

# East Union Community School 2018-2019



Middle School & High School  
Parent/Learner Handbook

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## **EAST UNION COMMUNITY SCHOOL MISSION STATEMENT**

The East Union Community School District provides a challenging curriculum within a safe environment where students achieve their maximum academic and social potential in order to pursue a fulfilling life in a global society.

### **LEARNER'S LEARNING GOALS**

Individually or cooperatively create technological, intellectual, artistic and physical products, which reflect high standards and originality. Use this information and resources to anticipate, assess and resolve problems and challenges of a changing society. Be self-motivated and involve them in learning experiences in order to meet new challenges with confidence and improve their quality of life in today's society and the world of tomorrow. Demonstrate the qualities of volunteerism, trustworthiness, respect, responsibility, fairness and caring by treating others fairly, justly, and impartially, regardless of differences.

### **EAST UNION COMMUNITY SCHOOL'S EQUAL EDUCATIONAL/EMPLOYMENT OPPORTUNITY**

East Union will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity, age, or marital status.

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

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

Inquiries or grievances related to this policy may be directed to Ken Kasper, Superintendent of East Union Community School, 1916 High School Drive, Afton, IA 50830 or telephone 641/347-5215. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, United States Department of Education, 310 W. Wisconsin Ave., Suite 800, Milwaukee, WI 53203-2292 (414/291-1111), or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319—0146 (515/281-5294).

### **HOMELESS CHILDREN AND YOUTH**

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education, which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Secondary School Counselor, Ms. Miranda Schwickerath.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas are modified as follows:

**School Records:** For learners transferring out of the district, records may be provided directly to the learner or the learner's parents. In addition, learners transferring into the school district may provide cumulative records directly to the district. The school district will not require that such records be forwarded from another school district before that learner may enroll. The school will then request the official records from the previous school.

**Immunization Requirements:** Homeless learners will not be denied enrollment for lack of immunization records if:

1. they have a statement signed by a physician stating that immunization would be injurious to the student;
2. they provide an affidavit stating such immunization would conflict with their religious beliefs;
3. they are in the process of being immunized; or
4. they are a transfer student from another school.

The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the learner to receive immunizations. **Waiver of Fees and Charges:** Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived in the discretion of the superintendent.

**Enrollment Requirements/Placement:** Enrollment requirements, which may constitute a barrier to the education of the homeless child or youth, may be waived in the discretion of the superintendent. If the school district is unable to determine the grade level of the learner because of missing or incomplete records, the school district will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

**Residency:** For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides or the child's school district of origin. A child's school district of origin is the school district where the child was last enrolled. The deciding factor is the welfare of the child. As much as possible, the child will not be required to change attendance centers within the school district every time the child changes residence unless that change results in the child no longer being classified as homeless.

**Transportation:** The superintendent may waive Policies or practices regarding transportation of learners, which might cause a barrier to the attendance of a homeless child or youth.

**Special Services:** All services, which are available to resident learners, are made available to homeless children or youths enrolled in the school district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

The contents of this policy will supersede any and all conflicting provisions in board policies dealing with the seven policy areas discussed above.

## **TOBACCO-FREE ENVIRONMENT**

School district facilities and grounds, including school vehicles, are off limits for tobacco use. This requirement extends to learners, employees and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

NOTE: According to Iowa law, all school grounds are smoke free. Boards have the authority to expand the policy to make the school facilities and grounds tobacco free as well.

## **EAST UNION COMMUNITY SCHOOL BOARD OF EDUCATION**

President: Kenneth Hagen, Secretary: Rhiannon Tessum, Treasurer: Dawn Arnold

Members: Judith Wachter, Brett Weis, Sam McKnight & Mike Rollings

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## **EAST UNION COMMUNITY SCHOOL MIDDLE SCHOOL/HIGH SCHOOL ADMINISTRATION/FACULTY/COACHES**

Ms. Virginia Aguilar	Spanish, Spanish Club Advisor
Mr. Eric Anderson	Assistant Facilities Manager
Ms. Kammie Ballentine	Paraprofessional - Special Education
Ms. Paula Barnett	Secondary Math, Coach
Ms. Jane Briley	Secondary Special Education, MSAP Advisor
Ms. Christie Brown	School Nurse
Mr. Richard Bryson	Secondary Physical Education, Coach
Ms. Sherresse Buzard	Art, Art Club Advisor
Mr. David Campbell	Coach
Mr. Jared Carter	Coach
Mr. Herman Chenoweth	Transportation Director
Mr. Wes Clark	Secondary Vocal/Instrumental Music
Mr. Ben Clear	Coach
Mr. Mike Cooley	Secondary Agricultural Education, FFA Advisor, Coach
Ms. Melisa Crook	Secondary English Language Arts, Instructional Coach, Coach
Ms. Sherri Cropper	Paraprofessional - Special Education
Ms. Kristina Dike	Paraprofessional - Special Education
Mr. Craig Ditzler	Coach
Mr. Ken Kasper	Superintendent, Sexual Abuse/Harassment/Level I Investigator
Ms. Hannah Kendrick	Secondary Science
Ms. Kathy Ford	Paraprofessional - Special Education
Ms. Miranda Schwickerath	Secondary Guidance Counselor, Cheerleading Coach
Mr. Mike Hansen	Coach
Mr. James Hardy	Secondary Social Studies, Student Council Advisor, Honor Society Advisor, Coach
Ms. Lisa Hensel	Secondary English Language Arts, Coach
Ms. K'Lea Johnson	Food Service Director
Mr. Sean Jolly	Asst Technology Coordinator
Ms. Shelene Kelly	Coach
Ms. Jean Kinyon	Secondary Special Education
Mr. Steve Kinyon	Driver's Education, Coach
Ms. Julia Koster	Secondary English Language Arts
Ms. Angela Longfellow	Secondary Reading/Math
Mr. Michael McCauley	Secondary Social Studies, Coach
Ms. Clarissa McCollough	Paraprofessional - At Risk, Speech/Drama, Coach
Mr. Nate McCollough	Coach
Mr. Mike Nelson	Facilities Manager
Mr. Eric Niggemeyer	Coach
Mr. Brad Nordstrom	Secondary Math
Ms. Mary Overholtzer	Student Success Coordinator, 504 Coordinator, MSAP Advisor, Instructional Coach
	Paraprofessional - Special Education
Ms. Lori Paup	Technology Coordinator
Ms. Kami Raney	Coach
Ms. Angela Rehmeyer	Secondary Principal Secretary
Mr. Jason Riley	Secondary Professional Development Coord., Curriculum Director, Activities Director
Mr. Richard Stream	Coach
Mr. Adam Tallmon	Coach
Ms. Gail Thatcher	Secondary Business/Marketing, Yearbook, Coach
Ms. Jennifer Tipton	Paraprofessional - Special Education
Mr. Adam Triggs	Secondary Science, Instructional Coach Academic Bowl Advisor
Ms. April Van Soelen	Secondary Science
Mr. John Walsh	Secondary Math, Instructional Coach
Mr. Mark Weis	Secondary Principal
Ms. Melissa Wimber	Paraprofessional - Special Education

## **PROFESSIONAL QUALIFICATIONS OF TEACHING STAFF:**

All East Union teachers are fully certified by the State of Iowa for providing instruction to children within the areas that they are assigned.

## **JURISDICTIONAL STATEMENT**

This handbook is an extension of board policy and is a reflection of the board. The board, administration and employees expect learners to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Learners are expected to treat teachers, other employees, other learners, visitors and guests with respect and courtesy. Learners may not use abusive language, profanity or obscene gestures or language. Public displays of affection are not appropriate for the school environment and will not be allowed.

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

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

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concern may contact the office for information about the current enforcement of the policies, rules or regulations of the school district.

## **DEFINITIONS**

In this handbook, the word "parent" may further be clarified with the terms "guardian" or "custodial". An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property; property within the jurisdiction of the school district or school district premises, school owned or school operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school sponsored or school approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## **FINES - FEES - CHARGES**

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

The superintendent will inform the board of the dollar amount to be charged to learners or others for fines, charges, or fees annually. Parents of learners meeting specific financial eligibility standards will be eligible for a waiver of learner fees or a reduction of learner fees based upon the request of the parent. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

The board recognizes that while certain fees charged learners are appropriate and authorized, certain learners and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the learner or learner's parents ability to meet the financial criteria.

Learners whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), or transportation assistance under open enrollment, or who are in foster care are eligible to have their learner fees waived or partially waived. Learners whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of learner fees. Parents or learners who believe they may qualify for temporary financial hardship should contact the secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## **EMERGENCY FORMS**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the learner to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

## LEARNER ATTENDANCE

### SCHOOL CALENDAR

The school calendar includes all regular days of school and days when learners are not expected to be in school; however, changes may have to be made because of unforeseen circumstances. You can go to the school's website to view/print this calendar.

### DAILY ACADEMIC SCHEDULE

The daily schedules have been included at the end of this handbook for your convenience. The daily academic schedule shows the hour's school is in session (8:10 a.m. – 3:15 p.m.) and a breakdown of the day into periods/blocks. On days that are shortened because of late starts or early dismissals, the revised schedules will often be used which will make a difference in the period/block times listed.

### LEARNER ATTENDANCE

Learners are expected to be in class and **to make attendance a top priority**. Only through attendance and class participation do learners achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other learners, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and preparation for class help learners in school as well as prepare them for adulthood.

Learners who know they will be absent must notify the office before the absence. If advance notification is not possible, parents must notify the office at **641/347-8421** on the day of the absence prior to **10:00 a.m.** If notification is not received, the office will attempt to contact the parents at their emergency number. If a parent has not called prior to an absence, the student must bring a note signed by the parent to the office the next morning explaining the reason for the absence. If the note is not received, then the absence will be **considered truancy**.

The school determines whether an absence is excused or unexcused. Any absences that are called in to the school by the parent/guardian are considered "excused absences. If the school does not receive notification, the absence will be considered a truancy. All absences will be considered on a block-by-block/period-by-period basis per semester. See page 8 for the definition of truancy.

Learners participating in extracurricular activities practices or competitions must be in school on the day of the event from **8:10–11:45 or 12:10-3:15** in order to participate. Only in extraordinary circumstances may the principal waive this rule. The half-day not spent in school must be considered an **excused** absence. Juniors and seniors visiting colleges and vocational schools shall be deemed excusable if so deemed by the Principal. The Principal has the sole discretion in determining whether an absence will be excused.

When a learner reaches **TWO (2) UNEXCUSED ABSENCES**, in any one period/block per semester, the learner will be referred to the Instructional Consultation Team for extra monitoring of learner behavior and progress. When the learner reaches the **THIRD (3) UNEXCUSED ABSENCE** in any one block/period per semester, a meeting will be held with parents/guardians to determine if an administrative referral to be dropped from the class is needed. An attendance contract (below) may be used as an intervention to correct the unexcused absences.

Attendance contract for \_\_\_\_\_ Dated \_\_\_\_\_

As of (date), (learner's name) had the following year-to-date absences:

Block 1 \_\_\_\_\_ Block 2 \_\_\_\_\_ Block 3 \_\_\_\_\_ Block 4 \_\_\_\_\_  
Period 1 \_\_\_\_\_ Period 2 \_\_\_\_\_ Period 3 \_\_\_\_\_ Period 4 \_\_\_\_\_ Period 5 \_\_\_\_\_ Period 6 \_\_\_\_\_ Period 7 \_\_\_\_\_ Period 8 \_\_\_\_\_

This means, on average, that (learner name) has missed approximating \_\_\_\_\_ blocks/periods out of a possible \_\_\_\_\_ blocks/periods. This figures out to be an attendance rate of approximately \_\_\_\_%. Because of the many absences, the following terms will now apply to (learner name)'s daily attendance.

