Lang – Math	Joe Wortman -Science

East Mills Junior/Senior High School Information:

Mascot: Wolverines

School Colors: Green, Silver and Black

Physical Address:

1505 East 15th Street
Malvern, Iowa 51551

Mailing Address:

58962 380th Street
Hastings, Iowa 51540

Phone: (712) 624-8645

Fax: (712) 624-8124

Website: www.emschools.org

Equal Education Opportunity It is the policy of the East Mills School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (student/program only) in its educational programs its employment practices as required by the Iowa Code sections 216.9 and 19B.11, (Titles VI and VII of the Civil Rights Act of 1964 and 42 U.S.C. & 2000d and 2000e), the Equal Pay Act of 1973 (29U.S.C. and 206mm et seq.), Title IX (Educational Amendments, 20, U.S.C. & 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. & 794), and the Americans with Disabilities Act (42 U.S.C. & 12101, et seq.) There is a grievance procedure for processing complaints of discrimination, if you have question or a grievance related to this policy please contact the district's Equity Coordinator, Kelly Sutherland, Elementary Principal, 58962 308th Street, Hastings, Iowa 51540, (712) 624-8696, ksutherland@emschools.org

East Mills 2018-2019 School Calendar

Summary of Calendar:
 Days/Hrs in classroom:
 First Semester 90/545.66
 Second Semester 90/577.94
TOTAL DAYS/HRS 180/1123.6

CALENDAR LEGEND

Start/End
 Inservice Days
 Holidays
 Vacation Days

Does not include Professional Development days/hours.

HOLIDAYS:
 Labor Day (9/3)
 Thanksgiving Day (11/22)
 New Year's Day (1/1)
 President's Day (2/18)
 Memorial Day (5/27)

Note: In-service Days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed.

August 2018					Semester/Total Days	
M	T	W	Th	F		
13	14	15	16	17		
20	21	22	23	24	2	13.26
27	28	29	30	31	7	31.65
September 2018						
3	4	5	6	7	11	
10	11	12	13	14	16	31.65
17	18	19	20	21	21	31.65
24	25	26	27	28	26	31.65
October 2018						
1	2	3	4	5	31	31.65
8	9	10	11	12	35	25.02
15	16	17	18	19	40	31.65
22	23	24	25	26	45	31.65
29	30	31			48	20.26
November 2018						
			1	2	50	16.63
5	6	7	8	9	55	31.65
12	13	14	15	16	60	31.65
19	20	21	22	23	63	16.26
26	27	28	29	30	68	31.65
December 2018						
3	4	5	6	7	73	31.65
10	11	12	13	14	78	31.65
17	18	19	20	21	83	29.52
24	25	26	27	28		
31						
January 2019						
	1	2	3	4	85	13.26
7	8	9	10	11	90	31.65
14	15	16	17	18	4	26.52
21	22	23	24	25	9	31.65
28	29	30	31		13	25.02
February 2019						
				1	14	6.63
4	5	6	7	8	19	31.65
11	12	13	14	15	24	31.65
18	19	20	21	22	28	26.52
25	26	27	28		32	25.02
March 2019						
				1	33	6.63
4	5	6	7	8	38	31.65
11	12	13	14	15	43	31.65
18	19	20	21	22	48	36.89
25	26	27	28	29	53	31.65
April 2019						
1	2	3	4	5	58	31.65
8	9	10	11	12	63	31.65
15	16	17	18	19	67	25.02
22	23	24	25	26	70	19.89
29	30				72	11.76
May 2019						
		1	2	3	75	19.89
6	7	8	9	10	80	31.65
13	14	15	16	17	85	31.65
20	21	22	23	24	90	31.65
27	28	29	30	31		
June 2019						
3	4	5	6	7		
10	11	12	13	14		

180 Days/1080 Hours Calendar

August 16 New Teacher Inservice
 August 17-22 Staff Inservice

Aug. 23 First Day of School

Sept. 3 Labor Day (No School)
 No school election in even numbered years

Oct. 12 – In-Service, No School

Oct. 26 End 1st Qtr (45 days/259.83 hours)

Oct. 31 P/T Conferences 2 p.m.-6p.m.
 1:15 Dismissal

Nov. 1 P/T Conferences 10 a.m. to 8 p.m.

Nov. 2 – Comp Day – No School

Nov. 21 – Early Dismissal 1:15 p.m.
 Nov. 22-23 Thanksgiving Holiday (No School)

Dec. 21 – Early Dismissal 1:15 p.m.

Dec. 24-Jan. 2 Winter Break (No School)

Jan. 3 Class Resumes

Jan. 11 End 1st Semester (90 days/545.66 hours)
 Jan. 15 Begin 2nd Semester

Jan. 14 In-Service, No School

Feb. 18 President's Day
 (No School)/Possible Make-up Day

Mar. 15 End 3rd Qtr (43 days/274.59 hours)

Mar. 20 P/T Conferences 2 p.m.-6p.m.
 1:15 Dismissal

Mar. 21 P/T Conferences 10 a.m.– 8 p.m.

Mar 22 – Comp Day - No School

April 19, 22-23 No School Easter/Spring Break

May 17 – Seniors Last Day

May 19 – Graduation 1:30 p.m.

May 24 – Last Day of School/End 2nd Semester
 (90 days/577.94 hours)

May 27 Memorial Day

May 28 Teacher In-Service
 (Missed/Snow Make Up Days on End of the Year)

Jurisdiction

Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the East Mills Community School office. School district policies, rules and regulations are in effect while students are on school grounds, while in school vehicles or chartered buses, and while attending or engaged in school activities. School district policies, rules, or 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 extra-curricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the district's policies, rules, or regulations.

Students who fail to abide by the school district's policies, rules or 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 student to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline may also include prohibition from participating in extra- curricular activities, by application of the code of conduct. The discipline implemented is based upon facts and circumstances surrounding the incident investigation and the student 's record.

Family Educational Rights and Privacy Act

ANNUAL NOTICE

The Family Educational rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respected to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacyrights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing. Procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district such as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a assistance team, assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing to the principal. The objection needs to be renewed annually

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the official that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400
Maryland Ave., SW, Washington, DC, 2022-4605

Freedom of Expression

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since student expression made on school-sponsored activity may be attributed to school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is reasonably done. Student

expression shall not, in the opinion of the administration, encourage the breaking of laws, cause defamation of person or contain obscenity or indecency, be prejudicial against certain races, ethnic groups, gender bias or orientation.

The administration has the right to determine the time, place and manner in which the expression is to be allowed as to not disrupt the educational program of the district. Students who violate Board of Education Policy No. 502.3 will be subject to disciplinary action.

Parent-Teacher-Student Compact
2018-2019 East Mills Community School District

As partners we can learn and work together to build a better world.

School Mission: Through education and learning, we foster a culture of excellence where proud and passionate students build a future by being leaders in their community and the world.

As teachers, we, the staff of East Mills Jr./Sr. High School, will:

- Believe that each student can learn;
- Show respect for each child and his/her family;
- Come to class prepared to teach;
- Provide an environment conducive to learning;
- Help each child grow to his/her fullest potential.
- Provide meaningful and appropriate homework activities;
- Enforce school and classroom rules fairly and consistently
- Maintain open lines of communication with student and his/her parents;
- Seek ways to involve parents in the school program;
- Demonstrate professional behavior and a positive attitude.

As a student, I will:

- Always try to do my best in my work and in my behavior
- Work cooperatively with my classmates;
- Obey the school and the bus rules;
- Take pride in my school;
- Come to school prepared with my homework and my supplies;
- Believe that I can learn and will learn.

As a Parent/Guardian, I will:

- See that my child attends school regularly and on time;
- Provide a home environment that encourages my child to learn;
- Insist that all homework assignments are completed;
- Communicate regularly with my child's teachers;
- Support the school in developing positive behaviors;
- Talk with my child about his/her school activities every day

- Encourage my child to read at home and to monitor his/her TV viewing;
- Volunteer time at my child's school
- Show respect and support for my child, the teacher and the school.

Section I: General Information

Hours of School Day

Classes begin at 8:15 a.m. with dismissal at 3:23 p.m. except for early dismissals indicated on the school calendar or weather related interruptions.

Hours of Operation

For the safety of our students, we ask that students do not arrive at school before **7:30 am** or remain in the building after **4:00 pm** unless otherwise supervised by a teacher or coach.

Upon arrival in the morning, students are asked to remain in either the gym or cafeteria area. Due to supervision restrictions, students are asked to not be upstairs or in other classrooms or areas of the building until the bell rings.

Once the bell rings at the end of the day, students who are not immediately boarding a bus are asked to move to the East doors in the cafeteria to await transportation.

Parents of students who are left unattended before or after the hours of operation will be contacted and asked to pick up their student. The safety of our students is our main concern and we appreciate your cooperation

Late Start/Early Dismissal - No School

Early dismissals and dates when school is not going to be held are marked on the school calendar. In case of severe weather (snow, severe temperatures, dangerous road conditions, etc.) the announcement for school closings, late starts and early dismissals may be heard over radio station KMA (960 AM) Shenandoah; KOAK (1080 AM) or KCSI (95.3 FM) Red Oak; WOW (590 AM or 94.1 FM); KFAB (11.10AM), or Channels 3, 6, or 7 Omaha. **The radio stations KMA and KOAK/KCSI are notified first.**

Student Visitors

Students must have **24 hour** advance permission of the principal if they wish to bring student visitors to school. The principal must approve all visitors in advance.

Breakfast and Lunch

**Free and reduced price breakfasts do not include extra milk or juice*

	2017-2018		2018-2019	
Breakfast	Full Price	Reduced Price	Full Price	Reduced Price
1 Day	\$1.75	\$0.30	\$1.85	\$0.30
Lunch				
1 Day – PK-5	\$2.50	\$0.40	\$2.55	\$0.40
1 Day – 6-12	\$2.60	\$0.40	\$2.65	\$0.40
Milk/Juice	\$.50		\$.50	

Our meal/beverage ticket system is a computerized system. Any amount of money may be deposited to cover charges for breakfast, lunch, milk or juice. If you have more than one student within the district, you may send one check for all students. A receipt will be given to the students who bring the money to the office. **No charging is allowed.** Applications for free or reduced meals are available at the office.

Negative Lunch Balances

In order to effectively operate our school lunch program it is necessary for us to place limits on negative lunch balances. It is our preference that all meal accounts maintain a positive balance at all times. The school district's policy is to remind students and parents when their balances run low and to limit any negative balances to a maximum of \$5.00.

If you have any questions concerning your child's meal account please contact the school your child attends. You can check lunch account balances and place funds in lunch accounts from the Infinite Campus Portal on the school website at www.emschools.org. If you have not set up access to your child's school records and lunch account information on Infinite Campus, please contact the school secretary at your child's school for assistance. If you have any questions or concerns regarding the lunch program contact Karen Gage, Foodservice Supervisor, (712) 624-8696.

We have free or reduced lunch applications for those who qualify. If you have any questions about this program, call Leslie Foss at (712) 624-8696. Thank you for your understanding and assistance.