After (date), (learner name) will have to make up all blocks/periods he or she misses. If he or she misses an entire day, he or she will have to make up the missed blocks/periods **AT THE SCHOOL** outside of regular class time. If he or she misses an hour, he or she will have to make up that hour outside of regular class time at school.

(Learner name) will have to make up all absences in this manner. (Learner name) school year will not be considered complete until he or she has made up all missed blocks/periods after (date). This contract will carry over to next year as well if time remains to be made up as of the last school day before summer break (in the case of a graduating senior, he or she will not receive a signed diploma until this disciplinary action is completed).

(Learner name) must realize that attendance at school is expected just as it is expected on the job. He or she is missing valuable learning time and material that can only be received when a learner is present. Also, other learners are held to our attendance policy, and when they see someone who, for intents and purposes, is being allowed to attend only part of the time, they have a legitimate complaint. In the interest of fairness, if (learner name) completes all obligations before the next school year begins, he or she will start the new school year with a clean slate.

The signatures below indicate that this contract is agreed to, understood, and will be followed:

Learner \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Custodial \_\_\_\_\_ Date \_\_\_\_\_  
Principal \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Phone Call \_\_\_\_\_ Letter Sent

## TRUANCY AS DEFINED FOR LEARNERS IN GRADES 6-12

Truancy, which is one in the list of reasons for unexcused absences, is defined by two meanings:

\*Truancy is the act of being absent without parent's or custodial's knowledge.

\*Excessive absences, whether unexcused or excused, may in their sum and total constitute truancy in the opinion of the building principal.

Because regular attendance at school is essential for learners to obtain the maximum opportunities from the education program, the East Union board of education does not tolerate truancy.

Learners in grades 6-10 who have excessive unexcused absences may be referred to the county attorney. It is the responsibility of the parent or custodial of the child to provide evidence of the child's mental or physical inability to attend school. The principal shall investigate the cause for a learner's truancy. If the principal is unable to secure the truant learner's attendance, the principal should discuss the next step with the superintendent who may seek guidance from the school board. If after superintendent and/or board action the 6-10 learner is still truant, the principal shall refer the matter over to the county attorney.

## TARDIES

A learner is tardy when he/she arrives in class after the scheduled start time. Exception may be made when another staff member held the learner late and that teacher then issues the learner a pass for the next class. Tardiness of more than 10 minutes is considered an absence to the class. Learners who are tardy three times in a semester will serve a 30-minute detention with the teacher of the class the learner was tardy, and the fourth and subsequent tardies will result in 30-minute detentions each.

## LEAVING THE SCHOOL BUILDING

Learners who need to leave school during the school day must receive permission from the office. They must have a note signed by the learner's parent/guardian, have their parent/guardian telephone the office, or have their parent/guardian pick them up. Text messages from parents/guardians are not accepted. Learners who return to class or arrive after the school day has begun must present a signed note from their parent/guardian to the office for admission. Learners are not released to anyone other than their parent/guardian during the school day unless the office has a note signed by the learner's parent/guardian. **ALL 6-12 learners MUST sign in and/or sign out when coming and/or going! Detentions will be assigned to learners who fail to do so.**

## MAKE-UP WORK

Make-up work for full credit is allowed for all excused and unexcused absences. **Non-truant learners will be allowed time for each day missed to complete make-up work for full credit.** Learners with advance knowledge of an absence are responsible to get assignments prior to the absence and be responsible for all class activities, projects, assignments, and tests/projects upon the day returning to class. Learners who are participating in a school sponsored field trip or are representing the school in an activity are to make up any work missed ahead of time. Learners are responsible to contact their teachers, not their coaches, advisors, or sponsors.

## INCLEMENT WEATHER

When school is canceled because of inclement weather, learners and parent/guardians are notified over KSIB 1520 AM/101.3 FM radio and WHO Ch. 13, WOI Ch.5, and KCCI Ch. 8 television stations, and the JMC notification system if they have provided an e-mail address to the school. The missed day may have to be made up at a later date.

The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parent/guardian are responsible for picking up the learners at the learner's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, learners and parents are notified in the same manner as the notification that school was dismissed.

## COLLEGE VISITS

Juniors and seniors will be allowed **two** college visits while attending high school. These visits must be approved and scheduled through the guidance office. They must be on file in the guidance office 2 days before the visitation or upon return to the guidance office the next school day or the absence will be counted. All college visitations must be completed **before May 1<sup>st</sup>**.

## LEARNER HEALTH, WELL-BEING AND SAFETY

### SCHOOL DAY

Learners may be present on school grounds before 8:00 a.m. or after 3:15 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, learners are expected to leave the school grounds as soon as possible.



## **SCHOOL NURSE**

The services of the school nurse are available to all students of the East Union Community School District. The school nurse will carry on his/her duties on a prearranged schedule and this will allow him/her to be in all attendance centers periodically. This schedule will be posted in each building. Learners are to see the nurse before calling parents to go home when they are ill.

### **Learner Health**

1. Accidents: All accidents should be reported to the nurse immediately.
2. Illness: Learners who become ill at school should go to the nurse's office or the attendance office. Learners are **NOT** permitted to go home because of illness or accident without first notifying the nurse or the attendance office

To ensure public health and to identify health threats to the school and the community, the following HIPAA rules apply:

1. Permits PHI disclosures without a written patient authorization for specified public health purposes to public health authorities legally authorized to collect and receive the information for such purposes;
2. Permits disclosures that are required by state and local public health or other laws.

## **SPECIFIC DUTIES**

1. The school nurse will be in charge of all health problems in the school.
2. The school nurse will weigh and measure learners in the school.
3. All pupils shall be subject to inspection or examination and to tests of vision by the nurse whenever deemed necessary.
4. Accident report forms are to be filled out and turned in to the principal's office and filed in the nurse's office so that she/he may stay informed of all current information.

## **IMMUNIZATIONS**

Before starting school or when transferring into the school district, learners must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the learner has received the immunizations required by law. Learners without the proper certificate are not allowed to attend school until they receive the immunizations or the learner makes arrangements with the principal. Only for specific medical or religious purposes are learners exempted from the immunization requirements. Learners may be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

## **PHYSICAL EXAMINATIONS**

Parents are encouraged to have their children receive periodic physical examinations. A positive attitude and good academic performance will be enhanced by good health.

Learners participating in athletics are required to provide a school district physical examination form signed by the learner's doctor stating the learner is physically fit to perform in athletics before the start of the sport. Failure to provide proof of a physical examination makes the learner ineligible. Participants must also complete health history and emergency notification forms before participation.

## **ADMINISTRATION OF MEDICATION**

The diagnosis and treatment of illness and the prescription of drugs and medications are never the responsibility of the public schools, including school nurses; school personnel will not practice the administration of pain reliever or other nonprescription medication. Special circumstances may require the school to support physicians and parents, in the administration of prescribed oral medication.

Hypodermic syringes, or needles will not be allowed in the school, nor can school personnel administer medication via this form. The exception is the use of Glucagons to be given to diabetic learners in the event of unconsciousness in an Insulin reaction.

1. The school will need a written authorization from both the learner's parent or guardian and his/her physician. The authorization must include: (a) the learner's name, (b) reasons for the medication, (c) the name of the drug, (d) time schedules for administration, (e) dosage to be given, and (f) possible side effects of the drug. A termination date should also be included. **IF NO WRITTEN AUTHORIZATION, THE MEDICATION WILL NOT BE ADMINISTERED BY THE SCHOOL.**
2. The school nurse will confirm the need and directions for medication prior to approval and actual administration of the prescribed drug with the parent and physician.
3. The medication stored in the schools must be in a properly labeled container. The label must include the student's name, date, name and telephone number of the physician, name of the medication, dosage, and frequency of administration.
4. The school principal shall specify which personnel may administer the medication. High school learners may self-administer the medication with personnel observing. Medication should not be taken in the presence of other class members.
5. The amount of medication to be kept at school will be determined at the time the learner, parent or responsible adult brings the medication to the school. Medication not used will be destroyed at the end of the school year or sent home with the learner, parent or other responsible adult.

## **LEARNER INSURANCE**

Learner health and accident insurance is available to learners at the beginning of the school year. Parents may buy insurance for their children at their discretion. Parents who would like more information about learner health and accident insurance should contact the office. Learner athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Learners must provide proof of insurance before the start of the athletic activity. A letter from the parents stating that the learner is covered is adequate proof of insurance.

## **COMMUNICABLE AND INFECTIOUS DISEASES**

Learners who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other learners or employees. If there is a question about whether a learner should continue to attend classes, the learner shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chickenpox.

## **HEALTH SCREENING**

Throughout the year, the school district sponsors health screening for vision, hearing (audiologists and audiometrists from the Area Education Agency), scoliosis and height and weight measurements. Learners are automatically screened unless the parent submits a note asking the learner be excused from the screening. If the school is not notified it will be assumed that permission is given. Parents will be notified of the results. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

## **HEAD LICE TREATMENT, SCREENING, AND MONITORING PROCEDURE**

Lice incidence on learners appears to be increasing. Children are missing a great deal of school and parents are frustrated, especially if they must miss work to care for their children. The Iowa Department of Health has revised its strategy for schools and families on dealing with head lice and recommends the following plan.

### **\*\*\*\*\*HOME TREATMENT AND MONITORING\*\*\*\*\***

- I. Parents should assume that lice are present in the schools all year and screen children at home weekly during the school year.
- II. At the time of first recognition of head lice in a child, a parent or other adult should screen all household members, allowing for treatment of all cases in a household at one time.
- III. Screening should consist of close observation of the scalp and hair in a well-lighted area. It also helps to comb the hair with a fine tooth comb, which may remove live lice and possibly some of the nits.
- IV. Treatment consists of a two-week process.
  - A. Days #1 through #14:
    1. Use your ordinary shampoo every day. (This ordinary shampoo step followed by combing should also be done before the therapeutic shampoo on day #1.)
    2. Follow ordinary shampoo with a cream rinse conditioner.
    3. Comb wet hair with a fine tooth comb.
    4. Frequently clean comb on a paper towel between strokes to remove lice and scalp debris.
    5. Additional combing with dandruff or nit comb is helpful.
  - B. Days #1 and #7:
    1. Use a therapeutic head lice treatment shampoo according to label instructions or recommendation of a physician or pharmacist. Do not use more often than every 7 days.
- V. Cleaning of the Environment
  - A. The Department of Health recommends laundering pillowcases, bed linen, and clothing (including hats and coats) worn on the day of diagnosis.
  - B. Vacuuming all carpet upholstery, pillows, mattresses, and car seats may be helpful.

### **\*\*\*\*\*SCHOOL SCREENING AND MONITORING\*\*\*\*\***

- I. Schools are encouraged to screen children only once, early in the school year.
- II. Head lice guidance will be issued to families in the Afton Star Enterprise, and the Lorimorian.
- III. Cases will be managed on a referral basis from the parent, child, or teacher.
- IV. If live lice are recognized during the school day, children may remain until dismissal providing they begin treatment for returning to school the next day.
- V. A note will be sent home with the child if live lice are discovered at school. This note will specify the treatment procedure to be used.
- VI. During the 2-week process of treatment, the child will be monitored at school, but allowed to stay in school and attend classes.
- VII. School monitoring will include:
  - A. A recheck by the school nurse the day after the therapeutic shampoo and combing. This recheck will include a check with the screening sticks and combing with a nit comb.
  - B. A recheck by the school nurse at the finish of the 2-week treatment period.
  - C. A note to parents will follow the above rechecks stating what was found.
  - D. Referral of the child by the classroom teacher anytime during the school year to the school nurse for a recheck if there is evidence of live lice, if the child is scratching his/her head or reports that he/she is itching.