Additional Lunch/Breakfast Information

Changes to NSLP for the "2012/2013" school year are as follows. NSLP will serve more fruits and vegetables; also more whole grain products are on the menu. The serving size will vary according to your child's age and grade. This follows a nation wide change to the NSLP with

the Healthy Kids Act. We appreciate your support and encouragement in regards to your children and their healthier menu choices.

Parent - Teacher Conferences

The staff at East Mills Jr./Sr. High School feels that communication between the teachers and parents is an essential part of the child's educational program. One method of facilitating this communication is through parent-teacher conferences, which are held twice a year. This is an excellent opportunity for you to get acquainted with your child's teacher, to see your child's progress and to ask questions or voice concerns you may have. Feel free at any time of the school year to set an appointment and meet with your child's teacher. Good parent-teacher communication is necessary for your child's success in school.

School Bus Safety

School bus travel, in general, is one of the safest forms of transportation in the United States. All students in our school system who ride a bus to school are subject to the regulations until they get off at their school or the bus stop near their home. Any misbehavior, which distracts the driver, is a very serious hazard to the safe operations of vehicle and jeopardizes the safety of all passengers.

**** Riding the bus is a privilege and NOT a right! ****

Each driver has been supplied with a School Bus Incident Reporting System, which reflects the rules of student conduct. Students will be cited for the following activities:

- | | | |
|--------------------------------|--------------------------|-------------|
| * Failure to remain seated | * Smoking on Bus | * Profanity |
| * Refusing to Obey Driver | * Bothering Others | * Vandalism |
| * Throwing objects out of bus | * Fighting | * Spitting |
| * Other Inappropriate behavior | * Lighting Matches | |
| * Hanging Out of Windows | * Disobeying Bus Monitor | |

If your child is reported for any of the above activities, the administration will take the following disciplinary action:

- 1st Offense: A warning to the student with a report to the parents. It is hoped that the parents will help to prevent a reoccurrence.
- 2nd Offense: Student will have a conference with the Principal or his/her designee. Parents will be notified.
- 3rd Offense: Automatic suspension of riding privileges for up to 3 days. Parents will be notified.
- 4th Offense: Student will have their riding privileges suspended pending a conference with the Superintendent, Principal or his/her designee, parent and the student.

***** Serious violations will result in more severe disciplinary actions. *****

Please go over these rules and consequences with your child. Rules are posted on each bus.

The East Mills Community School District's Board of Education supports the use of video cameras on school buses and school vehicles as a means of monitoring and maintaining a safe environment for students and employees. The video cameras may be used on buses and school vehicles for transportation to and from school, field trips, curricular events and extra-curricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

To review the entire policy, contact the administrative offices

School Pictures

Individual school pictures are taken each fall. Packages may be purchased. Information will be sent home prior to taking the picture. Photos may be taken for school publicity purposes. If you do not want your child photographed, please notify the school office in writing by the date of picture taking.

Lockers

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept in order at all times. No one should leave classes to go to their locker without permission. **Lockers are to remain closed and it is strongly suggested that they be locked during classes, before students arrive and after students leave school for the day.** PE and hall locks may be purchased at the office. Non-school issued locks are prohibited from use on school lockers. Students will be given notice to remove the lock. If the lock is not removed, it will be cut off the locker.

Lockers may be inspected according to Board Policy No. 502.5 as reprinted below.

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of each student to keep his or her assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned locker, the principal of the building may periodically inspect the lockers. Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

Locker Inspections and Searches

Inspections – Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. Periodic inspections of all or random selection of lockers may be conducted by school officials in the presence of the student. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials

Searches – The student’s locker and its contents may be searched when a school official has reasonable and articulable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.

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

Automobile 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 lot. The interior of a student’s automobile on the school premises may be searched if the school official has reasonable and articulable suspicions to believe that illegal, unauthorized or contraband items are contained inside.

Illness/Accidents

Students who become ill or have an accident at school should report to the nurse’s office or notify the main office. Students are not permitted to go home because of illness or accidents without first receiving permission. Parents will be notified before their child is permitted to leave the building and students must sign out before leaving.

An accident report form will be completed by the supervisor on all school related occurrences and filed at the main office.

Communicable Diseases

Students with a communicable disease will be allowed to attend school as long as they are physically fit and able to do so and that their presence does not cause a substantial risk that others will catch the disease. The term “communicable disease” means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the condition poses a health threat to other students, the student will be excluded from participation at school for as long as the disease remains in the contagious stage. When the administration has knowledge of the presence of a communicable disease, the State Department of Health may be notified.

Head Lice Recommendations:

Head lice continue to be a problem for Iowa School-aged children. The Iowa Department of Public Health (IDPH) recommends the following prevention and control measures for managing head lice in Iowa schools.

1. Discontinue routine school-based screening. Current evidence does not support classroom or school-wide screening as a method to stop head lice transmission. Instead, schools should educate parents and staff about lice detection, treatment, and prevention. Parents should be encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and schools at all times.
2. Discontinue “no-nit” policies. “No-nits” policies that require a child to be free of

nits before they can return to school are not recommended. Children should not be excluded from school. Head lice can be a nuisance but have not been shown to spread disease.

3. Children should remain in school for the rest of the day if head lice are detected. Notify the parents by phone, provide educational materials on treatment be started before the child returns to school the next day.
4. Do not use environmental sprays or chemical cleaners at home or in the classrooms, lockers, or on gym mats or other school or other school equipment. Head lice do not live “off” the body. The head louse must maintain a constant warm temperature. Only ordinary cleaning, vacuuming, and washing in hot water are needed. Sprays and other chemicals can be potentially harmful, since they can be absorbed through the skin and are irritating to the lungs of some asthmatics.
5. Teach and support parents in appropriate techniques for lice treatment. IDPH advocates a two-week treatment that includes the use of an over-the-counter medicated shampoo that contains either permethrin or pyrethrin.
6. What if treatment with over-the-counter shampoos and use of a nit comb fails? Physicians may prescribe stronger treatments for head lice. Re-infestation is more common than treatment failure.
7. Further information can be found at the websites: www.idph.state.ia.us
www.cdc.gov/lice/head

Health Services

Occasionally, students may be required to take medication during the day. If so, the medication will be administered by a school nurse or designee. In order to comply with the Code of Iowa laws governing administration of medication by school personnel, the following guidelines will be followed.

No medication will be administered without written authorization from the parents. Tylenol, aspirin, or any other medication will not be given to students from a school supply. If you want your child to have these medications, you must send the medication, in the original bottle in which the medication was purchased, from home with your child’s name on it and a permission slip signed by you.

Prescription medication must be brought to school in the container, packaged by the pharmacist according to doctor’s orders. This should be accompanied by a signed permission slip from parent. When you get a prescription for your child, please ask the pharmacist for a separate bottle for school. If you have only one container, send the original to school with only enough medication in it for the number of days it is to be taken at school. Please don’t send a full bottle that has to be sent back and forth. If the medication dosage does not have to be taken during school time, please take it at home. All medication is kept in a locked cabinet.

The health of our students and staff is very important to our school district. We feel it is

important to have guidelines that we encourage every family to follow to ensure the wellness of our students and staff. While most illnesses do not require exclusion, there are times when the student should be sent home. If the illness:

- Prevents the student from participating comfortably in activities
- Results in needed care greater than school personnel can provide considering the health and safety to other students
- Poses a risk of spread of harmful diseases to others

If any of these criteria exist, the best option for the student is exclusion, regardless of the type of illness. Families should consider keeping their students home from school if having severe diarrhea, vomiting, or high fever that results in difficulties participating in classroom activities. We encourage our students to wash their hands frequently, cover their cough with their sleeve, and to use hand sanitizer.

Immunization

Iowa law requires certain immunizations, which apply to all students' kindergarten through twelfth grade that are enrolled in public and non-public schools, and children enrolled in licensed child care centers.

A parent is responsible upon the enrollment of his/her child to show a record of the child's immunizations. These "certificates" are available at doctor's offices, schools, health departments and county public health nurse's offices. The doctor or health department will review your child's immunization record and if all the required immunizations have been received, they will enter the dates and vaccines received and validate it by signing the certificate.

According to the law, students not presenting an appropriate "certificate" to the school are not entitled to enrollment. **School officials cannot allow your child to attend school unless they have one of these "certificates."** Elementary/Secondary School Requirements (4 years of age and older):

5 doses Diphtheria/Tetanus/Pertussis with at least 1 dose received > 4 years of age if born on or after September 15, 2003; or 4 doses, with 1 dose received > 4 years of age if born after September 15, 2000, but before September 15, 2003; or 3 doses, with 1 dose received > 4 years of age if born on or before September 15, 2000.

4 doses of Polio with 1 dose received > 4 years of age if born on or after September 15, 2003; or 3 doses, with 1 dose received > 4 years of age if born on or before September 15, 2003

2 doses of Measles/Rubella; the first dose shall have been received > 12 months of age; the second dose shall have been received >28 days after the first.

3 doses Hepatitis B; if born on or after July 1, 1994.

2 doses Varicella > 12 months of age if born on or after September 15, 2003; or 1 dose received > 12 months of age if born on or after September 15, 1997, but before September 15, 2003, unless the applicant has a reliable history of natural disease.

Student Insurance

Parents can apply for Hawk-I Insurance, which is low or no-cost health insurance for children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children ages birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, and immunizations. Physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll free) or go to the website at <http://www.hawk-i-org/> for more information.

All students are eligible for insurance covering all accidents occurring; to, from and during school Insurance is available for 24-hour coverage. **If you wish to participate in activities, you must have insurance or a waiver.** Standard insurance coverage is still required for each athlete.

Lost and Found

Articles belonging to students but left throughout the building will be taken to the office and if not claimed on the same day will be put in the lost and found. If you have any lost articles, please check with the office to claim them. Materials not claimed by the end of each semester will be given to charity. All items are cleared from the lockers on the final day of school.

Student Valuables

Students are not to bring large amounts of money or other valuables to school, and if they wear glasses, watches, or any other items they need to keep track of them at all times. Students, **NOT THE SCHOOL**, are responsible for valuables, clothes, shoes, etc. Locker room theft has been an issue in the past. It is extremely difficult for the school to monitor the locker rooms. Students are responsible for locking the property in the lockers. Students will be issued a lock for their locker if they ask for them. Student may bring valuables to the office for safekeeping. Do not leave valuables in your hallway locker or gym locker.

The administration strongly recommends that all articles of clothing, jackets, coats, gym clothes and so forth be clearly marked with both first and last name so that, in the event they are lost, misplaced or stolen, items may be returned to the proper owner. Students who have lost items should check the lost and found.

Telephone Calls

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone

call. The telephone in the office is a business phone and available for student use only in urgent situations after permission from office personnel. Students may be given permission to use their cell phone for emergency/essential use only while under the supervision of office personnel.

Student cell phones could be viewed as an instructional tool and are to be used as such during the school day. (Refer to Acceptable Use Policy)

After School Activities

The administration of East Mills fully supports and encourages East Mills students, as spectators, to support sporting events and other after school activities. Most students are well behaved and enjoy participating. To ensure the safety of the players, spectators and East Mills facilities, these guidelines will be enforced.

1. Access to the school facility is limited to the area of the activity and concessions.
2. No pets are permitted at events sanctioned by the Boys or Girls Union.
3. Pride in East Mills is demonstrated through the show of support for participants of all participating schools.

Students who have been suspended for the day will **NOT** be allowed to participate in school sponsored co-curricular activities that day.

Students will be suspended and sent home from after school activities if they are displaying inappropriate behavior. Students sent home twice in one season are not allowed to return to any other activities for the duration of that season. Students sent home a third time in one semester are not allowed to return for the duration of the next semester's activities after school. The exception would be to participate in vocal/instrumental concerts.

Students on school grounds must comply with the school rules and the instructions of the supervisor. Parents should ensure that their children observe these guidelines. We ask for your continued cooperation in this matter

Open Enrollment

Parents who wish to transfer their children out of district under the Open Enrollment Act may pick up the appropriate forms from the Board Secretary. These forms must be completed and returned to the receiving school district on or before March 1, for the next school year. If the application is for a kindergarten student, file the application form with the receiving school district on or before September 1, of the school year in which open enrollment is requested. If good cause applies because of a change in the student's residence or change in status of the resident district school of attendance after March 1 of the preceding school year, file the application form with the receiving district by the Thursday before the third Friday in September.

Parents should be aware that open enrollment might result in loss of athletic eligibility. In most cases a high school student who open enrolls is ineligible for interscholastic athletic competition during the student's first 90 consecutive school days of enrollment in the receiving district.

Parents/Guardians whose income is at or below the federal poverty guidelines are eligible for transportation assistance. Please contact the Superintendent's office for additional information.

Area Education Agency (Green Hills)

The following services are provided to all school districts within Green Hills:

1. Speech/Language Therapy
2. Psychological testing, counseling and consultation
3. Social Work Services
4. Educational consultation
5. Teaching and consultation for the visually and hearing impaired
6. Media (Books, films and laminating)
7. Inter-school and AEA Office mail delivery services
8. Preschool consultation, evaluation and educational service

Complaint Procedure

Parents and other patrons, who have complaints, must follow the procedure below:

1. Talk to the teacher/or staff member involved.
2. Talk with the Principal or immediate supervisor.
3. Talk with the Superintendent.
4. If the chain of command is not followed, a person may be directed to go back to the beginning of the process.

If the superintendent cannot settle the matter satisfactorily, it may be brought to the Board of Directors. Questions and comments submitted to the chairman of the Board in letter form, will be brought to the attention of the entire Board.

Sexual Abuse and Harassment of Students by Employees

Board Policy No. 402.3 clearly states that the school district will not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate investigators to look into the allegations. The school district has designated Paul Croghan at 624-8700 as its Level 1 investigator.

Physical abuse is non-accidental physical injury to the student as a result of the action of employee. Injury occurs when evidence is still apparent at least twenty-four hours after its occurrence. The times when reasonable physical force are appropriate include, but are not

limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self- defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self- infliction of harm.

Contacting of Teacher

To ensure a climate free from disruptions, teachers will not be called to the phone during class time. If parents need to contact a classroom teacher, they may talk to the teacher before 8:15 a.m., during lunch, or after the buses have departed. Messages may be left with the secretary in all other cases. Every effort will be made to return calls and messages in a timely manner. Parents may also email teachers.

Custodial Care

Custodial and non-custodial parents have the right to all records and notes regarding their children. Non-custodial parents will need to request this information from the district and will be assessed the cost for postage and copying of information. Information requests will be denied to non-custodial parents upon the district's receipt of non-contact order.

Directory Information

Student directory information is designed to be used internally. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date of birth, grade level, enrollment status, participation in officially recognized activities and sports weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents. Board Policy 506.2

Use of Directory Information

The following information may be released to the public in regard to any individual student of the school district as needed. Any parent not wanting this information released to the public must make objection in writing by August to the principal.

The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE

STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing no later than 5 days after the start of the school year or of enrolling for the first time. If you desire to make such a refusal, please complete and return the slip attached to this not.

If you have no objection to the use of student information, you do not need to take any action.

RETURN THIS FORM

East Mills Community School District Parental Direction to withhold Student
Directory Information for 20____20____ school year.

Student Name:_____Date of Birth: _____

School:_____Grade: _____

(Signature of Parent/Legal Guardian/Custodian of Child) (Date)

This form must be returned to your child's school no later than August 31st. Additional forms are available at your child's school.

Drills

Fire and tornado evacuation plans have been developed for each classroom. There is a sign in each classroom directing students to practice for such emergencies.

Official School Publications

The First Amendment to the Constitution of the United States and the Constitution of the State of Iowa protects students of East Mills Community School District in their exercise of freedom of expression. Understanding the meaning of the First Amendment's protection of free speech (oral, written, symbolic) is an important part of the learning process, and the school is an appropriate place for inquiry and learning through the expression and exchange of ideas. Student expression in official school publications is specifically defined and protected by law.

It is the policy of the East Mills High School that all official school publications shall be free from prior restraint by school official under most circumstances. Students shall not express, publish, or distribute any of the following materials:

- A. Materials that are obscene
- B. Materials which are libelous or slanderous
- C. Materials which encourage students to do any of the following:
 - 1. Commit unlawful acts
 - 2. Violate lawful school regulations
 - 3. Cause the material and substantial disruption of the orderly operation of the school

An editorial board comprised of participating students, publication advisor, and the principal shall be responsible for the content of official student publications. The editorial board shall be guided by the Iowa Code and by ethical standards adopted by professional associations or societies of journalism.

Student expression in official school publications is not an expression of school policy. Public school districts and employees or officials are not liable in any civil or criminal action for any student expression made or published by students, unless the school employees or officials have altered the content of the student's speech or expressions, and then only to the extent of the interference or alteration of that speech or expression.

It is encouraged that the resolution of complaints be brought first to the journalism committee. From there, any person aggrieved by the content of the official student publication is directed to use the Board of Education complaint procedure. Schools possess a substantial educational interest in teaching student writers journalistic skills. Journalism advisors shall supervise student writers to maintain professional standards of English and journalism to comply with Iowa law including the restriction against unlawful speech in Iowa Code No. 280.22.

Non-Official Student Publications

A publication by students not created under supervision of school personnel and not part of the curricular or extracurricular programs or activities of the East Mills Community School District is considered an unofficial student publication. If it's to requested to be distributed on the school grounds, it must meet the following conditions:

- A. The publication must be distributed before or after school or within the cafeteria/commons area during lunch periods.
- B. The publication may not identify itself as affiliated with or under the sponsorship of the school.
- C. The publication must not contain pervasively vulgar, indecent, or obscene material to an audience of minors.
- D. The publication shall not contain libelous expression, or expression that invades the privacy of others.
- E. The publication must be previewed, before distribution, by the principal's office and written permission given.
- F. The publication may not have included insulting or "fighting words", the very expression of which injures or harasses others.
- G. The publication does not contain expression that will cause a material and a substantial disruption of the orderly operation of the school, cause the commission of unlawful acts, or violation of school rules.

Distribution of unofficial student publications in violation of this rule shall result in disciplinary action taken against the student(s) responsible for the distribution of the material.

Teacher Information

Under the new Federal No Child Left Behind Legislation, East Mills Jr./Sr. High School is required to make available to parents the following information on all teachers if it is requested:

1. Teacher state qualifications and licensing criteria for subject areas and grade level.
2. Degrees and certifications held by teacher and are of discipline.
3. Information about teachers who are teaching with conditional licenses. (This information is available from the school office upon request.)

Transfer or Withdrawal

Parents planning to move from the school district should notify the principal as soon as possible. Parents need to sign a form giving permission for the school to forward the student's records to the new school district.

A student who plans to transfer or withdraw from East Mills should follow these procedures:

- a. Notify the office regarding the date you expect to leave East Mills School;
- b. Obtain a checkout slip from the office. Return your books to the teacher and have the checkout slip initialed
- c. Clean out your gym and corridor locker;
- d. When the checkout slip is completed, take it to the Principal's office. Any textbooks or library books should be returned to the school and all outstanding fees should be paid.

Section II: Academic Information

Reporting Periods

Student grades are reported approximately every 9 weeks in the form of report cards. Only semester grades are part of the permanent record. Mid-term reports are sent home after 4 ½ weeks of each quarter to insure that parents know where their student stands academically. Mid-Term reports are also available at Parent-Teacher Conference in the first and third quarters. Progress reports from individual teachers or teams may also be sent home at any time. Some student will need to be made aware of their academic or behavioral progress on a more frequent basis. For more information on the daily/weekly progress report, please contact the school counselor.

East Mills Grading Scale

A	97-100
A-	93-96
B+	90-92
B	88-89
B-	86-87
C+	83-85
C	80-82
C-	78-79
D+	76-77
D	73-75
D-	70-72
F	69 and below

Honor Roll

A student must have a grade point average (GPA) of 3.91 to 4.0 to qualify for the *Principal's Honor Roll*. A student must have a grade point average (GPA) of 3.41 to 3.9 to qualify for the *Gold Honor Roll*. A student must have a grade point average of 3.0 to 3.40 to qualify for the *Silver Honor Roll*.

Senior Year Plus

Enacted by the legislature in 2008, Senior Year Plus (SYP) was created to provide increased and more equal access to college credit and advanced placement courses. Courses delivered

through SYP provide students the opportunity to take a rigorous college curriculum and receive in many cases, both high school and college credit concurrently. Senior Year Plus course are available to students in grades 9-12.

Iowa law requires students to meet certain criteria to be eligible to participate in SYP programming:

- The student shall meet the enrollment requirements and academic assessment established by the postsecondary college.
- The student shall have obtained the approval of the school board or its designee.
- The student must demonstrate proficiency in reading, math, and science on the Iowa Assessments to participate.

Any student interested in a SYP enrollment course should make an application through the School Counselor. For SYP courses approved in advance by school board, the district shall pay the course cost as set by the college institution for terms of Fall and Spring. **Textbook rental fees and or other costs (additional technology, lab fees, etc.) are the responsibility of the student.** Summer term classes are available for high school students at their own expense.

If a student drops a SYP course after the 100% refund college date, the student will be assigned a grade of “F” for that course which will be on the high school transcript. This grade however may not be reflected on the college transcript.

Grades earned through SYP will be used when calculating high school GPA and class rank.

It is important to understand that once a student enrolls in an SYP course, their college transcript begins. Failed courses or low grades greatly affect the student’s college GPA. College GPA earned while in high school can affect admission to colleges or specific majors.

Credit Options

Two programs that students may elect to participate in and receive credits towards graduation are the school-to-work programs and the teacher assistance program. Applications and Guidelines for enrollment can be picked up in the principal’s office.