## SEXUAL ABUSE AND HARASSMENT OF LEARNERS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing learners. Learners 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 learners by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mr. Ken Kasper (641/347-5215) and Ms. Miranda Schwickerath (641/347-8421) as its Level I Investigators.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a learner, there are times when the use of physical force is appropriate. The times when physical force is 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 learner from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a learner and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the learner's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that learner; or the conduct has the purpose or effect of substantially interfering with a learner's academic performance by creating an intimidating hostile or offensive educational environment.

## EMERGENCY DRILLS

The school will hold two fire drills and two tornado drills each semester of the school year. The school will hold one lock down drill each semester. At the beginning of each semester, teachers will notify learners of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Learners are expected to remain quiet and orderly during a drill or an emergency. Learners who pull the fire alarm or call in false alarms, along with being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

## ASBESTOS NOTIFICATION

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

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

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

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

## LEARNER ACTIVITIESGENERAL STATEMENT

The East Union School District offers its learners a variety of activities beyond the regular classroom setting. These activities offer individual learners opportunities to realize experience not available in a textbook. It is highly recommended that every learner become involved in one or more of these activities.

## SCHOOL SPONSORED LEARNER ORGANIZATIONS

School sponsored learner organizations are those, which are recognized by the school district and board.

**These athletic teams are planned for high school learners:**

### Boys

Football	Archery	Drill Team	Baseball
Cross Country	Basketball	Track	Wrestling
Cheerleading	Golf		

### Girls

Volleyball	Archery	Drill Team	Softball
Cross Country	Basketball	Track	Wrestling
Cheerleading	Golf		

**There are numerous school clubs and organizations available at East Union High School. High School learners are encouraged to become actively involved in one or more of these enjoyable groups:**

FFA	Yearbook	Drama	FCCLA	Student Council
Academic Competitions	Honor Society	Speech	Spanish Club	Art Club

**These athletic teams are planned for middle school learners:**

### Boys

Football	Archery	Track
Cross Country	Basketball	Baseball
Drill Team	Wrestling	

### Girls

Volleyball	Archery	Track
Cross Country	Basketball	Softball
Drill Team	Wrestling	

**Middle school learners are encouraged to become active in:**

Spanish Club      Art Club      Middle School Action Planners      FFA

**ASSEMBLIES**

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Learners must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Learners attend assemblies unless, for disciplinary reason, the privilege is taken away.

**FIELD TRIPS**

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, learners are expected to attend the field trip.

While on field trips, learners are guests and considered ambassadors and representatives of the school district. Learners are to treat employees, chaperones and guides with respect and courtesy.

**EXTRACURRICULAR BUS**

The school district will provide a bus to transport learners to school activities. A fee will be charged to learners for such activities as a pep bus. Riding on the extracurricular bus is a privilege that can be taken away.

The coaches, sponsors, and administration have a major concern with liability and the promotion of team spirit/unity. Riding home on the bus allows learners to experience the appropriate mood and togetherness that coaches/sponsors feel are important to their program.

- Learners may NOT drive to an event unless there is an emergency situation, or approval by the building Principal, Superintendent or Activities Director.
- Under NO circumstances may learners ride with other learners.
- Parents/Custodial may if necessary take their learners home at the end of the event.  
Coach/sponsor/advisor will provide a sign out sheet that will acknowledge that the supervision of the athlete is being transferred from the coach/sponsor/advisor to the parent/custodial at the site of the event.
- A learner may leave the event with another parent providing the learner's parent/custodial has turned in a note or notified the office the adult with whom he or she is leaving. It must also be approved by the principal, superintendent or activity director one day before the event
- Coaches/Sponsors/Advisors have the prerogative to enforce a policy of their own for their sport/activity. This policy will be made known to parents/custodials prior to the activity season.
- If the following school form is not used, a personal note should include all information on the form.

**Extracurricular Bus Form Example:**

I would like to request that my learner \_\_\_\_\_ be allowed to ride with  
(name)

\_\_\_\_\_ because  
(name of other parent/custodial's signature)

\_\_\_\_\_  
(reason)

on \_\_\_\_\_ from \_\_\_\_\_  
(date) (location of event)

\_\_\_\_\_  
(Parent/Custodial Signature) (Coach/Sponsor/Advisor Signature)

## HIGH SCHOOL DANCES

Any high school dance or party is to be planned with the cooperation of the class or organization members, faculty sponsors, and the principal.

1. High school activities are intended for high school learners from East Union Community School.
2. Anyone bringing a guest who is not a learner at the East Union Community School to an East Union dance will be required to sign in, upon entrance to the dance agreeing that both the East Union learner and guest understand the following rules as well as common sense rules of conduct which must be followed
  - a. NO drinking of alcoholic beverages;
  - b. NO use of tobacco products or controlled substances;
  - c. NO leaving and returning to the dance;
  - d. NO use of foul or profane language.Infraction of the above rules of conduct "a" and "b" will result in authorities and parents/custodial being called. Infraction of the remaining rules will result in the learner or guest being asked to leave the dance.
3. All sponsoring groups must see to it that the date and time of an activity is placed on the official school calendar.
4. At least 5 sponsors are to be in attendance to chaperone any dance. The sponsors could be composed of three school sponsors and two community chaperones.
5. The doors to the school will be locked 30 minutes from the scheduled starting time of the dance.

## MIDDLE SCHOOL PARTIES AND DANCES

1. Any middle school dance or party is to be planned with the cooperation of the class and/or organization members, faculty sponsors, and the principal
2. Middle school activities are for middle school learners from East Union only, no out of school guests.
3. All sponsoring groups must see to it that the date and time of an activity is placed on the official school calendar.
4. At least 5 sponsors are to be in attendance to chaperone any dance. The sponsors could be composed of three school sponsors and two community chaperones.
5. The doors to the school will be locked 30 minutes from the scheduled starting time of the dance.

## STUDENT COUNCIL/CLASS OFFICERS/MIDDLE SCHOOL ACTION PLANNERS

Election of student council and class officers: High school – members of the high school classes elect a president, vice-president, secretary, and treasurer during the month May. Student Council members are also elected at that time. Candidates for these offices must take out and circulate petitions and those bearing the names of **twenty-five (25) class members and five (5) of their current teachers** must be turned in to the principal's office on the Friday before the election. Two (2) representatives will be elected for student council from the freshman class. Sophomores, junior, and seniors will select one additional person for the student council each year. Student council members of good standing (as defined by the by-laws of the student council constitution) are retained through their senior year of school.

The members of the council select officers for the student council with the president elected by the student council. The prerequisite for a student council member would be a learner able to represent the ideas of the learners of his/her class, able to discipline himself/herself and others according to school policy and capable of leadership ability and respect.

Meetings: the sponsors and the principal must approve all evening meetings. Sponsors must attend all meetings. No meetings are to be held on Wednesday night.

Those present elect officers for the Middle School Action Planners on the day of the elections. Voting will be done by secret ballot. Homeroom representatives from each homeroom will be elected in September and January. Learners may serve as representatives for not more than three semesters during their middle school years. A person cannot serve in the same office more than once a year, but may be elected to another office. Class officers are president, vice-president, secretary, & treasurer. Representatives and class officers are expected to provide leadership to the learner body, good decision making on their behalf, and strategic planning for events and activities.

## PROTECTION OF LEARNERS FROM CONCUSSIONS AND BRAIN INJURY – INFORMATION

AN ACT CONCERNING THE PROTECTION OF LEARNERS FROM CONCUSSIONS AND OTHER BRAIN INJURIES.  
BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. NEW SECTION. 280.13C Brain injury policies.

1. **a.** The Iowa High School Athletic Association and the Iowa Girls High School Athletic Union shall work together to distribute the guidelines of the centers for disease control and prevention of the United States department of health and human services and other pertinent information to inform and educate coaches, students, and the parents and guardians of students of the risks, signs, symptoms, and behaviors consistent with a concussion or brain injury, including the

danger of continuing to participate in extracurricular interscholastic activities after suffering a concussion or brain injury and their responsibility to report such signs, symptoms, and behaviors if they occur.

**b.** Annually, each school district and nonpublic school shall provide to the parent or guardian of each student concussion and brain injury information sheet, as provided by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. The student and the student's parent or guardian shall sign and return the concussion and brain injury information sheet to the student's school prior to the student's participation in any extracurricular interscholastic activity for grades seven through twelve.

**2.** If a student's coach or contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity, the student shall be immediately removed from participation. (Senate File 367, p. 2)

**3. a.** A student who has been removed from participation shall not recommence such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries and the student has received written clearance to return to participation from the health care provider.

**b.** For the purposes of this section, a "licensed health care provider" means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board designated under section 147.13.

**c.** For the purposes of this section, an "extracurricular interscholastic activity" means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

## **EAST UNION COMMUNITY SCHOOL DISTRICT – GOOD CONDUCT CODE**

The following Good Conduct Code establishes the standards by which learners shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in extracurricular activities. Learners participating in extracurricular activities shall commit themselves to meet the standards of this code and of the Learner Code of Conduct<sup>1</sup> at all times and in all places (365 days a year).<sup>2</sup>

### **I - STATEMENT OF PHILOSOPHY**

It is a privilege and an honor to participate in the full range of extracurricular activities at the East Union Community School District. These activities and participation in them adds a great deal to each learner's education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and well being, and promoting the image and identity of the school and community. Learners who choose to participate in extracurricular activities will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner.

The principal may declare a learner ineligible to participate in an activity when the conduct of that learner has been determined to be contrary to or in violation of the established rules and regulations set out in this policy.

### **II – APPLICABLE ACTIVITY PROGRAMS**

The Good Conduct Code applies to all extracurricular activities, including but not limited to:

1. All athletics
2. All music-speech-drama (non-graded activities), and cheerleading activities
3. School royalty
4. Student council and other elective officers
5. School honors
6. School clubs and P.O.I. conference activities
7. Prom

### **III – DEFINITIONS**

1. Competition/performances – means a specific event that is a component of an extracurricular program whether it is a contest, a social activity (prom), a performance, or a school-sponsored trip that is part of the extracurricular activity.
2. Offense – occurs when a learner is determined by a school official to have violated the Good Conduct Code. Such violations shall be counted cumulatively from year to year (grades 6-12), regardless of the specific portion of the Good Conduct Code that is violated. Any offense(s) occurring under the District's previous policy shall count cumulatively toward any offense(s) under this Good Conduct Code. Middle School learners must also abide by this

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<sup>1</sup>The Learner Code of Conduct refers to a standard of conduct for learner behavior in school.

<sup>2</sup> The following rules and policies have been approved by the East Union Community School District Board of Directors, under the authority granted by Iowa Code Sections 282.4, 282.5, and Iowa Administrative Code Sections 281-36.14 and 281-36.15.