Early Graduation

Students who meet the graduation requirements set by the Board prior to the end of their senior year may apply for early graduation. Candidates for early graduation have to complete a minimum of 50 credits and meet the requirements established by the State Department of Education and the East Mills Board of Education.

Students should apply during the first quarter of the semester during which the credit requirement would be fulfilled. Written requests should be channeled to the high school principal who will present a formal request to the Board of Education for approval.

Students who graduate early become alumni of the school district, not members of the student body, and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies. Students who graduate early may attend Prom as a guest of a current East Mills junior or senior student.

Graduation Requirements

Students who are in good standing and who meet the graduation requirements set by the Board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students who have not met the graduation requirements for East Mills High School will not be allowed to participate in graduation ceremonies. Students are not required to participate in the graduation ceremony.

<u>Subject Area</u>	<u>Required Credits Required Courses</u>
Language Arts	8 credits English 9, English 10, Speech (1 semester)
Social Studies	6 credits World History, US History, US Gov't, Sociology
Mathematics	6 credits
Science	6 credits Biology
Physical Education	8 credits (1 credit per semester may be earned)
Computer Technology	2 credits
Fine and Performing Arts/Foreign Language	2 credits
Vocational/Technical Trades	3 Credits + CORE (1 semester)
Electives	9 credits

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used determining whether graduation will occur. Prior to the special education student's graduation, the IEP team will determine whether the graduation criteria have been met.

Guidance and Counseling

The school counselor is available to students, parents and school personnel. The counselor will help students with career information, personal and school related problems, goal setting, anger management and problem solving. Parents are encouraged to call or visit the counselor concerning their son's/daughter's academic progress or other related issues. To see the counselor, students should stop by the guidance office or between classes to set up an appointment and secure a pass

Instructional Materials Objections

If you have any objections to the content of materials being used in the classroom, visit with the classroom teacher to determine if alternate, suitable materials may be used. If this remedy is not suitable, contact the Principal. The administration will call the Citizen's Advisory

Committee together to view materials in question to determine the viability of their continued use. A decision will be made within fourteen days from the notification of the Principal. Notification of the Principal that there may be objectionable materials used either in the classroom or in the library must contain the following:

Title
Author
Publisher
Date of publication
Location of material(s) in building (i.e. classroom, library, etc.)
Specific Nature of objection
Date of principal notification

School Based Interventionist

East Mills School District implements an intervention program for students who may be at-risk of not graduating from high school. The School Based Interventionist (SBI) is housed at the middle and high school levels to assist students, parents, and staff on the student's journey to a high school diploma. School Based Interventionists work primarily with counselors and administrators as a liaison between parents, students, and the school. The SBI is supervised by Steve McPhillips at Green Hills Area Education Agency. Please contact Steve with any concerns at smcphillips@ghaea.org or [712-366-0503](tel:712-366-0503).

Section III: Student Attendance

Code No. 501.3

Compulsory Attendance

A child who has reached the age of six and is under sixteen years of age by September 15th is of compulsory attendance age. If a child reaches the age of sixteen (16) on or after September 15, the child shall be subject to the provisions of this policy until the end of the regular school year. In addition, a parent or guardian who has enrolled a child age five (5) in kindergarten or enrolled a child age four (4) in the statewide voluntary preschool program shall be subject to the requirements of this policy unless the parent or guardian notifies the District in writing of his or her intent to withdraw the child from school.

A child of compulsory attendance who is a resident of the District must enroll in the District schools unless:

- A. The child is enrolled in another accredited school; or
- B. The child has completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma; or
- C. The child is excused for sufficient reason by a court of record or judge; or
- D. The child is attending religious services or receiving religious instruction; or
- E. The child is attending a private accredited college preparatory school; or

- F. The child is blind or deaf, and the superintendent of the state school determines that the child is physically or mentally unable to attend school; or
- G. The child is exempted by the Director of the Iowa Department of Education based on religious beliefs and principles of the child's parents or guardians; or
- H. The child is receiving competent private instructions in accordance with Iowa law and the rules of the Iowa Department of Education, either directly by the licensed teacher in a non-accredited nonpublic school, directly by a licensed teacher in a tutorial or home school setting, indirectly by a licensed teacher assisting and supervising a parent, guardian or custodian who provides instruction, or directly by a parent, guardian or custodian.

All students enrolled, including those not of compulsory attendance age, are expected by the Board of Education to attend school each day that school is in session, unless otherwise excused or exempted as outlined in this policy or Iowa law.

Legal Reference: Iowa Code 239.5B; 259A; 279.10 -.11; ch. 299; 299A (2001).
441 I.A.C. 41.25(8)
1978 Op. Att'y. Gen. 379.

Cross Reference: 501 Student Attendance
601.1 School Calendar
604.1 Competent Private Instruction

Approved _____ Reviewed _____ Revised _____

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. **Students' staying home more than 3 continuous days for health reasons should seek medical attention, and bring a doctor's note upon their return. Students who know they will be absent must notify the office prior to the absence.**

Excused absences may include: (School Administration makes the final decision)

1. Illness
2. Funeral
3. Medical appointment (Parents/guardians are encouraged to set appointments outside of school day.
4. Required court appearance
5. Absences to attend a religious service or to receive religious instruction
6. Other absences excused by the administration

Unexcused absences

Unexcused absences may include but are not limited to:

1. Truancy, missing bus, oversleeping
2. Trips not approved in advance
3. Shopping, hunting, fishing
4. Gainful employment other than school approved
5. Personal preparations for dances (Homecoming or Prom) or other social activities
6. Senior Pictures

School administration may require verification in order to classify any absence as excused. Verification may be requested in the form of a doctor's note, written statement by a clerk of the court, written excuse by a minister or other means an administrator may deem sufficient to determine whether or not an absence shall be classified as excused. The principal or designated truancy officer may also refer a student with excessive excused absences to the County Attorney. The definition of "excessive" shall be at the discretion of the building principal or truancy officer, but shall be generally defined as interfering with the child's educational progress.

Students are responsible for make-up work from any and all classes. Students will have one day for each day absent plus one additional day. Examples: If a student is gone on Monday and back on Tuesday, they would have Tuesday and Wednesday to work on make-up, and it would be due Thursday at class time.

Truancy

Students who are absent from their assigned class or class activity for reasons other than those listed as excused are truant. A student is also considered truant when a student is absent from school or absent from assigned classes without school permission after reporting to school. Acts of truancy may result in interventions; required appearance before board of education; and/or placement in alternative learning opportunities; and/or referral to the County Attorney.

Attendance- General Procedures

Unexcused/Unverified Absences:

- An absent student not meeting the provisions required to have an absence excused will have an unexcused/unverified absence.
- An absence is when a student misses three or more periods in one school day.
- Parents shall have one week from the time a student returns to school to provide appropriate documentation to excuse the absence. Administrator approval will be needed for those seeking to excuse absences after the one-week policy.
- A daily phone call will be made by school personnel for any unverified absences. Parents/guardians shall notify the school by 9 am if their child will be absent.
- Attendance notification letters will be sent to parents/guardians upon accumulation of 4, 7, 10 day absences.

- Physician notes are required for students to be excused when they accumulate a total of 10 absences. Student **must be seen** at the doctor office to be excused. Other options to excuse a student may be granted upon approval of school administration.
- After a total of 7 absences have been accrued in a semester, a note from a physician is required to excuse any additional absences. The student must be seen at the doctor for the absence to be excused. Other options to excuse a student may be granted upon approval of school administration.
- Possible interventions or the means to determine appropriate interventions may include, but are not limited to, developing a Student Support Plan (SSP); referral for a Family Team Meeting (FTM); completion of an Attendance Cooperation Agreement (ACA); referral to the board of education; and meetings with the school based interventionist, guidance counselor, administrator, and/or teacher.
- Students who have reached 3 or more consecutive days of unexcused/unverified absences, where it is determined that the student and family are not actively engaged in resolving the attendance issue, will be referred to the County Attorney for truancy mediation and/or meeting with the school board.
- If the student continues to have unverified/unexcused absences and tardy days after the truancy mediation contract has been signed, and affidavit will be filed with the County Attorney's office.

The days referred to below are total days missed. Exceptions will be made for approved, long-term absences.

1 Day Absent - If the parent does not report a student absent, school personnel will attempt to confirm the absence and the child's safety. If no phone contact is made, the school interventionist may make a home visit. If contact was not made by the school regarding an absence, a note should be sent or a telephone call made at the time of the child's return to school giving the reason for the absence. Any absence that occurs without parental knowledge will be classified as truancy. Parents will be notified when a student is truant from school. If a student is absent 3 or more consecutive days, the school may require a doctor's statement confirming the illness.

4 Days Absent - A letter will be sent to the parent/guardian addressing the absences.

7 Days Absent - A letter will be sent to the parent/guardian addressing the absences. The school interventionist may make a home visit.

10 Days Absent - An "Attendance Cooperation Meeting" will be scheduled with parents, school interventionist, teachers, principal, and counselors. An Attendance Cooperation Agreement will be signed at this point.

Failure to comply with Attendance Cooperation Agreement - The following may occur: The police may accompany school personnel on a well-being home visit.

The County Attorney will be notified.

****Mediation plans will follow the student from year-to-year.****

Drop Outs- License Revocation

Department of Transportation (DOT) contacted if a student drops out of school. Student's license may be revoked and/or will not receive license until he/she is 18 years old. Iowa Code

299.1B FAILURE TO ATTEND - DRIVER'S LICENSE. A person who does not attend a public school, an accredited nonpublic school, competent private instruction in accordance with the provisions of chapter 200A, an alternative school, or adult education classes shall not receive an intermediate or full driver's license until age eighteen.

Attendance is part of a student's permanent record and will be furnished to prospective and/or current colleges and employers. This information may also be requested by the armed services as part of the recruiting process.

Excused Absences and Make-Up Procedures

The following are considered excused absences with make-up procedures:

1. Student illness
2. Medical or dental appointment that cannot be made other than during school time.
3. Death or serious illness in immediate family.
4. Other reasons, which can be justified, from an educational standpoint.

Students are responsible for make-up work from any and all classes. Students will have one day for each day absent plus one additional day. Examples: If a student is gone on Monday and back on Tuesday, they would have Tuesday and Wednesday to work on make-up, and it would be due on Thursday at class time.

Unexcused Absences and Make-Up Procedures

The Following are considered unexcused absences with make-up procedures:

- Any absence, which cannot be justified from an educational standpoint.

*Students will be required to make up assignments missed. Half credit will be awarded for these assignments.

Additional Absences and Make-Up Procedures

The following information will be used to generate greater consistency in regard to absences, make-up procedures, excused missing work, and late work.

- The teacher should not place the score of 0 in the grade for Excused Missing Work until the student misses the deadline for handing their excused missing work in for full credit. The time frame for handing in excused missing work has been stated above.

Class Tardies

Tardy to class: Students will be considered tardy to class if they are not in their classroom when the tardy bell rings. Specific tardy guidelines once students are in the classroom doorways are at the discretion of the classroom teacher.