- Good Conduct Code. However, any violations incurred prior to ninth grade will not be carried forward to ninth grade.
3. Possession – concerning alcohol, drugs, simulated controlled substances, and tobacco, possession shall mean under the actual control of or on the learner’s person, contained in property under the learner’s personal control, or accessible to the learner and the learner has knowledge of the prohibited substance’s presence
  4. School days – shall mean days when school is in session, (i.e., Monday through Friday, except state and/or national holiday.)
  5. Learner Code of Conduct – is a body of school rules and regulations independent from this Good Conduct Code. Any learner behavior, when violates both the Learner Code of Conduct and this Good Conduct Code, will incur penalties under both sets of rules and regulations
  6. Year – as it is used in this policy means one calendar year.

#### **IV – APPLICATION OF THE GOOD CONDUCT CODE**

Appropriate learner behavior is required by and affects all extracurricular activities in which a learner participates. If a learner is participating in multiple extracurricular activities at the time the learner loses privileges under this policy, the loss of privileges shall apply to all activities. A disciplinary action may carry over from one activity to another and may carry over from one school year to the next.

#### **V – CONDUCT REQUIREMENTS**

Learners shall:

1. Abide by the Good Conduct Code at all times and in all places.
2. Abide by any additional, specific rules and regulations, which the coach/sponsor of the activity has established (such as training hours, attendance at practice, etc.). Such rules will be approved by the Principal before distribution to learners and learners will be required to sign a copy of a document as acknowledgement of their agreement to abide by.

General Standard – Good Conduct consists of behavior which reflects the generally accepted social and moral requirements of the community, is legal, and at all times reflects respect for and sensitivity to other persons, regardless of nationality, gender, religion, race or disability, and a respect for their right, property, and dignity.

#### **VI – VIOLATIONS**

Violations of the Good Conduct Code include but are not limited to the following prohibited conduct and actions.

Learners shall not;

1. Sell, manufacture or distribute illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
2. Possess, use or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive.
3. Possess, use, or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia.
4. Possess, use, or be under the influence of alcoholic beverages.
5. Assault or physically abuse any person at school or during school activities or coming to and/or going from school or a school activity.
6. Attend a function or party where illegal drugs are being used or where minors are using alcohol illegally.
7. Use, possess and/or transmit tobacco or imitation substances.
8. Damage, destroy, vandalize or steal school property and/or personal property of employees, students, visitors to the school, or district patrons.
9. Participate in any conduct, which, in Iowa is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations.

#### **VII – DETERMINATION**

When it comes to the attention of school officials that a learner is suspected of violating the East Union Good Conduct Policy or the rules of a specific extracurricular activity, the Principal will determine whether the learner has committed a violation. Before making a final determination that there has been a violation, the Principal shall: (i) be informed of the allegations and (ii) perform an appropriate investigation; and the learner shall (i) be notified, orally or in writing, of the allegations against the learner and the basis of the allegations and (ii) be given an opportunity to respond to the allegations. The East Union School District may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a learner’s trial is pending, or whether or not the learner is found guilty by a court of law as long as there is reasonable evidence to support the conclusion of a Good Conduct Code violation.

Once the determination is made that a learner has violated the East Union Good Conduct Code, the Principal shall be informed in writing of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the learner’s residence ( or other address if the parents have a different address on file for mailing purposes with the school) with five (5) school days of the determination. In addition, the parent(s) will be notified verbally if possible.

#### **VIII – PENALTIES FOR VIOLATION(S)**

The penalties listed below are for specific violations of the Good Conduct code. Violations not specially listed will result in similar consequences. Where applicable, the following will be applied along with the specific penalties outlined in the

Student Code of Conduct. The coach/sponsor may also impose additional penalties pursuant to their supplementary activity-specific rules. The penalty may be imposed within three (3) school days of the Principal's determination of a violation.

Penalties: The penalty for a violation is ineligibility for a definite number of days/weeks for the activity the penalty is to be applied to. The learner must not participate in practice during the period of ineligibility; and the learner shall not be permitted to dress for travel or participate in any part of a contest/activity.

When learner behavior results in violations 1-3, the most severe penalties shall be applied.<sup>3</sup> When learner behavior results in violations 4-5, less severe penalties may be applied. When learner behavior results in violations 6-9, penalties shall be applied which are usually the least severe unless circumstances justify a greater penalty. (For example, significant damage to school property, arrest for an aggravated misdemeanor or felony criminal offense).

- First Offense: A learner whose violation of the Good Conduct Code constitutes a first offense will be ineligible to participate in all extracurricular activities for three (3) to six (6) weeks.

- Second Offense: A learner whose violation of the Good Conduct Code constitutes a second offense will be ineligible to participate in all extracurricular activities for twelve (12) to twenty-four (24) weeks.

- Third Offense: A learner whose violation of the Good Conduct Code constitutes a third offense will be ineligible to participate in all extracurricular activities for twenty-six (26) weeks to one (1) calendar year.

- Fourth Offense: A learner whose violation of the Good conduct Code constitutes a fourth offense will be prohibited from participating in extracurricular activities for the remainder of the student's high school career.

- Penalty Reduction: any learner who comes forward and admits to the principal, coach, and/or activity director a violation within twenty-four (24) hours after it occurs and provides complete and accurate facts about his/her involvement, shall have the penalty that would have been imposed, reduced by one-half (1/2). The Principal will have the sole authority and discretion to determine whether a learner has complied with this section and is eligible for a penalty reduction.

- Early Eligibility Reinstatement: A first or second offense involving alcohol or drugs will be reduced by 1/3, if the learner successfully completes counseling and alcohol or drug rehabilitation at the learner's expense unless it is determined that such reinstatement would not be appropriate. Other learners may likewise reduce the penalty through community service. The Principal must approve these activities in advance and the learner must totally complete the activity before any reinstatement.<sup>4</sup>

## **IX – SUSPENSION/EXPULSION UNDER THE LEARNER CODE OF CONDUCT**

If a learner receives a disciplinary in or out of school suspension or expulsion because of a violation of the Learner Code of Conduct, the learner will not be allowed to participate for the comparable period of time in any extracurricular activity, including practices, meetings, and competitions/performances and will be denied all school transportation to or from such practices, meetings and/or competitions/performances for the duration of the suspension or expulsion.

## **X – LEARNER APPEAL**

A learner may contest the Principal's determination of a violation and/or the penalty imposed for a violation of the Good Conduct Code. All appeal hearings shall be informal and his/her parent or guardian may accompany a student. Legal counsel in any hearing before the District's Board of Directors may represent a learner. APPEAL – When a learner's behavior results in a first violation of the Good Conduct Code, the decision of the Principal will be final and no further appeal will be allowed. The decision of the Principal regarding a violation of the Good Conduct Code may be appealed to the Superintendent only when the learner's behavior results in a second violation of the Good Conduct Code. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or the Superintendent's secretary within five (5) school days of receipt of the Principal's decision.

The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. The Superintendent shall review the results of the investigation conducted by the Principal and the learner's objections within seven (7) school days of receipt of the written request for appeal. The Superintendent shall provide a written decision to the Principal, the learner and/or the learner's parents within seven days of considering the appeal. When learner behavior results in a second offense of the Good Conduct Code and the Principal's decision is appealed, the Superintendent's decision will be final and no further appeal will be allowed. When learner behavior results in a third or fourth violation of the Good Conduct Code, the decision of the Superintendent may be appealed to the Board. Such appeal shall be filed within five (5) school days after the receipt of the Superintendent's decision. A hearing on the learner's appeal shall be held as soon as reasonably practical before the Board. The decision of the Board shall be final. During the appeal process, the learner shall remain ineligible pending a decision on the learner's appeal.

## **XI – SCHOLASTIC ELIGIBILITY**

Any 6<sup>th</sup>–12<sup>th</sup> grade learner who receives one or more course grades below 2.0, or any summative assessment scores of 0.0, in each 4 1/2 week grading period will be considered ineligible to participate in any extracurricular activities (practice and/or competitions) until that learner no longer has any summative assessment scores of 0.0. The learner earns the ability to practice by obtaining documentation of meeting with the content teacher to receive additional educational support. Middle School eligibility will only be calculated on Core Classes, (English/Language Arts, Math, Science, and Social Studies). There will be 8 grading

<sup>3</sup> Note: The specific determination of the exact penalty within each range shall be made by taking into account factors surrounding the violations, including but not limited to: severity of violation, intent, learner cooperation, injury to learner or others, the potential for harm to learner or others, learner attitude, and other matters deemed to be important factors in the specific case at the discretion of the Principal.

<sup>4</sup> Notice: The combination of the penalty reduction for admission of a violation and the early eligibility reinstatement shall not exceed a total reduction in penalty of more than 2/3 (66.2.3%). Penalty reductions are at the sole discretion of the Principal.



periods, 4 each semester. If the course grade is below 2.0, or any summative assessments have scores of 0.0, on the grade report, the learner will be considered ineligible. Once the proficient score is earned the ineligibility will be removed. Special education and/or learners under a 504 plan will be required to make appropriate progress on the I.E.P. or individual plan. The parent/guardian will be notified of the academic ineligibility for any grading period in a timely fashion by the classroom instructor.

Learners that are enrolled in college classes and receive an “F” or two “D’s” will also be considered ineligible. College grades are made available to the high school at midterm and at the end of the course. The learner will be allowed to have the ineligibility removed when the college grade is raised. East Union will need notification from the college instructor before the ineligibility is changed. If the college instructor will not allow the grade to be changed because it is the final grade for the course, the learner will be considered ineligible to participate in any extracurricular activities (practice and/or competitions) for 30 calendar days from the date college grades are provided to the school.

A learner may also fall under the rules of scholastic ineligibility as dictated by Iowa High School Athletic Association (IHSAA), Iowa Girls High School Athletic Union (IGHSAU), Iowa High School Music Association (IHSMA), & the Iowa High School Speech Association (IHSSA). It is the hope of the East Union Community Schools that the interventions made with the learner at the midterm and quarter periods will help keep the learner from becoming ineligible by the State of Iowa. For clarification of these academic guidelines contact the secondary principal.

The East Union Community School requires that each learner (grades 6-12) who wishes to participate in any extracurricular activities must sign and return the Student Agreement form provided in the registration packet before the learner(s) are able to participate in the district’s extracurricular activities. This list includes, but is not limited to the following activities:

1. all athletics
2. all music-speech-drama (non graded activities), drill team and cheerleading activities
3. school royalty
4. student council, Middle School Action Planners, and other elective officers
5. school honors
6. school clubs and P.O.I. conference activities
7. Prom

#### **GOOD CONDUCT CODE/LEARNER AGREEMENT**

Before participation in any activity is permitted, all learners who wish to participate in extracurricular activities shall receive a copy of the Good Conduct Code and shall sign an agreement indicating that they will abide by the Good Conduct Code.

#### **LEARNER RECORDS**

##### **EDUCATIONAL RECORDS**

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

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

##### **LEARNER RECRUITMENT OPT-OUT FORM**

The No Child Left Behind Act of 2001 (Section 9528) requires that high schools must provide military recruiters access to learner names, addresses and telephone listings. Parents or learners may request that this information not be provided without written parental/guardian consent and districts must comply with all such requests (Form included in registration packets.)

##### **PROCEDURES FOR LEARNERS TRANSFERRING TO ANOTHER SCHOOL DISTRICT**

The school district automatically transfers a learner’s records to a new school district upon receipt of a written request from the new school district for the learner’s records. Parents/custodial, notified that the learner’s records have been sent, are given an opportunity to view the learner’s records that were sent and a right to a hearing to challenge the content of the learner’s records that were sent. Parent/custodial consent is not necessary to forward a learner’s records to a learner’s new school district or for the school district to request them from a learner’s previous school district. When a new learner transfers into the school district the learner’s records are requested from the previous school district.