Tardies to School

Students will be considered tardy to school if they are not in their assigned room at the beginning of period one. The warning bell will ring at 8:10 AM and the first bell signaling the

start of period one will ring at 8:15 AM. After three (3) tardies, the student will be assigned a 20-minute detention. Every subsequent tardy after 3 will result in 20 minute detention. After the 5th tardy the student will be referred to the building principal, and there will be a parent conference regarding those tardies.

Students who are late to school and/or late to class, miss valuable information that is given at the start of the day and/or the start of a class.

Pre-Arranged Absences

If a student knows that he/she will be absent for a period of time, it will be their responsibility to obtain an advance make-up sheet from the office and carry it to all classes for assignments and teacher signatures. Assignments will be due upon return.

College Visits

Seniors and juniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors and juniors may be excused up to 2 days to visit college campuses with the permission of the guidance counselor and with a note signed by the student's parent.

Work Release Program

The School to Work Release program is open to students in Grades 11 and 12. The student shall be enrolled in an academic program that will ensure the successful completion of the graduation requirements of East Mills High School. The student shall be regularly employed throughout the time of program enrollment. Students not regularly employed are subject to removal from the program. The student shall receive no more than 1 credit hour per semester for participation in the School to Work Release Program. The student shall be graded on a "Pass/Fail" basis. The student shall demonstrate satisfactory performance in his/her employment to the satisfaction of his/her employer and School to Work Release Program coordinator. The student shall complete all School to Work Release Program requirement as assigned by the School to Work Release Program coordinator

Section IV: Student Conduct

Disruptive Behavior, Insubordination and Defiant Behavior

It is expected that students behave properly in the classroom, hallways, on East Mills Property or while representing the school. If at any time a student's behavior is disruptive or he/she is insubordinate to a teacher or supervisor, proper disciplinary action will be taken. Discipline may include the following:

1. Detention time after school
2. In-school suspension time
3. Conference with Guidance Counselor
4. Conference with parents and administrators
5. Out-of-school suspension
6. Expulsion from school

Assemblies

From time to time, East Mills will sponsor assemblies for activities such as academic performance recognition, pep rallies and guest speakers. At all such occasions the student's behavior should be respectful and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct will not be tolerated.

Cafeteria

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here, each student is expected to practice the general rules of good manners. Some simple rules of courteous behavior, which would make the lunch period pleasant and relaxing, are:

1. Observe good dining room standards at the table
2. Leave the table and the surrounding area clean and orderly
3. Put trash in the proper containers

All students are to go to the cafeteria during their regular scheduled lunch period and remain in the cafeteria until dismissed. Discipline problems may require detention or suspension of lunchroom privileges.

Care of Books

Books are loaned to all students for their use in their academic endeavors and students are expected to treat them carefully. Book covers are to be placed on all textbooks. When a student receives a book, he/she assumes the responsibility for it. Students will reimburse the school for any damaged or lost books.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Cheating/Plagiarism

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. It will be dealt with according to the individual instructor's classroom guidelines. An office referral must be completed.

Closed Campus Policy

Students are not to leave campus at any time during the school day without permission. This includes the lunch period.

Detention

Students who are assigned detention will be given 24 hours to serve detention due to transportation concerns. If a student is assigned a detention, serving that detention will take priority over practicing for activities. If other arrangements need to be made, this will be done through the teacher that assigned the detention, not through the office.

Making up time before or after school and at lunchtime, is at the discretion of the instructor assigning the teacher detention. If a student fails to serve detention, the time will be doubled. If the detention is still not served following the doubled time, a parent conference will be required, and the student could face suspension.

Transportation is the responsibility of the student and/or parent.

Display of Affection

Public displays of affection create unfavorable impressions and attitudes of the school and will not be permitted. Anything beyond a warning could result in a detention.

Dress Code

There is a strong connection between a student's appearance and his/her academic performance and conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to and that does not disrupt the school or educational environment.

Although this is not an attempt to include all items, the following types of clothes will be excluded:

1. Articles and clothing that display indecent pictures or slogans.
2. Clothing that permits inappropriate exposure of the body. Bare shoulders and midriff exposure are not acceptable attire in a business setting and therefore are not acceptable attire in the school setting.
3. Articles and clothing that could cause damage/injury to themselves or other students and/or disrupt the normal functioning of the school.
4. Bare feet or stocking feet.
5. Hats, caps, bandanas, and headscarves may not be worn in school.
6. Any item of clothing that advertises or promotes tobacco, alcohol, or controlled substances.
7. Articles and clothing that display double-meaning slogans.

Students inappropriately dressed are required to change their clothing or leave the school.

Under certain circumstances or during certain classes or activities a stricter dress code may be

appropriate of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Repeat offenders will face disciplinary action.

Field Trips/Educational Excursions

From time to time classroom instruction may be enhanced through participation in a field trip. When such opportunities arise, students will be given a parental permission form to be filled out and returned to the teacher before the date of the trip. It is necessary to ensure a student's participation by returning such permission slips one day the day before a trip. Students will need to complete an Advance Make-up Sheet available from the office prior to the trip. Field trips are extensions of the classroom and school rules will apply.

Fighting

A student involved in an altercation where hitting, pushing, kicking, etc. is exchanged by one or more students on school property, transportation vehicles, or at any school activity, is subject to the following corrective action:

1st Offense – Up to three days suspension

2nd Offense – Up to five days suspension

3rd Offense – Referral to Superintendent

Food-In Halls or Classrooms

Food is not permitted in the halls or classrooms. Only water in a transparent bottle will be allowed in halls and classrooms

Gymnasium

Students using the gym must wear tennis shoes separate from shoes worn during the school day. If students are unable to participate in Physical Education, a note from the parent/guardian is required. If the student has more than two absences from participation in a quarter, a note from the doctor will be required.

Inappropriate Language and Gestures

The use of abusive, profane or obscene language or gestures is prohibited, and offenders may be suspended or excluded from class and/or school. Abusive and profane or obscene language/gesture includes, but is not limited to, slandering or abusing the ethnic background, sex, race, religious preference or physical appearance of any student or school employee and "fighting words, which by their very utterance inflict injury or tend to incite an incite an immediate breach of peace

Physical or Verbal Assault of Staff

Profanity towards staff members will be considered a verbal assault. Aggressive behavior and/or verbal words towards a staff member will result in a suspension

Anti-Bullying/Harassment Policy

Harassment and bullying of students and employees are against federal, state, and local policies, and are not tolerated by the district/school board. The district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassments as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district. The school administration will use the procedures handed down by the state and local school boards to address bullying. Please see school board policy 104 for further information regarding the district's Anti-Bullying/Harassment Policies.

Initiations, Hazing or Harassment

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religions, national origin, sex, disability, age or marital status includes a conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- (2) Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the students
- (3) Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- (1) Verbal, physical or written harassment or abuse;
- (2) Pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- (3) Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

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

- (1) Verbal, physical, or written harassment or abuse;
- (2) Repeated remarks of a demeaning nature;
- (3) Implied or explicit threats concerning one's grades, job, etc.;
- (4) Demeaning jokes, stories or activities

Harassment and abuse are violations of school district policies, rules, and regulations and in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

Communicate to the harasser that the student expects the behavior to stop, if the

student is comfortable doing so. If the student needs assistance in communicating with the harasser, the student should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:

1. Tell a teacher, counselor, or principal;
2. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including:
 - a. What, when, and where it happened;
 - b. Who was involved;
 - c. Exactly what was said or what the harasser did;
 - d. Witnesses to the harassment;
 - e. What the student said or did, either at the time or later
 - f. How the student felt; how the harasser responded

Alcohol and Drugs

Any student caught with or under the influence of alcohol, other controlled substances, or in possession of drug paraphernalia or look a like drug on school property or at school sponsored events, will be suspended for a minimum of three days and may be considered for expulsion. Parents will be called to provide transportation home for the student and the district may notify law enforcement officials.

Tobacco

Students found in possession of or using tobacco products on school property will be placed on in-school suspension for three days.

Weapons, Ammunition, Fireworks, Incendiary Devices, and Explosive Devices

Weapons, Ammunition, Fireworks, Incendiary Devices, and Explosive Devices are prohibited. Possession and/or use of such contraband will result in a minimum of three days in-school suspension, up to recommendation for expulsion. Students bringing a firearm to school shall be expelled for not less than twelve months. (Board Policy No. 502.6)

Suspension

Certain violations can result in a student being suspended from school. Severe violations may result in and out of school suspension. Students who are placed on any type of suspensions will be ineligible to participate in after school activities that day. Students serving out of school suspensions are not allowed on school property during the suspension.

In-School suspension rules

1. Students are not allowed to sleep or to lay their heads down during in-school suspension.
2. Food or beverages, other than water, are not allowed.
3. Students are not allowed to leave their seat without permission.
4. Students will be provided with restroom breaks.

5. Students will eat their lunch in the in-school suspension room.
6. Students will not be allowed to have their phones or any other electronic devices during in-school suspension.
7. Students will only be allowed to have their computer when working on assignments that demand the use of the computer, and will only be granted under restricted certain circumstances, and request made by the teacher.

Media Center Pass Rules Policy

The Media Center exists to provide support and materials and access to technology to students seeking to enrich and expand their learning experiences. Be it for research, technical reference, current events, or the joy of reading novels, the Media Center staff will be available to serve students. The following guidelines are in effect to ensure that all students may use the Media Center in an efficient and effective manner.

1. All Media Center material leaving the Media Center must be checked out. This includes materials taken for use during study hall.
2. Media Center privileges will be denied to those who purposely mutilate materials.
3. Reference books, magazines and encyclopedias may be checked out for twenty-four hours.
4. Media Center privileges will be denied to those who purposely mutilate materials.
5. Water only in the Media Center.

Phone Usage

Phone usage is not permitted in classrooms, unless directed by the teacher. Some teachers have policies that the phone must be put away, out of sight, by placing it in a backpack or bag. If the student has no bag, they may bring it to the office for that class period. It is the student's responsibility to make sure that the phone is put away. If the teacher asks you to take it to the office or give it to the teacher, and the student refuses, the student will be insubordinate. The failure to follow the reasonable request of a staff member will result in a suspension and a parental conference. The administration supports the classroom teacher's rule to require this for their classes, and students and parents should respect and follow reasonable classroom rules. Student cell phones could be viewed as an instructional tool and are to be used as such during the school day. (Refer to Acceptable Use Policy)

Senior High School Dances

The principal must approve the dance at least two weeks prior to the event. Dances sponsored by a student organization or school approved activity will end at 10:00 PM on weekdays, and at 11:30 PM on Fridays or Saturdays. Only current approved chaperones. Students below the 9th grade or older than age 20 at the date of the dance, will not be allowed to attend. A photo ID of the guest of a student may be requested prior to admission.

Junior High School Dances

Dances held at the Jr. High level are strictly for East Mills Jr. High School students only. Guests are not permitted to attend dances.