## **LEARNER RIGHTS AND RESPONSIBILITIES**

### **LEARNER LOCKERS**

Lockers are the property of the school district. Learners shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each learner to keep the learner's assigned locker clean and undamaged. The expenses to repair damage done to a learner's locker are charged to the learner. Learners should understand that the school district has the right to conduct random periodic inspections of school lockers, desks, and other facilities or spaces owned by the school district and provided as a courtesy to learners. Learners may or may not be asked to be present during such searches.

Learners are expected to use the hallway locker assigned to them and keep the hallway locker in good condition. Parent/guardians can request a lock for their learners hallway locker at registration. If the lock is requested, learners are expected to keep the hallway locker locked. The Physical Education Department will issue locks for gym lockers. Learners will be assessed a fine of \$10.00 if they do not return their lock at the end of the school year.

### **SEARCH AND SEIZURE**

The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a learner, even if the learner provides the lock for it, shall not create a protected learner area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility. A learner, a protected learner area, learner locker, desk, or other facility can be searched whenever an administrator or teacher has a reasonable and particular suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and particular belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in learner lockers, desks, and other facilities will be confiscated. Illegal items will be given to law enforcement officials. Maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers, desks, and other facilities are clean and well kept.

A school official of the same sex as the learner can conduct a learner search if the school official has reasonable suspicion that either a law or a school rule has been violated. Iowa code 8-08A.2(1)(a) (Suppl 1997). Such a search must be conducted in a manner reasonably related to the objectives of the search and not excessively intrusive considering the age and gender of the learner and the violation.

Protected learner areas include the following items according to Iowa Code 808A.1 (1) (supp. 1997): a learner's body; clothing worn or carried by the learner; or a learner's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack or any other container used by a learner for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the learner. All searches of learners and protected learner areas must be reasonably related in scope to the circumstances, which lead to the need for the search and based upon consideration of relevant factors, which include, but are not limited to:

- a. the nature of the violation for which the search is being instituted;
- b. the age and gender of the learners who may be searched;
- c. the objectives to be accomplished by the search; or
- d. the emergency requiring the search without delay.

### **POSTING OF INFORMATION**

Learners who wish to post or distribute information must receive permission from the principal at least 2 days before the posting or distribution. This applies whether the information deals with school sponsored or non school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

### **DRESS CODE**

There is a strong connection between academic performance, learners appearance and learners conduct. Inappropriate learner appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of learners, employees and visitors on school grounds. Learners are expected to adhere to reasonable levels of cleanliness and modesty. Learners are expected to wear clothing that is appropriate to their age level, in good repair, and that does not disrupt the school or educational environment.

Upon arrival to the school building learners are to place book bags, purses, hats, & coats in their lockers until they leave the school building. Administration will have final decision what is to be considered a coat. 6-12 learners will be allowed to carry their laptop bag to class.

Learners are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, and/or making reference to prohibited conduct or similar displays. Bare feet are not allowed in school, learners are expected to have shoes on their feet. Shorts/skirts may be worn only if they are mid-thigh in length or longer. Shirts must cover the entire torso – if a learner is standing with arms extended to their side, parallel to the ground and if any part of their torso is showing the clothing will be considered inappropriate. Any clothing containing shoulder straps will need to have, a minimum, of 2 inches of width to be considered appropriate. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and learners must comply with the stricter requirement. Chains that are over 12 inches in length are not to be worn. The Administration makes the final determination of the appropriateness of the learner's appearance. Learners inappropriately dressed are required to change their clothing or wear school-provided clothing, which will be returned by the learner at 3:15 p.m.. Repeat violators may have their parent/custodial called, may be assigned detention, or may be sent home. Caps, hats, head scarves or other such head attire are not appropriate to be worn in school from the hours of 8:00 a.m. to 3:15 p.m. on school days. All of these are to be removed when learners enter the building. Hats or headgear may be worn under special circumstances from a request from the Middle School Action Planners and/or Student Council and approved by the Principal.

## PHYSICAL CONTACT

Public displays of affection are not appropriate for the school environment and physical contact will not be allowed.

## CARE OF SCHOOL PROPERTY

Learners are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Learners found to have destroyed or otherwise harmed school property may be required to reimburse the school district. Such behavior may also result in suspension or expulsion from school in certain circumstances; learners may be reported to law enforcement officials.

## DRIVING TO SCHOOL

Driving to school and parking on school property is a privilege and not a learner's right. The school does provide transportation to school and home for each learner by way of the school buses. Learners must complete a vehicle registration form (which may be obtained in the principal's office) and return it to the principal's office before parking privileges will be approved.

### Guidelines used to approve student parking will include:

1. Learners with a regular drivers license (16 years old)
2. Involvement in extracurricular activities, work-study program, college courses, etc.

### General parking rules:

1. Park in assigned areas.
2. Do not return to your vehicle during the day unless given permission by the office.
3. Use only the parking areas on the north side of the school building.
4. Obey all posted signs and markings.
5. Leave a fire lane open around the building for emergency use. Unless an area is specifically marked for parking don't park your vehicle there. \*\*This includes the area along the baseball field fence from the concession stand to the baseball crowd's nest.
6. Speeding, squealing tires, riding in the back of pickups and on top of vehicles, and other reckless driving may result in loss of privilege to drive on campus.
7. Learners with school permits must park in the area around the football crowd's nest during school hours and not on the paved lot unless given permission by the principal.
8. Learners are to yield to moving school buses as the buses are entering and exiting the school parking lots.

## HALL PASSES

Learners must have a hall pass to be in the halls when classes are in session. Learners may obtain a hall pass from their teacher or the principal.

## ILLEGAL ITEMS FOUND IN SCHOOL OR IN LEARNERS' POSSESSION

Learners are prohibited from distributing, dispensing, manufacturing, possessing using, and being under the influence of alcohol, drugs or look-a-like substances. Weapons are not allowed on school grounds or at school activities except for weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of learners found in violation of this policy will be contacted, and the learners may be reported to law enforcement officials

## WEAPONS

School district facilities are not an appropriate place for offensive weapons (as defined in Chapter 724) or dangerous objects. Offensive weapons and other dangerous objects shall be taken from learners and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from learners who are within the control of the school district. Parents/custodial of learners found to possess offensive weapons or dangerous objects on school property will be notified of the incident. Confiscation of offensive weapons or dangerous objects shall be reported to the law enforcement officials, and the learners will be subject to disciplinary action including suspension or expulsion. Learners bringing a firearm onto school property shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for learners on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## REGISTRATION FEES

Learners pay an annual registration fee. Books must be returned at the end of the class. If books are not returned, learners are charged a replacement fee. Damage to a book more than normal wear and tear is also charged to the learner.

Lost book.....new price	Broken back.....replacement of costs at school prices
1-2 years old.....new price	Excessively damaged.....replacement of costs at school prices
3 years old.....half price	Excessive writing.....\$1.00 per page
4 years old.....1/3 price	Torn covers.....\$3.00
5 years old.....1/4 price	Torn pages.....\$1.00 each

The payment of all fees and fines is part of the course requirements.

## **CHEATING**

Learners are expected to do their own schoolwork. Cheating by looking at another learner's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. When cheating occurs the learner(s) will meet with teacher(s) and principal; learner(s) will rework/redo the assignment/test and suspension or expulsion from class or school may result depending on the severity of the incident.

### **Plagiarism:**

The Scott-Foresman Advanced Dictionary (1983) states plagiarism is to "take and use as one's own the thoughts, words, writings of another." Plagiarism is an extremely serious problem. Federal copyright laws protect published materials and if you are using them and claiming that information as your own either in writing or speaking, you are guilty of plagiarism and breaking federal law. Plagiarism is copying someone's words directly and not giving the source credit, and/or copying someone's ideas or thoughts indirectly by changing one or two words and not giving the source credit.

What you write or speak should be in your own "voice" or "style." Each of you has a unique style of writing and manner of speaking if we suspect something is not your original "voice" but we can't find the original source, it will be the teacher's decision to discuss this with you and possibly lower your grade.

Plagiarism also includes finding material on the Internet and cutting and pasting it into your work without giving the original source credit. Anytime you take anyone's work (even your friend's) and copy it and say it is yours you are committing plagiarism. If any faculty or staff member can prove that a student plagiarized by finding the original source of work, that student will be subject to disciplinary action as outlined the teacher and/or administrator. **DO YOUR OWN WORK. IF YOU USE SOMEONE ELSE'S, GIVE THAT PERSON OR SOURCE CREDIT.**

## **DUAL ENROLLMENT LEARNERS**

Home school or home school assistance program learners enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other learners and are disciplined in the same manner as other learners. Dual enrollment learners interested in participating in school activities or enrolling in classes should contact the secondary principal.

## **INTERFERENCES IN SCHOOL**

Learners may not possess pagers, laser toys, CD's/DVD's, CD/DVD players, radios, televisions, water guns, toys, and other similar items in the classroom or at school activities without permission of the classroom teacher. These items will be taken away from the learners and returned at a later date.

## **ACCEPTABLE USE POLICY AND INTERNET SAFETY AGREEMENT**

### **STATEMENT OF PURPOSE**

East Union Schools is pleased to offer our learners' access to the World Wide Web and other electronic networks. The advantages afforded by the rich, digital resources available today through the World Wide Web outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

### **TERMS OF AGREEMENT**

In order for a learner to be allowed access to a school computer system, computer network, and the Internet, parents must sign and return the form provided at registration.

### **ACCEPTABLE USES**

The District is providing access to its school computer systems, computer networks, and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide. Accordingly, regulations for participation by anyone on the Internet shall include by not be limited to the following:

- a. All users must abide by rules of Network etiquette -Netiquette, including the following:
  - Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - Avoid language and/or graphic representations, which may be offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material, which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- b. Teachers may allow individual learners to use email, electronic chat rooms, instant messaging, social networking sites (Twitter) and other forms of direct electronic communications for educational purposes only and with proper supervision. Proper supervision shall include the teachers having the documentation of the learners' username password on file and being able to monitor the account. This includes the use of learner personal email accounts and personal social networking sites in the school environment. If a learner uses his/her personal email account or accesses his/her social networking site on a school computer, the teacher must monitor all communications and have access to the learners username password for such account. In addition, if learner personal accounts are accessed through the district

Internet, the profile for learner personal accounts must not contain identifiable information such as last name or address of learner.

- c. No personal addresses, personal phone numbers, or last names of learners will be permitted to be given out on the Internet.
- d. A learner may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where his/her learner goes on the Internet.
- e. Learner Photos/Learner Work. Publishing learner pictures and work on websites promotes learning, collaboration and provides an opportunity to share the achievements of learners. Images and products of K-12 learners may be included on the website without identifying captions or names. Please note that under no circumstances will K-12 learner photos or work be identified with first and last name on any website, including the district, school, or teacher website.

Privacy. Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Copyright. All learners and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

#### **FAILURE TO FOLLOW ACCEPTABLE USE POLICY**

Use of the computer network and internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and internet terminated and is subject to disciplinary action by the school administrator. The District may also take other disciplinary actions.

#### **UNACCEPTABLE USES OF THE NETWORK MAY INCLUDE:**

- a. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
- b. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- c. Uses that are commercial transactions. Learners may not use the school network to sell or buy anything over the Internet. You should not give others private information about yourself or others.
- d. Illegal activities, including copyright or contract violations shall not be permitted on the Internet.
- e. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
- f. Threatening, profane, harassing, or abusive language shall be forbidden.
- g. Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Any use, which violates state or federal law relating to copyright, trade secrets; the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- h. No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
- i. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
- j. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.
- k. Connecting a personal, non-school-district-owned desktop computer, laptop computer, wireless personal digital assistant (PDA), Smartphone, or any other network (wireless or directly plugged) device to any part of the school network without permission of the network administrator is strictly prohibited.
- l. The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

#### **CYBERBULLYING & INTERNET SAFETY**

It is the responsibility of the staff to make best efforts to guide and to monitor learners in the effective and appropriate use of the District's computer and technology system. Classroom teachers will be directly involved in delivering these educational services.

The District's computer network and the Internet, whether accessed at school or off, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy and our acceptable use policy and procedures.

Malicious use of our computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail, instant, or text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author of the inappropriate material is often logged on as someone else.

Learners or staff who believe they have been the victims of such misuses of technology as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the building principal and the Technology Director. Administration shall fully investigate all reports of cyberbullying.

When cyber bullying originates from a non-school computer, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process. Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a school employee or board member.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension or expulsion for verified perpetrators of cyberbullying. When any kind of threat is communicated or when a hate crime is committed, this shall be reported to the Afton/Union County Law Enforcement Department.

- Parents and Users. Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged learners. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.
- Personal Safety. In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet without a parent's permission.
- Confidentiality of Learner Information. Personally identifiable information concerning learners may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- Active Restriction Measures. The District will utilize filtering software or other technologies to prevent learners from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of learners, through direct observation and/or technological means.

## **USE OF NEW WEB TOOLS**

Online communication is critical to our learners' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to learners is their safety. Hence, expectations for classroom blog, learner protected e-mail, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

- The use of blogs, podcasts or other web 2.0 tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.
- Learners using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A learner should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Any personal blog a learner creates in class is directly linked to the class blog which is typically linked to the learner profile, and therefore must follow these blogging guidelines. Along with following the information above about not sharing too much personal information (in the profile or in any posts/comments made), learners need to realize that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and follow these guidelines. Comments made on blogs should be monitored and -if they are inappropriate-deleted.
- Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- Learners using such tools agree to not share their username or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Learners who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

## **TEACHER RESPONSIBILITIES**

- Will provide developmentally appropriate guidance to learners as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- All learners will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.  
Use of networked resources will be in support of educational goals.
- Treat learner infractions of the Acceptable Use Policy according to the school discipline policy.
- Provide alternate activities for learners who do not have permission to use the Internet.

## **PRINCIPAL RESPONSIBILITIES**

- Include Acceptable Use Policy in learner handbook
- Be sure handbooks are distributed to all learners
- Treat learner infractions of the Acceptable Use Policy according to the school discipline policy

- Permission forms must be kept on file for one year.
- Learners who do not have permission to use the Internet must be identified to the teaching staff.

## DISTRICT RESPONSIBILITIES

- Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Have acceptable use policy approved by the board and reviewed yearly

## Staff/Learner Computer Usage Guidelines and Consequences

1. Learners are expected to use computers for educational purposes.
  2. The individual should be held accountable for their actions.
  3. When a learner does not use the computer as expected, said learner will have consequences.
  4. Two recorded offenses of misuse of the computer in school classes, (**Homeroom is considered class time**).
  5. An offense is defined as accessing social networks, games, videos (Youtube), or anything that does not contribute to the educational purposes of the class.
  6. These offenses will be tracked using a Google document which will show the number offenses by recording the date in the space by the learners name to show time of the violation.
  7. Learners will be blocked for a period of 4 weeks.
- \* see AUP (Acceptable Use Policy) form at the end of this handbook.

## LEARNER BULLYING AND HARASSMENT

### Anti-Bullying/Harassment Policy

Harassment and bullying of learners and employees is against federal, state and local policy, and is not tolerated by the board. The board is committed to providing all learners with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of learners by learners, school employees, and volunteers who have direct contact with learners will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of learners, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

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

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

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

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication by way of electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the learner that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a learner's performance or creation of an intimidating, offensive, or hostile learning environment.
- Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
  - Submission to the conduct is made either implicitly or explicitly a term or condition of the learner's education or benefits;

- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that learner; or
- The conduct has the purpose or effect of substantially interfering with the learner's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between learners and school officials, faculty, staff, or volunteers who have direct contact with learners, bullying and harassment may also include the following behaviors:

- Requiring that a learner submit to bullying or harassment by another learner, either explicitly or implicitly, as a term or condition of the targeted learner's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the learner.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceedings relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceedings is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A learner found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy should be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Secondary Principal or designee will be responsible for handling all complaints by learners alleging bullying or harassment. The Secondary Principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The superintendent also is responsible for organizing training programs for learners, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a learner is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the learner handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other)

and a copy shall be made to any person at the central administrative office.

### **Anti-Harassment/Bullying Investigation Procedures**

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so.

If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

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

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal

including:

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the learner said or did, either at the time or later;
- how the learner felt; and
- how the harasser responded.

### **Complaint Procedure**

An individual who believes that the individual has been harassed or bullied will notify, the designated investigator. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

### **Investigation Procedure**

The investigator will reasonably and promptly start the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.



Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

#### **Resolution of the Complaint**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Before the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

#### **Points to Remember in the Investigation**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

#### **Conflicts**

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Learners who feel that they have been harassed should:

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

Cyberbullying, bullying and harassment by use of electronic devices through means of e-mail, instant messaging, text messages, blogs, mobile phone, pagers, and websites. Other terms from cyber bullying are "electronic bullying," "electronic harassment," "e-bullying," "sms bullying," "mobile bullying," "online bullying," "digital bullying," or "Internet bullying".

#### **DETENTION**

Detention may be assigned at the teacher's discretion as a corrective action for inappropriate behavior, tardiness, and failure to complete classroom assignments or other similar situations. In most circumstances a one-day notice will be given and parents will be notified. Detentions not served become doubled. Doubled detentions not served result in one day of in-school suspension.

#### **LEARNER PUBLICATIONS**

Learners may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but not limited to, the school newspaper and yearbook. Expressions made by learners, including learner expressions in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for learner expression made or published by learners unless the employees or board have interfered with or altered the content of the learner speech or expression.

A faculty advisor supervises learner writers to maintain professional standards of English and Journalism and to comply with the law including, but limited to the restrictions against unlawful speech. No learner shall express, publish or distribute in an official school district publication material, which is:

- obscene, libelous, slanderous; or encourages learners to:
  - commit unlawful acts;
  - violate school district policies, rules or regulations;
  - cause the material and substantial disruption of the orderly a deficient operation of the school/school activity;
  - disrupt or interfere with the education program;
  - interrupt the maintenance of a disciplined atmosphere; or
  - infringe on the right of others.

#### **LEARNER PERSONNEL SERIES 500**

Policy Title: Learner Behavior and Discipline

Definition: "School discipline" is the guidance of the conduct of learners in a way, which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, discipline atmosphere to achieve maximum educational

benefits for all learners.

**Goal:** The goal of the board of directors is to ensure the right of all learners to a safe and productive educational environment in which they may learn the skills and attitudes necessary to develop and to mature as responsible adults, accountable for their own actions.

**Applicability:** This policy shall apply to learners while on school premises, while attending school sponsored events, while on school owned and operated buses or on chartered buses while learners are engaged in school sponsored activities, and while learners are away from the school if their conduct directly affects the good order, efficiency, management, or welfare of the district.

**Expected Behavior:** Learners are expected to conduct themselves in keeping with their levels of maturity at all times. Learners should govern their actions taking into account the rights and welfare of all learners and respect for authority vested in school personnel and regard for public property.

**Breach of Discipline:** any conduct of a learner, which interferes with the maintenance of school disciplines shall be considered a breach of discipline. Breach of discipline may include, but is not limited to: (the following list is not meant to be all encompassing).

- a. The purchase, use or possession of tobacco or any tobacco product;
- b. The purchase, use or possession of beer or liquor;
- c. The purchase, use or possession of any controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting during his/her professional practice;
- d. Attendance or participation in any school activity in an intoxicated state or under the influence of a controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting during his/her professional practice;
- e. The distribution of, transmittal of, or sale of any tobacco product, beer or liquor, or controlled substance to other person;
- f. Disorderly conduct: including, but not limited to, temper tantrums; fighting or rowdy behavior; making loud noises so as to cause interference with other persons; using abusive language or gestures which the learner knows or reasonably should know is likely to provoke a violent reaction by another; disruption of meetings, activities, or assemblies of persons by conduct intended to be disrupting; obstructing school premises or access to school premises or places where school functions are to be held, with the intent to prevent or hinder its lawful use by another; or any other behavior intended to interfere with the rights of others;
- g. Refusal to conform to policies, rules, regulations, directives or requests of the district or its officers, employees or agents when acting within the scope of their employment or duties;
- h. Physical attacks on or threats of physical attack to other learners, officers, employees, visitors or agents of the district;
- i. Extortion;
- j. Possession or use of dangerous weapons or objects;
- k. Display of racial bigotry or intolerance;
- l. Criminal or illegal behavior;
- m. Committing a theft or robbery or attempting to commit a theft or robbery;
- n. Damaging, altering, injuring, defacing, or destroying any building, fixture, piece of equipment or item, which includes writing, drawing, or making marks on walls, furniture, and fixtures;
- o. Gambling;
- p. Intimidation;
- q. The use of obscene, lewd, or profane language;
- r. Initiating, circulating, or participating in the circulation of a report warning of fire, epidemic, or other catastrophe knowing such;
- s. Threatening to place or placing any incendiary or explosive device or material in any place where it may endanger persons or property;
- t. Truancy: absence from school or assigned classes or activities without a reasonable excuse.
- u. Trespassing on school property; entering upon or into school property without justification or without the permission of school officials or remaining on school property after being notified to leave by school officials;
- v. Joining, becoming a member of, or soliciting other learners to join, or become a member of, or taking part in forming or organizing a fraternity or society of learners without prior approval of the board of directors.
- w. Harassment and/or bullying (see pages 23-25).

#### **SANCTIONS:**

The East Union Community School District has zero level tolerance for certain violations on school property and/or in the building. Without fail legal authorities will be contacted and the following disciplinary measures will be followed:

#### **I. FIGHTING** – Fighting on school property (school property will be defined as in the building, school bus and on the school grounds);

**1<sup>st</sup> Offense** – Learners will be given a 3-day short-term, in school suspension. Parents/Custodial and legal authorities will be notified. Learners may receive a short-term, up to 5-day out of school suspension if, in the opinion of the school administration, it is in the best interest of the learner body that this action takes place.

**2<sup>nd</sup> Offense** – Learner will be given a 5-day short-term out of school suspension. Conference held with parents/custodians, learner body, and principal. Legal authorities and parents/custodial will be contacted.

**3<sup>rd</sup> Offense** – Learner will be referred to the Board of Directors for disciplinary action.

#### **II. TOBACCO** – Buy, use or possession of tobacco on school property, school bus, or in the school building.

**1<sup>st</sup> Offense** – Learner will be given, a 3-day short-term in-school suspension. Parents/Custodial and legal authorities will be contacted. All contraband will be confiscated and turned over to the legal authorities.

**2<sup>nd</sup> Offense** – Learner will be given a 5-day short-term, out of school suspension. Legal authorities and

parents/custodial will be contacted. All contraband will be confiscated and turned over to the legal authorities.

**3<sup>rd</sup> Offense** – Learner will be referred to the Board of Directors for disciplinary action.

**III. DRUGS AND ALCOHOL** – Buy, use or possession of illegal drugs and alcohol beverages in the school building, bus and property.