East Mills Jr./Sr. High School Dances

Once a student enters the building, they will not be permitted to leave unless they are leaving for the evening. All behavior and discipline policies of the school's regular day will be in effect for all school sponsored dances. If alcohol or other intoxicating beverage is detected on the breath of any student or their date/guest while attending any school sponsored dance, banquet, or event admission to or continued to stay at the event will be denied. The student will be detained while attempts to contact their parent/guardian are made. Law enforcement personnel will also be contacted. Further student consequences will be imposed relating to the use for possession of drugs/alcohol/tobacco.

Selling Merchandise

Students are not to sell merchandise during the school day. This type of selling is restricted to before and after school, and is to be done only by the members of a school sponsored organization.

Section V: Student Activities and Good Conduct

Student Good Conduct Rule

Students may participate in inter-scholastic athletics, band, and music, speech and other contests or events approved by the administration. Any such event must be directed or guided by professional school personnel.

The courts have consistently held that higher standard of moral behavior can be expected from those students who participate in extra activities and represent the school.

The Board of Education of the East Mills Community School District has adopted the following policy governing student participation in extra-curricular activities and organizations, in grades 7 to 12, and prescribing the procedure whereby a student may be suspended from participation for prohibited acts or conduct.

Activities and Organizations Included

Extra-Curricular activities and organizations include all athletic programs, band, vocal, speech, student council, and all other school activities, clubs and organizations wherein students participate on a volunteer basis.

General Standard of Conduct

Student participation in these activities and organizations is considered by the Board to be a privileged honor since the student represents and depicts the character and integrity of the school and the community. For this reason, a high standard of normal and social behavior is expected.

In the event a student's conduct or actions, either in or out of school, fall short of the expected standard, such students can be suspended from participation in extra-curricular activities and school organizations, for two events or more, or if habitual, could result in suspension from activities for the entire season, semester or even school year. Good conduct is a requirement of having the ability to participate in extra-curricular activities.

Self-Reporting Option (one time annually)

Students whom self-report a violation of the Student Good Conduct Rule will be eligible for reduced consequences.

Voluntary Request for Assistance

The purpose of this provision is to allow a student to seek help regarding a substance abuse problem and have suspension from athletics/activities waived.

If violators approach their building administrator acknowledging that they have a problem before the school knows it, they must follow these procedures to maintain eligibility.

1. Be referred to substance abuse agency by an administrator;
2. Must set up an appointment with the agency providing written confirmation of the meeting to the school administration;
3. Must cooperate with and complete the follow-up meetings with the agency, follow suggestions for evaluation, again providing written confirmation to the school administration.

Professional Counseling

If a student seeks professional counseling, arranging and paying for evaluation and treatment shall be the responsibility of the student or student's parent/guardian. The student's first counseling/evaluation must be completed within 15 days (Monday through Friday, excluding generally recognized business holidays) after the school conference with the student and the student's parent/guardian is held. Written proof that such appointment has been scheduled must be presented to the principal within five (5) school days after the evaluation session has taken place

Specific Prohibited Acts

TOBACCO

No student in any athletic program, activity or organization shall use tobacco. A violation of this shall result in:

1. Self-Reporting Violation will result in a one-week and two event suspensions from all athletics, activities, and organizations.
2. The First Violation will result in a two-week and/or suspension from all athletics, activities and organizations for 20% of their season, and notification of illegal activity given to law enforcement officials.
3. The Second Violation and any violations of this rule will result in a penalty of suspension for four weeks and/or suspension from all athletics, activities, and organizations for 40%

of their season and notification of illegal activity given to law enforcement officials.

ALCOHOL AND CONTROLLED SUBSTANCES

No student in any athletic program, activity program or organization shall possess (including attendance at an event where alcohol/drug violations occur), use, consume or transport any alcoholic liquor or beer or any controlled substance.

1. Self-Reporting a violation will result in a two-week and two-event suspension from all athletics, activities and organizations.
2. A first violation of this rule shall result in suspension from all athletics, activities and organizations for 33% of their season for the first violation. This suspension may be reduced to 20% of their season by the student attending and completing a school approved rehabilitation program at no cost to the school in a 3-week period.
3. The second violation will result in a suspension from all athletics, activities and organizations for six months and 50% of the student's next activity (this may carry over to the next year). The student attending and completing a school approved rehabilitation program in those five months.
 - a. EXAMPLE: A Junior who only plays volleyball receives their second alcohol violation in January. That student's six-month suspension from sports is complete in June. However, they still must serve the 50% game suspension for their upcoming Senior Season of volleyball.
 - b. EXAMPLE: A Basketball Player receives his first violation during Winter Break. The basketball season has 21 games and there are only 6 left on the schedule. The student athlete must sit out the remaining 6 games and one event of their following season to account for the 33% of a season missed.
4. The third and all following violations will result in a suspension from all athletics, activities and organizations for one calendar year.

A student consuming alcohol during a religious ceremony supervised by a clergyman, consuming in a family situation under the direct supervision of the student's parents or guardian in the privacy of their own home or possessing a controlled substance prescribed by a physician is exempt.

VIOLATIONS OF THE LAW AND PROBATION

No student in any athletic program, activity program, or organization shall commit a criminal violation, other than minor traffic violations. A violation of this rule shall result in suspension from all organizations, athletics, and activities for a length of time up to one calendar year.

Citizenship

No student in any athletic program, activity program, or organization shall commit repeated violations or serious violations of any written policy, rule or regulation approved by the Board of Education. A violation of this rule shall result in suspension for all organizations, athletics, and activities for a length of time up to one calendar year.

Academic Eligibility

- Any student who is failing one class will be placed on the academic alert list for two weeks. If at the end of the two weeks period they have not brought the failing grade up to passing, they will be placed on the ineligibility list for a period of two weeks.
- The ineligible student may participate in all practices during the ineligible period. At the end of the two weeks the student may resume full eligibility if passing in all subjects. The grades of all students will be monitored on a two-week basis.

Activity Restrictions

According to school policy, the general rule shall be that no school-sponsored activities, practices, rehearsals, contests, etc., will be scheduled on Wednesday evenings, Sundays, or the day of a holiday. This rule is in effect the year around. Contests and performances may be scheduled on Saturday with permission from the principal, but no practices may be held on Saturdays. All Wednesday school activities are to be concluded by 6:00 P.M. In the event that a parent/guardian requests the student be dismissed from an activity prior to 6:00 P.M. on Wednesdays, that request will be honored with no penalty to the student.

1. Wednesday evening, Saturday, and Sunday practices may be approved by the principal if a vital scheduled activity involving those practices or rehearsal is scheduled for the following day, and it is the consensus of the Board that a practice or rehearsal is permissible and necessary.
2. Wednesday activities scheduled by the conference or the state activity associations, over which the local school administration has no control, will be honored.
3. Any unusual circumstances relating to exceptions to these rules will be submitted to the Board of Education for review and approval or disapproval on a case-by-case basis.
4. Limited practices during holiday periods may be allowed when a schedule is submitted to the principal and approved.
5. For any student to participate in an extra-curricular activity that requires transportation, that student will travel by means of school-approved transportation. Any exception for travel must be presented in writing by noon the day before the activity occurs and be approved by the principal. Violation of the transportation policy will be handled at the discretion of the principal.
6. Students participating in school activities must be in school by 11:00 A.M. on the day of the event in order to participate in a school activity. A sponsor's rule can supersede this by being more stringent. Only in extraordinary circumstances, may the principal waive this rule.

Additions

Additional requirements and regulations may be issued by the coach/sponsor of each individual activity. These rules shall be presented to the team/squad and parents in writing at the beginning of each season.

1. RE-ELIGIBILITY
 - a. All student eligibility will start anew on the last day of their eighth grade academic year.
2. TRANSFER STUDENTS
 - a. Only rule infractions committed during the time that a student is enrolled in East Mills Schools will be used to determine eligibility.
3. REPORTS OF RULE VIOLATIONS
 - a. Any administrator, coach/sponsor, activity or organization sponsor, teacher or student having information regarding the improper conduct of any student participating in athletics, activities or organizations, shall advise the Principal.
4. HEARING OFFICERS
 - a. The Principal shall initiate all suspensions of Junior High and High School students. This person shall serve as the Hearing Officer and shall informally investigate all reports from any persons concerning rule violations or improper conduct on the part of any participating students, and if it appears that a rule has been violated, he/she shall proceed with the suspension process.
5. SUSPENSION HEARING
 - a. The Hearing Officer shall notify the student of the rule violation and if there is a denial of the violation, the student shall immediately be given an informal hearing and the opportunity to present his or her version in defense. The Hearing Officer shall then make a finding of whether or not the acts or conduct of such a student violated any school rule or policy, and if so, the student shall be suspended and informed of the length of suspension and the procedure for appeal.
6. APPEAL
 - a. At the request of any aggrieved student, an Appeal Committee will be convened within ten school days for the purposes of reviewing the suspension and, by majority vote make recommendations to the Hearing Officer. The Appeals Committee will consist of five persons as follows:
 1. Any coach/sponsor of any sport
 2. Any activities sponsor
 3. Two members of the faculty who are neither involved or in the sponsorship of any activity, to be designated by the Board of Education or the Superintendent and One person to be designated by the student
 4. Upon receiving the recommendations of the Appeal Committee, the hearing officer shall consider the recommendation of the Committee, shall make a final decision and shall notify the student of any changes in the suspension within two school days after receiving the recommendation of the committee.
 5. An aggrieved Junior High or Senior High School student may appeal the initial or final decision of the Hearing Office to the Superintendent. The Superintendent shall have authority to

remove the suspension, increase or decrease the period of suspension, or affirm the suspension of the Hearing Officer. The Superintendent shall make his/her decision within ten school days. The action of the superintendent may be appealed to the Board of Education who shall have the same authority as the time of the appeal and inform the aggrieved student. The decision of the Board of Education may be appealed to the Iowa Department of Education and from their decision, to the District Court, as provide by law.

Section VI: Technology

Internet—Appropriate Use

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Internet use will be in accordance with the East Mills CSD.

Student Internet Access

- A. Access to the Internet will be made available to all students as a source of information and a vehicle of curriculum reference and communication.
- B. Students will be able to access the Internet if they have parental permission. All 7-12 students will have e-mail access under their teacher's direct supervision using a classroom account. Individual electronic mail addresses may be issued to students if needed for a specific class communication. If a student already has a personal electronic mail address, the student will not be permitted to use the address to send and receive mail at school.
 - 1. It is a goal to allow students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 - 2. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. East Mills Jr./Sr. High School has in place a filter to block inappropriate web sites. However, on a global network it is impossible to control all materials since information on the Internet appears, disappears, and changes on a daily if not hourly basis.
 - 3. The smooth operation of the network relies upon the proper conduct of the students who must adhere to strict guidelines, which require efficient, ethical, and legal utilization of network resources.
 - 4. Transmission of material, information or software in violation of any district policy, local, state, or federal law is prohibited.

Permission to Use Internet

Parents who desire their students to use the Internet will be required to sign a permission form to allow their students Internet access. Beginning at the third grade level, students will also sign the form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy of regulations.