**1<sup>st</sup> Offense** – Learners will be given a 3-day short-term, out of school suspension. Parents/Custodial and legal authorities will be contacted. All contraband will be confiscated and turned over to the legal authorities.

**2<sup>nd</sup> Offense** – Learner will be given a 5-day short-term, out of school suspension. Learner will be referred to special services program. Legal authorities and parents/custodial will be contacted. All contraband will be confiscated and turned over to the legal authorities.

**3<sup>rd</sup> Offense** – Learner will be referred to the Board of Directors for disciplinary action.

**III. OTHER SANCTIONS**

a. Denial of extracurricular activities or privileges;

b. Temporary removal from class to the office of the principal or his/her designee for a period normally not to exceed two days. The principal or designee will review the misconduct with the learner and the teacher to determine the conditions for readmission to the class or for further disciplinary proceedings;

c. Probation: conditional attendance during a trial period;

d. Detention: a requirement that a learner remain after school, or come to school early, or remain in class during recess periods for purposes of discipline;

e. In-school suspension: the temporary isolation of a learner from one or more classes while under proper administrative supervision, where the misconduct does not warrant removal from school by suspension;

f. Removal from class for the remainder of a semester; the isolation of a learner from a specific class for the remainder of a semester while under proper administrative supervision where the misconduct does not warrant removal from school by expulsion;

g. Short-term suspension: the learner is prohibited from attending classes or any school activity for a temporary period of time, not to exceed ten school days;

h. Long-term suspension; the learner is prohibited from attending classes or any school activity for a temporary period of time to be determined by the board of directors;

i. Expulsion: the learner is prohibited from attending classes or any school activity for an indefinite period of time;

j. Referral to other agencies.

**Procedures for excluding learner participation in extracurricular activities.**

The building principal or superintendent may exclude a learner from participation in extracurricular activities for a period of time to be determined by the building principal or superintendent for violation of a rule in effect for participants in the activity. Procedures for excluding learners from participation in extracurricular activities shall be the same as those procedures for short-term suspensions. Prior to any exclusion for violation of a rule in effect for participants in activity, the building principal shall approve the rules and the participants shall be notified of the rules. Posting of the rules in an area where the participant's meet shall be deemed sufficient notice.

**Procedures for short-term suspensions, detention, probation, removal from class for the remainder of a semester and in-school suspensions.**

The building principal or superintendent may suspend a learner temporarily for a period of time not to exceed ten school days, may impose detentions, place a learner on probation or in-school suspension or remove a learner from class for the remainder of a semester for violation of a district policy, rule, regulation, or directive. The type of sanction and the duration of the sanction shall be determined by the building principal or superintendent, with consideration given to the maturity level of the learner, the offense committed, the history of prior offenses and any other circumstances deemed pertinent. The learner shall be told verbally or in writing of the charges against said learner. If the learner denies the charges, he/she shall be given an opportunity to explain his/her side of the story and shall be given an explanation of the evidence against the learner. There need be no delay between the time of notice of the charges and the learner's opportunity to respond. If the learner does not deny the charges, or after the principal or superintendent hears the learner and makes a decision, the principal or superintendent shall notify the learner of the terms of the disciplinary action.

Learners whose presence poses a continuing danger to persons or property on an ongoing threat of disrupting the academic process may be immediately removed from the school, with the above procedures to be followed when practical. The building principal or superintendent shall attempt to inform the parent or guardian by telephone or in person on the same day of taking the disciplinary action. If a parent or guardian cannot be reached, the learner shall remain on school property until the close of the school day, unless the learner poses an ongoing threat of disrupting the academic process and then will be referred to Law Enforcement.

Learners who have been identified as special education learners may be referred for a review of the learner Individual Education Program. The Individual Education Program will be revised to include a continuum of intervention strategies and programming to change the behavior. All in and out of school suspensions will require that work that the learners missed must be turning in the following morning that the suspension is over.

Procedures for long-term suspensions and expulsions. By majority vote of the board of directors, following a recommendation of the superintendent and/or building principal, a learner may be suspended for a period of time to be determined by the board of director (which may exceed ten school days) or may be expelled from school for an indefinite period of time for a breach of discipline, immorality, violation of district rules and regulations, or when the presence of the learner is detrimental to the best interests of the school. In addition, the board of directors may expel any incorrigible child or any child who, in the board's judgment, is so abnormal that regular instruction would be of no substantial benefit to him/her, or any child whose presence in school would be injurious to the health or morals of other pupils or to the welfare of the school.

Written notice of the charges prompting the administrative recommendation of expulsion, notice of the district policy, rule, or regulation alleged to have been violated, and notice of the time, place, and date of the hearing shall be mailed or delivered

personally to the parent or guardian. If the learner is married or is eighteen years of age or older and is not living with a parent or guardian; notice shall be given to the learner. Such notice shall also be given to the board president.

A hearing before a majority of the board of directors shall be held within five (5) school days of the mailing of or personal delivery of the notice to the parent/custodial or learner. The parent/custodial or learner may request additional time in which to prepare, but in no event shall the hearing be held later than ten (10) school days following the mailing or personal delivery of the notice. In the event the parent/custodial or learner requests additional time, the learner is suspended until the date of the hearing.

The learner may be accompanied to the hearing or be represented by a parent/custodial and/or legal counsel or any other advisor of his/her choice. The administration and/or board of directors may also be advised by legal counsel or any other advisor of its choice.

At the hearing, each party shall have an opportunity to testify on his/her own behalf. Introduce evidence, present witnesses; submit statements verbally or in writing a question any witnesses. The hearing shall be administrative in nature and shall not be governed by formal rules of evidence or procedure. If a party to the hearing should conduct himself/herself in a manner disruptive of the hearing, the board of directors may exclude him/her and continue with the hearing as if he/she had not personally appeared.

The hearing shall be in closed session of the board of directors unless an open session requested by the learner or a parent or custodian of the learner if the learner is a minor. In the event the learner or parent/custodial requests an open session, it shall be deemed a waiver of confidentiality of any personal information regarding the learner contained in records or writing used at the hearing. If the learner or his/her representative fails to appear at the hearing, or if he/she desires to make no response, the administration shall nevertheless submit evidence in support of the recommendation to expel.

A transcript and/or tape recording shall be made of the hearing. At the conclusion of the hearing, the board shall consider all relevant evidence introduced at the hearing and shall make a decision. The board shall meet in open session and by roll call vote entered in the minutes; make a decision on the merits. The board may adopt, modify, or deny the administration's recommendation.

Within ten (10) school days following the conclusion of the hearing, written findings of fact and conclusions of law shall be sent to or personally delivered to the parent/custodial or learner or his/her representative. At the time of suspension or expulsion, the board may determine whether the learner should have access to programs or whether the learner should following a suspension or expulsion by the board of directors only upon action by the board of directors.

A learner may be readmitted to school following a suspension or expulsion by the board of directors only upon action by the board of directors. In addition to these procedures, a special education student will be provided with the following procedures; determination by the principal whether the learner is actually guilty of the misconduct; determination by the staffing team whether the conduct is the result of inappropriate placement, if the misconduct is caused by the handicap, and if a change in placement is recommended, a determination as to how to cope with the student in the future.

## **CORPORAL PUNISHMENT PROHIBITED**

Corporal punishment shall be prohibited in the East Union Community School District. Corporal punishment is defined as the intentional physical punishment of a learner, including such actions as shoving, pinching, spanking, paddling, or slapping a learner. An employee may use reasonable and necessary under the circumstances and is not designed or intended to cause pain. Reasonable force may be used to protect the employee, the learner or other persons, to obtain possession of a weapon or other dangerous objects within a learner's control, to protect property, or to remove a disruptive learner from class, school premises, or from school sponsored activities.

### **Special provisions relating to physical attacks or threats to school personnel:**

In the event any officer employee, or agent of the district is attacked or threatened by a learner or group of learners, the school officer, employee, or agent shall immediately report the incident to the building principal. The learner(s) may be suspended for ten (10) school days and may be recommended for expulsion.

### **Special provisions relating to the use/or possession/transmittal of tobacco, beer, liquor, controlled substances, and fighting:**

The East Union Community School District has zero level tolerance for certain violations on school property, and/or in the building. Without fail legal authorities will be contacted, and the learner will be suspended in or out of school for three school days. In the event a learner violates any district rule regarding the use of or possession of tobacco, beer, liquor, controlled substances or for fighting a second time in one school year, or a transmittal, distribution, or sale of tobacco, beer, liquor, controlled substances or a second time for fighting, the learner may be suspended from school for up to five school days. In the event a learner violates any district rule regarding the use of possession of tobacco, beer, liquor, controlled substance or for fighting) a third time in one year, the learner will be referred to the Board of Directors for disciplinary action.

### **Special provisions relating to damage to school property:**

The learner shall compensate the district for such damage or shall be required to perform services for the district for a period of time until the damage is compensated for. Each hour of work by the learner shall be calculated to compensate the district at the minimum wage requirement. The learner may also be disciplined by any other means set forth in this policy, dependent upon the severity of the damage, the circumstances of the incident and the prior history of the student.

### **Appeal:**

A learner may contest the Principal's determination of a violation and/or the penalty imposed for a violation of the Behavior and Discipline policy. All appeal hearings shall be informal and his/her parent or guardian may accompany a learner. Legal counsel in any hearing before the District's Board of Directors may represent a learner. When a learner's behavior results in

a first violation of the Behavior and Discipline policy, the decision of the Principal will be final and no further appeal will be allowed. The decision of the Principal regarding a violation of the Behavior and Discipline policy may be appealed to the Superintendent only when the learner's behavior results in a second violation of the Behavior and Discipline policy. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or the Superintendent's secretary within five (5) school days of receipt of the Principal's decision. The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. The Superintendent shall review the results of the investigation conducted by the Principal and the student's objections within seven (7) school days of receipt of the written request for appeal. The Superintendent shall provide a written decision to the Principal, the student and/or the learner's parents within seven days of considering the appeal. When learner behavior results in a second offense of the Behavior and Discipline policy and the Principal's decision is appealed, the Superintendent's decision will be final and no further appeal will be allowed. When learner behavior results in a third or fourth violation of the Behavior and Discipline policy, the decision of the Superintendent may be appealed to the Board. Such appeal shall be filed within five (5) school days after the receipt of the Superintendent's decision. A hearing of the learner's appeal shall be held as soon as reasonably practical before the Board. The decision of the Board shall be final.

## **LEARNER SCHOLASTIC ACHIEVEMENT**

### **SEMESTER FINALS/PROJECTS**

Learners may be required to take semester finals/projects in each class. Semester finals/projects will be assigned by the classroom teacher according to the grade level of the class (6th-12th grade). The impact on the learner's course grade will be at the discretion of the instructor and that information will be described in the course syllabus/proficiency scale.

### **STANDARDIZED TESTS**

Learners are given standardized tests annually. These tests are used to determine academic progress for individual learners, for groups of learners and for the school district. Learners, unless excused by the principal, take the Iowa Assessments.

### **HUMAN GROWTH AND DEVELOPMENT**

The school district provides learners with instruction in human growth and development in middle school and in some domestic science classes. Parents/custodial may review the human growth and development curriculum before its use and have their learner excused from human growth and development instruction. Parents/custodial should contact the principal if they wish to review the curriculum or to excuse their learner from human growth and development instruction.