Student Use of Internet

A. Equal Opportunity

1. Internet access with permission will be available to all students within the District through the individual log on access. The number of available terminals and the demands for each terminal may limit the amount of time available for each student.

B. On-Line Etiquette

1. The use of the network is a privilege. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of other networks.
2. Students should adhere to the following:
 - a. Respect all copyright and license agreements. Users will not plagiarize works. Plagiarism is taking the ideas and writings of others and presenting them as if they were yours.
 - b. Users will respect the rights of copyright owners. Copyright infringement occurs when you can use work, you should request permission from the copyright owner. Copyright questions should be directed to the teacher, appropriate school staff or administration.
 - c. Cite all quotes, references, and sources.
 - d. Only remain on the system long enough to get needed information, then exit the system.
 - e. Apply the same privacy, ethical and educational considerations utilized in other forms of communications.
3. Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:
 - a. Others may be able to read or access your mail. Never send any messages of a private nature.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign your name to messages.
 - e. Always acknowledge that you have received a document or file that someone has sent you.

C. Restricted Material

Students shall not intentionally access or download any text file or picture, or engage in any conference that includes pornography. Also, students shall not

intentionally access or download any text file or picture, engage in any conference that advocates violence, racism, anarchy, treason or discrimination. Students that unintentionally violate this paragraph shall immediately report shall it to the supervising teacher.

D. Unauthorized Costs

If a student gains access to any service via the Internet, which has cost involved, the East Mills School District will not be responsible for these costs. The student accessing such a service will be responsible for those costs.

E. Unauthorized Access

- a. Students shall not give out login IDs or passwords for the use of others, and students shall not use another person's login ID or password to log on to computers.
- b. Students shall not "hack" into or otherwise access administrative or restricted files or programs, or any other file or program which is not their own.
- c. Students shall not disseminate their own or other's personal information over the network or the Internet.

Student Violations – Consequences and Notifications

Students who access restricted items on the Internet shall be subject to the following consequences as established by East Mills CSD.

First Offense: For the first violation in a twelve month-period, a verbal and written "First Infraction" notice will be issued to the student using the prescribed form. The student may lose Internet access for up to three weeks as determined by the building principal. A copy of the notice will be mailed to the student's parents and a copy provided to the building principal.

Second Offense: On the second violation in a twelve-month period, a verbal and written "Second Infraction" notice will be issued to the student using the prescribed form. The student may lose Internet access for up to eighteen weeks as determined by the building principal. A verbal and written notice will be given to the student's parents and a copy provided to the building principal.

Third Offense: On the third violation during the school year, a verbal and written "Third Infraction" notice will be issued to the student using the prescribed form. The student shall forfeit all Internet privileges for twelve (12) months. A verbal and written notice will be given to the student's parents and a copy provided to the building principal.

**East Mills Laptop Computer Use Agreement Standards of Proper
Care Acceptable Use Policy**

This agreement is made effective upon receipt of computer, between the East Mills

Community School District (EMCSD), the student receiving a laptop ("Student"), and his/her parent(s) legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student is at East Mills Community School District, here by agree as follows:

Equipment

- **Ownership:** EMCSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, East Mills administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.
- **Equipment Provided:** Efforts are made to keep all laptop configurations the same. All computers include ample RAM and hard-disk space, and other miscellaneous items. EMCSD will retain records of the serial numbers of provided equipment.
- **Substitution of Equipment:** In the event the computer is inoperable, EMCSD has a limited number of spare laptops for use while the computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The student may NOT opt to keep a broken computer or to avoid using the Computer due to loss or damage. Please note that if the student forgets to bring in the computer or power adapter to school, a substitute will not be provided.
- **Responsibility for Electronic Data:** The student is solely responsible for any non-EMCSD installed software and for any data stored on the computer. It is the sole responsibility of the student to back up such data as necessary. EMCSD provides a means for backup along with directions but EMCSD does not accept responsibility for any such software.

Damage or Loss of Equipment

- **Insurance and deductible:** EMCSD has purchased insurance, which provides the broadest perils of loss regularly available. The insurance coverage is subject to a \$200 deductible per loss.
- **Responsibility for Damage:** The student is responsible for maintaining a 100% working computer at all times. The student shall use reasonable care to endure that the computer is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule.

First Incident - Up to \$100

Second Incident - Up to \$200

Third Incident - Up to full cost of repair or replacement

***EMCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to the gross negligence as determined by administration.*

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss

resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of "attended," "unattended", and "locked.")

- Lending equipment to other than one's parents/guardians.
 - Using equipment in an unsafe environment.
 - Using the equipment in an unsafe manner. (See *Standards for proper use*)
- 2.3 Responsibility for Loss:** In the event the Computer is stolen or vandalized while not at EMCSD or at a East Mills sponsored event, the Parent shall file a police replacement.

Actions Required in the Event of Damage or Loss

Report the problem immediately to the Building Principal. If the Computer is stolen or vandalized while not at EMCSD or at a East Mills sponsored event, the Parent shall file a police report.

Technical Support and Repair

EMCSD does not guarantee that the computer will be operable, but will make technical support, maintenance and repair available.

Legal and Ethical Use Policies

Monitoring: EMCSD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with EMCSD's Legal and Ethical Use Policies.

Actions Required in the Event of Damage or Loss: Report the problem immediately to the Building Principal. If the Computer is stolen or vandalized while not at EMCSD or at a East Mills sponsored event, the Parent shall file a police report.

Allowable Customizations:

- The Student is *permitted* to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- The Student is *permitted* to download music to iTunes, but cannot download or install any other software without permission from the EMCSD Technology Director.

Standards For Proper Computer Care

This document is an important addendum to the *Student Laptop Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.**

Read the electronic manual that comes with the laptop. Following Apple's advice and the

standards below will lead to a Computer that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities

- Treat this equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to EMCSD during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft.

Unattended and unlocked equipment, if stolen - even at school - will be your full financial responsibility.

- Avoid use in situations that are conducive to loss or damage. For example, never leave Computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car other than in a locked trunk. *Avoid leaving the Computer in environments with excessively hot or cold temperatures.*
- Do not let anyone use the Computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.
- Adhere to EMCSD School’s Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask a Teacher, Building Principal or the Superintendent.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the Building Principal
- Don’t force anything (e.g., connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the computer that will permanently alter it in anyway. (You may apply stickers so long as they are completely removable.)

- Keep the equipment clean. For example, don't eat or drink while using the computer.

Carrying the Computer

- Always completely close the lid and wait for the computer to enter sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient there is little reason to actually shut-down the laptop other than on an airplane or during extended days of inactivity.
- Always store the computer in the protective sleeve provided or in another certified laptop case. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the computer other than the computer itself as this may damage the screen.
- We recommend that you carry the laptop bag inside your normal school pack. The "vertical sleeve" style laptop case was chosen expressly for this purpose. Simply slide the Computer in and out while leaving the case within the school pack. Do not overstuff your pack-extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Do not grab and squeeze the computer, as this can damage the screen and other components.

Screen Care

The computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$800 to replace. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard, Pens or pencils left on the key are guaranteed to crack the screen when the lid is closed, thus resulting in a damaged computer.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Computer charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety

- Avoid extended use of the computer while it is resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent

injury. Use a barrier – such as a book or devices made specifically for this purpose – when working on your lap. Also, avoid lap-based computing while connected to the power adapter, as this will significantly increase heat production.

- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort if possible, set up a workstation at home with and external keyboard and mouse that allow you to situate the screen at eye-level and keyboard at lap- level.
- Read the safety warnings included in the Apple user guide.

Equipment Lending Information

This additional agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets and other audiovisual devices from multimedia school projects. The signed agreement is part of the ***Student Laptop Program Acknowledgement Form***. The EMCSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

Agreements

- I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly.
- I will treat this equipment with the same care as if it were my own property.
- I will maintain the equipment in clean condition.
- I will avoid use in situations that are conducive to loss or damage.
- I will heed general maintenance alerts and advice from school technology personnel.
- I will promptly report any malfunction, loss, damage or theft to the Librarian or Building Principal.
- I will always transport the equipment with the sleeve provided whenever leaving the school building.
- I will adhere to EMCSD School's Acceptable Use Policy when using this equipment at all times and locations.

Damage or Loss

- I am responsible for any costs incurred due to loss or damage of equipment as determined by the school.
- I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school

Responsibility for Property

Students issued a laptop are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home
- Not leaving equipment unattended or unlocked while at school or elsewhere

- Not lending equipment to anyone except one's parents
- Not using equipment in an unsafe environment

Students must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended [with you or within your sight] at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated a second time. The student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even if at school – will be the student's responsibility.

Discipline

Any student who violates these rules will be subject to disciplinary action. The minimum consequences will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the students' use of technology restriction and or revoked.

Legal Issues and Jurisdiction

Because the EMCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of EMCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system the school administration reserve the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

Disclaimer

The EMCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profanity, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the East Mills Community School District. While EMCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At EMCSD, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, EMCSD account holders take full responsibility for their access to EMCSD's network resources and the Internet. Specifically, EMCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder;
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

Acceptable Use Agreement & Network User Agreement

The following items reiterate some of the most important points covered in the Laptop Computer Use Agreement and the Standards for Proper Care.

General Statements Regarding Technology Use

The primary goal of EMCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and media lab equipment are reserved exclusively for academic use. The following is a list of rules and guidelines that govern the use of EMCSD computers and network resources.

Network Resources refers to all aspects of EMCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email internet services and servers. These rules apply to any user of EMCSD's network resources whether this access occurs while on or off campus.

Students may **NOT** use network resources:

- To create, send, access or download materials which are abusive, hateful, harassing or sexually explicit.
- To download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- To send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others – if you need to transfer large files, please contact the building principal to make special arrangements)
- To alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use.
- To conduct any commercial business.
- To conduct any illegal activity (this includes adhering to copyright laws)
- To access the data or account of another user (altering file of another user is considered vandalism)
- To install any software onto EMCSD computers
- To copy EMCSD software (copying school owned software programs is considered theft)

In addition, students may **NOT**:

- Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent)
- Give password(s) to anyone
- Post anonymous messages
- Forward email commonly known as "SPAM" Unsolicited Commercial Email (UCE) or

“junk mail”

Introduction

This Acceptable Use Agreement is intended to provide Internet and computer access to students and staff of the East Mills Community School District and is to encourage educational excellence through the use of electronic resources and encourage familiarity with technology.

This Acceptable Use Agreement covers all district staff as well as students in grades PK-12. Students in grades PK-4 will only use computers under direct supervision by a district employee since students this age are not mature enough to understand the Acceptable Use Agreement in its entirety. The Internet is a global network of computers linking users to schools, businesses, universities, and other sites. The district recognizes that many sites have educational uses, while others do not. The district wishes to respond to this by encouraging use of sites for educational reasons only.

This agreement applies to all persons accessing and using district network computers, peripherals, and email systems. These users include students, faculty, staff, and others persons affiliated with the district. A user has access to his/her account and hardware. The district owns the access to the account and gives the assigned person the sole privilege of user. Access to computing resources is a privilege, not a right and the privilege can be suspended immediately without notice. The district trusts assigned users to make responsible use of computing resources. Approved visitors who use the district’s technology resources are expected to comply with the current Acceptable Use Agreement.

In order for students and staff to use the district technology resources, they must follow the guidelines set forth in this Acceptable User Agreement. The rules written in this agreement are deemed necessary. If for any reason a parent or guardian does not want his/her student to have Internet access, then he/she must notify the district in writing. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical and legal manner. By using district technology resources, users acknowledge their understanding of the Acceptable User Agreement as a condition of using the East Mills Community School District resources and Internet access.

Legal References: Children’s Internet Protect Act, 47 U.S.C. 254(h) Iowa Code 279,8 (1999)

Ownership

East Mills School District provides computing, networking, and information resources for access and user by students, faculty, staff, and other persons affiliated with the district. These resources include the access and user of the district’s Google Domain Documents and e-mail system and the district’s computer network.

The district owns all hardware, software, user accounts, and e-mail accounts. The district allows user access to the network, hardware, and user accounts for the reason listed in this agreement. These user guidelines extend outside the school’s physical building, (i.e. school e-

mail accounts used from home or school hardware used outside of school). Staff members or students will not retain proprietary rights related to the materials designed or created if district hardware/software is used unless those rights are transferred to the user.

Electronic devices and services are provided to contribute to the efficiency of the district and to promote educational excellence in the school. The district has the responsibility to maintain the integrity, operation, and availability of its electronic systems for access and use. The district does not guarantee user privacy or system reliability. It is not liable for loss or corruption of data resulting from using district-owned network resources.

On occasion, duly authorized personnel have authority to access individual files or data to perform repair or maintenance of equipment, or through routine monitoring. Software maybe used to track computer usage, system information, and remotely observe and manage network technology.

User Rights and Responsibilities

The district provides students, staff and other users with access to the district's technologies. However, this user is a privilege and is not to be considered a guaranteed right.

Each user assumes full responsibility for their actions while using school-owned resources. Any inappropriate user considered by most prudent and discerning adults as unsuitable for user by elementary and secondary students, will be subject to consequences as stated in this agreement.

Students should never user teacher computers without that teacher's permission and supervision.

Each user is to notify the Building Principal if he/she believes others know their password and if any user files have been altered. A student that shares their passwords will be considered responsible for any results of such use.

A Network/Internet User Form needs to be read and signed at the beginning of each school year for grades PK-12 before students will be allowed to use the district's technology resources. All new students to the district will need to sign a Network/Internet User form and have it on file with the school prior to network access being granted. Each student's parent/guardian must also sign this form before use is allowed. Access can be removed at any time and a new Network/Internet User form will need to be submitted.

For 5-12 grade students who are receiving a laptop, a signed Student Laptop Program Acknowledgement Form must be on file prior to that student receiving their assigned laptop computer.

Users are not to post private, identifying information about themselves or others including, but not limited to, home, school, or work addresses and telephone numbers, identification

numbers, full names, account numbers, access codes or passwords without that person's consent.

District Rights and Responsibilities

Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the internet, for assuring that students understand what constitutes misuse of the Internet, and the consequences of misuse. Teachers should model appropriate behavior and enforce the Acceptable Use Agreement.

All software/hardware purchases need approval of the Principal and Superintendent.

East Mills Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring downloads, files, and documents stored in user's folders, check internet histories and cache files, observe users' screens, read e-mail if deemed necessary, and block what the district considers inappropriate sites.

Sanctions may be both internal, involving loss of privileges or other district measures; or external, involving civil or criminal action under state or federal laws. All inappropriate items can be confiscated and only be returned to a parent/guardian.

The district technology staff routinely monitors and performs maintenance on file servers, e-mail, and workstations, the Internet, and users accounts. During these procedures, it may be necessary to review e-mail and/or files stored on the network. Users should avoid storing personal and/or private information on the district and/or school's technology resources.

If routine maintenance and monitoring of the district's system shows that a user has violated this agreement, another school district agreement or law, school district officials will conduct an individual investigation or search – if there is a reasonable suspicion the search will uncover a violation of law or district agreement.

Students are not to bring software from home to install on district hardware, unless ownership of the software is turned over to the district. If a single copy of a given software package is purchased, it may only be used on one computer at a time. Any Software on district computers, not owned by the district, will be removed. The district provides all reasonable software. Students are not to download or install software without the knowledge and approval of the building Principal.

District Google Documents and E-mail Accounts

School Google documents and e-mail accounts will be accessed using the district supported and approved client software. Users are not to download software to use as a mail client, web browser, or similar software, which is not supported by the district. The district purchases and provides appropriate software for each user and there should be no

personally selected alternatives used without the knowledge and approval of the Building Principal.

The East Mills Community School District will grant Google documents and e-mail accounts to staff members and specified students as needed. This account is owned by the district and can be closed at any time. Staff and other users leaving the district will have their accounts disabled as of their final contract day unless other arrangements are made.

Users are responsible for their password and their account. At no time should one give their password to another user. Users are not to use other people's accounts, or allow others to use their account. Any inappropriate use can result in the loss of the account as specified in the user agreement consequences.

Information transported using e-mail and e-mail accounts is not to be considered private, secure, or confidential.

With regards to personal e-mail use, occasional sending and/or receiving of personal messages by staff and/or students are inevitable. This type of incidental personal use is allowed providing such use does not involve the conduct of any person, discriminatory, or unlawful business (including commercial purposes, advertising, and political lobbying), does not violate district agreement and/or adversely affect others, the speed of the network, or the employee's professional responsibilities, including using instructional time for personal communication.

E-mail use should reflect professional standards at all times.

All e-mail generated on system equipment, created using an East Mills district e-mail account, or residing on a school district computer or server is the property of the school district and may be reviewed and deleted as needed to ensure network integrity and confidentiality.

All e-mail content is understood to represent the author's point of view and not that of the school district.

Appropriate Use:

All computer services shall be used in a responsible, efficient, ethical, and legal manner. Each user is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite, any form of cyber bullying or harassment will not be tolerated.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your personal address or phone numbers of students or colleagues.
- We expect all users to obey Federal, State, and Local laws.
- Do not use the network in such a way that disrupts the use of the network by other users.

- All users are expected to know and follow all copyright laws.
- Do not bypass the school's Internet filter or proxy.

*** Violation of these expectations will lead to consequences determined by the building administrator. East Mills Schools reserve the right to administer additional consequences at the discretion of that administration***

The East Mills Community School district uses Internet filtering hardware/software and an Internet proxy as required by federal law in an attempt to filter access to inappropriate material via the World Wide Web as well as track all internet traffic in and out of the schools. Federal law requires the district to provide an Acceptable Use Agreement which must be signed and returned to the school office and is kept on file for one year for students in grades PK-12. If a user encounters inappropriate material via the World Wide Web or e-mail, he/she is required to immediately notify a teacher, administrator, or the network administrator. East Mills Community School District will comply fully with any investigation relating to network activity.

Parents/Guardians will be notified of all violations of the Acceptable Use Agreement in a written letter from a school administrator.

Network Access and Personal Storage

Individual student access to on-line resources and network services is a privilege granted to students at East Mills Community School District.

Students shall use the on-line resources and network services provided them by the school for the purposes of data retrieval and storage. To ensure students are properly maintaining their information storage privileges, the principal of the building and the network administrator may periodically inspect all or a random selection of student network accounts. And inspection shall either occur in the presence of the student whose network account is being inspected or the inspection shall be conducted in the presence of at least one other person.

Internet Safety Policy

It is the policy of East Mills CSD to:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]

Definitions, key terms are as defined in the Children's Internet Protection Act.

- Access to Inappropriate Material – to the extent practical, technology protection measure (or “internet filters”) shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- Inappropriate Network Usage – To the extent practical, steps shall be taken to promote the safety and security of users of the East Mills CSD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communication. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:
 - Unauthorized access, including so-called “hacking” and other unlawful activities.
 - Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- Supervision and Monitoring - It shall be the responsibility of all members of the East Mills CSD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Building Administrator or designated representatives.
- Adoption – The Board of East Mills CSD adopted this Internet Safety Policy at a public meeting, following normal public notice, on (06/11/2012)
- Technology Protection Measure – The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that is/are: *OBSCENE*, as that term is defined in section 1460 of title 18, United States Code *CHILD PORNOGRAPHY*, as that term is defined in section 2256 of title 18, United States Code *HARMFUL TO MINORS*, the term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion
 - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, and actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals
 - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Sexual Act – Sexual Contact - The term “sexual act” and “sexual contact” have the meanings

given such terms in section 2246 of title 18, United States Code.

**East Mills Community School District Student Laptop Program
Acknowledgement Form
2018-2019 School Year**

Review and initial each statement below:

The following items reiterate some of the most important points covered in the <i>Laptop Computer Use Agreement</i> and the <i>Standards for Proper Care</i> which you can read in the student handbook and on the East Mills School Website.	Student Initials	Parent Initials
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on the laptop, external hard-drive, flash drive).		
I will not leave my laptop unattended unless it is locked in a secure place. My family may be fully responsible for the cost of replacement should my laptop become lost or stolen due to "gross negligence" as determined by administration.		
I understand that my family may be responsible for damages that occur to the laptop. <i>Please refer to the Computer Use agreement form for details.</i>		
I will not download, install or use file-sharing programs or attempt to view/download games or programs/websites without the permission of EMCSD.		
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.		
I will keep the laptop lid fully closed whenever it is moved from one point to another.		
I will read and follow general maintenance alerts from school personnel.		
I will report any problems with my laptop to a member of the tech support staff in a timely manner.		
I have read the Equipment Lending Agreement which gives students permission to check out other equipment, such as digital still and video cameras, and agree to those conditions (put an "X" if you decline and therefore will not use this equipment)		

I have read the Laptop Computer Use Agreement including the Standards for Proper Care and agree with their stated conditions. I also understand that a \$35 technology/software assessment needs to be submitted and processed prior to the issuing of the student laptop. (Iowa Code § 301.1) Questions and or accommodations regarding this assessment need to be directed to, Jr./Sr. High School Principal, Mr. Dale Scott or East Mills, Superintendent of Schools, Mr. Paul Croghan.

Student Name (Printed Clearly) _____

Student Signature _____ Date: _____

Parent Name (printed clearly) _____

Parent/Guardian Signature _____ Date: _____

If for some reason you choose not to receive a laptop at this time, sign below. My signature below indicates that I have read and understand all the Technology Policies of EMCSD, but I choose NOT to receive a laptop at this time. I understand that laptop usage will be permitted at school only.

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

This completed and signed form is a mandatory requirement for the assigning and issuing of an EMCSD laptop computer. It must be filed prior to the issuing and assigning of a computer. Students will not receive their laptops until the Building Principal or his designee has received a signed form.