### **OPEN ENROLLMENT**

Iowa's open enrollment law allows learners living in one school district to request transfer to another school district upon the parent's/custodial' request. Learners wishing to open enroll to another school district must apply for open enrollment by March 1<sup>st</sup> of the school year preceding the school year in which they wish to open enroll. The open enrollment process begins at the school they wish to open enroll into. Learners interested in open enrolling out of the school district should contact the Superintendent for information and possible forms.

### **CLASS LOADS**

High school learners must be registered for a class for at least 4 blocks per semester/per day. Seniors may be exempt from the 4 blocks per semester/per day if approved for a work permit is approved or a service learning .

### **ADDING/DROPPING CLASSES**

High school learners who wish to add or drop a class must do so within 2 days after the start of the class each semester. All classes meet for the entire school year and cannot be dropped at the semester.

## **DUAL CREDIT COMMUNITY COLLEGE ENROLLMENT POST SECONDARY EDUCATIONAL OPTIONS (PSEO)/CONTRACTED SWCC COLLEGE CLASSES AND CAREER ACADEMIES(28e)**

### **CAREER ACADEMIES (28e):**

Career Academies are programs of study offered to high school learners through an agreement or contract between East Union Schools and Southwestern Community College. They bridge high school and community college CTE programs. Programs offered are: Carpentry, Automotive Technology, Business Systems Networking, Business Management, Health Occupations and Drafting. These programs are year long and learners do not have the options to drop the course midyear.

Learners who are interested in participating in this program must meet the Senior Year Plus requirements, any prerequisite courses required by Southwestern Community College and must take the ACCUPLACER, ACT or ASSET tests prior to classes starting.

### **POST SECONDARY ENROLLMENT OPTIONS PROGRAM (PSEO)/CONTRACTED SWCC COLLEGE CLASSES:**

The PSEO/Contracted College Classes is a program intended to promote rigorous academic pursuits and to provide a wider variety of options to high school learners. The program allows 11<sup>th</sup> and 12<sup>th</sup> grade learners as well as 9<sup>th</sup> and 10<sup>th</sup> grade learners identified as gifted and talented by East Union Schools to enroll in college courses. Through the program, individual

learners may enroll in a college or university course if the course is **NOT** offered at East Union Schools. Successful completion of the course also generates high school credit and applies toward East Union's subject area and graduation requirements.

The school district pays the eligible postsecondary institution for the cost of the PSEO course or \$250, whichever is lower. If the learner successfully completes the PSEO course, the course and textbooks are provided free (except possible equipment purchases). If a student fails to complete the PSEO course and is not eligible for a waiver, the learner or his or her parent or guardian will be required to pay the district \$250. These guidelines are not followed for Contracted College Classes. See the guidance counselor for a listing of possible PSEO/Contracted SWCC College Classes.

#### **PSEO/CONTRACTED COLLEGE CLASSES LEARNER PROFICIENCY REQUIREMENTS::**

A learner must meet the following requirements to be eligible to enroll in PSEO/Contracted classes:

- "Eligible learner" includes a 9<sup>th</sup> or 10<sup>th</sup> grade learner who is identified according to gifted and talented and procedures pursuant to Iowa Code Section 257.43, or an 11<sup>th</sup> or 12<sup>th</sup> grade learner, during the period the learner is participating in the PSEO/Contracted Class.
- Acceptance of a learner into a course by a post secondary institution is not a guarantee that a learner will be enrolled in requested courses. Priority may be given to post secondary learners before secondary learners are enrolled in courses.
- Learners must meet the academic requirements of both the school district and post secondary institution. At the college level, learners must meet any assessment requirements of the post secondary institution including any placement exam requirements of the institution. While Iowa community colleges are open access institutions, they usually have college placement exam requirements, often including mandatory minimum cut scores for enrollment in certain courses. Early placement testing benefits learners by helping them better understand their progress toward college readiness much earlier than at the time of matriculation.
- At the school district level, learners must demonstrate proficiency in each of three academic areas — reading, mathematics, and science. Proficiency is determined by using the learner's results on the spring assessments for reading, math and science. Learners are determined to be proficient if they score within the acceptable range of the assessment.
- If a learner is not proficient in one or more of the content areas of reading, mathematics, and science, the school board may establish alternative but equivalent qualifying performance measures. The school board is not required to establish alternative performance measures, but if it does so, such measures may include but are not limited to portfolios of learner work, learner performance rubric, end-of-course assessments, additional coursework, or additional administrations of the state assessment.
- It is important to remember that the alternate proficiency requirement was established as a means for learners who may not do well on tests or do not have scores from assessments but are able to demonstrate proficiency in their course work through their work and projects.
- If a learner has attendance issues at either the high school or college, they may be dropped from the college class.

#### **ELIGIBLE POST SECONDARY COURSES**

Eligible courses include: nonsectarian courses, courses that are not comparable to courses offered by East Union Schools, credit-bearing courses that lead to an education degree, courses in the areas of mathematics, science, social sciences, humanities, and vocational-technical education and courses in career option program offered

An eligible learner must apply to the college as a high school learner and fill out all registration information by the deadline. Failure to do this promptly may jeopardize the learner's ability to take college courses. **For more information regarding Senior Year Plus policies and regulations visit <http://www.iowa.gov/educate>**

#### **WITHDRAWAL FROM POST SECONDARY COURSES**

While colleges may allow the learner to withdraw from a course to avoid a failing grade on a transcript, the practice is not encouraged by the East Union Community School District. Learners that are having a problem/issue with a post secondary class will need to contact the Success Coordinator and/or the Guidance Counselor for assistance with the problem/issue. Withdrawal from a post secondary is only to be used as a last resort and must be approved by the Secondary Principal. If a learner does withdraw from a course the learner will be issued an unsatisfactory; "U" grade on their high school transcript. This grade will be considered a failing; "F" grade from the college and the learner will be subject to academic sanctions in the East Union Good Conduct Policy section XI – Scholastic Eligibility.

#### **STANDARDS REFERENCED GRADING SYSTEM**

The East Union Secondary School believes our graduates will be uniquely qualified for continued learning in a dynamic world because the primary focus is on learning rather than attaining a specific grade. Standards referenced grading: provides the purest insight to learning, creates a roadmap to success, and allows learners to advocate for themselves. At East Union, time and energy is devoted to encountering great ideas and great literature, applying the scientific method, thinking like a historian or mathematician, developing critical thinking skills and learning to speak and write with precision and passion. Standards referenced grading supports our endeavor to build the capacity in young minds necessary for lifelong learning-- an endeavor critical to success in a thriving society.

#### **THE IOWA CORE STANDARDS**

A great school system begins with a clear and rigorous set of expectations, or standards, that educators help all learners to obtain. In Iowa, those academic standards are known as the Iowa Core. The Iowa Core standards describe what learners should know and be able to do from kindergarten through 12th grade in math, science, English language arts and social studies. The

Iowa Core also sets learning goals for 21st Century skills in areas such as Employability Skills, financial, health and technological literacy. The Iowa Core sets appropriate expectations for all learners, regardless of where they live or what school district they attend, and reflects the real-world knowledge and skills learners need to graduate from high school prepared for college or to enter the workforce. In content areas not covered by the Iowa Core, appropriate state and national standards will be used to develop clear and consistent course standards to ensure that learners in those courses have the best education possible.

#### **FORMATIVE ASSESSMENT/HOMEWORK:**

The goal of frequent assessment is to direct future instruction and learning. Formative assessments are scored and can be recorded but mainly used to track learning so that appropriate instruction can be planned. Learners are included in classroom assessment practices and tracking scores to ensure that the expectations are clear, promotes learning and encourages self-assessment and proficiency of the standards. Where learning is developmental and will grow with time, repeated practice and assessment provides evidence of progress.

Homework is a formative assessment, and it is essential for learners to do homework that is tied closely to learning objectives and enable learners to see those connections. Homework is an opportunity for learners to practice skills and activities, to share and discuss ideas, to review materials, to become familiar with resources, organize thoughts, and to prepare for class. Homework is intended for practicing skills that are necessary for developing proficiency of curriculum standards and preparing for summative assessments.

#### **SUMMATIVE ASSESSMENTS:**

Summative assessments are defined as the assessments that show mastery of the Iowa Core Concepts identified within the course. With the implementation of the Iowa Core, learners are expected to show mastery of all required concepts and skills. Because the summative assessments are designed to demonstrate mastery of the Iowa Core, any learner who has not received a course grade at or above a 2.0 will not have met the requirements of the course.

#### **EMPLOYABILITY SKILLS:**

Within the Iowa Core, there is a set of 21st Century Skills identified as Employability Skills. The Employability Skills standards represent universal skills that can be applied to any content area. They contribute to outcomes that are valued for individuals and for society, bring benefits in a wide variety of contexts, apply to multiple areas of life, and are of use to all individuals, deemphasizing competencies of use only in a specific trade, occupation or walk of life. Each learner will also be assessed based on their proficiency in these skills as they work to complete units and assessments within each course they take.

**CALCULATION OF COURSE GRADES:** Summative assessments of content standards and Employability Skills standards will be used to calculate the learner's overall course grade. Summative assessment scores will account for 80% of the overall course grade and Employability Skills scores will account for 20% of the learner's overall course grade.

#### **STANDARD REFERENCED GRADES CONVERSION TO LETTER GRADES:**

For the recording of grades on the report card issued to learners, Standard Referenced Grades will be converted to a letter grade using the following guideline.

3.75 – 4.00	A	2.66 – 2.99	B-
3.50 – 3.74	A-	2.33 – 2.65	C+
3.25 – 3.49	B+	2.00 – 2.32	C
3.00 – 3.24	B	0.00 - 1.99	F

#### **SUMMATIVE ASSESSMENT RETAKE POLICY:**

Learners that wish to retake a summative assessment, or are required to retake a summative assessment, will need to meet with their instructor and complete the following steps listed below in order to have the opportunity to retake the summative assessment.

- When a learner is not successful on a summative assessment or does not complete the assessment when assigned (projects not done) a zero is entered into the gradebook to indicate the lack of success. **Any zeros (0) would lead to ineligibility.**
- The instructor notifies the learner, parent/guardian, success coordinator, and any other relevant individuals that the learner was not successful on the assessment. The instructor will set a specific date, within one week of the time the score is entered into the JMC student management system. The learner is expected to report to the teacher to determine why the learner was not successful on the assessment.
- If the learner comes in at the set time, the teacher will review the assessment with the learner. A score of 1.0 is placed in the JMC student management system indicating that “with help” the learner was able to demonstrate some level 2.0 expectations listed on the unit proficiency scale. Beyond this point, the instructor and the learner will determine the appropriate timeline for the reassessment.

- If a learner wishes to reassess on a summative assessment to raise their passing score, they have one week from the time the score is placed into the JMC student management system to notify the teacher of their intent to reassess and they then have one week from their notification to complete the reassessment.

#### **PROCESS FOR COMMUNICATING SCORES TO LEARNERS AND PARENTS/CUSTODIALS:**

1. **Formative assessments:**
  - a. Teachers will communicate weekly with parents/custodials through the JMC student management system. When the lack of success in formative assessments jeopardizes the learner's ability to be successful on the summative assessment parents/custodials will be notified..
2. **Summative Assessments and Employability Skills:**
  - a. All scores placed in the JMC student management system, will use the 4 point scale. Unit proficiency scoring scales that will be used to determine the appropriate evidence-based score will be provided to learners prior to beginning the unit. No percentage grades or other reporting formats will be used by any teacher.
  - b. The score awarded to the learner will describe the level of proficiency as evidenced by learner's performance as it is associated with standards.
  - c. Teachers will communicate with parents when the learner has scored below 2.0 as soon as the score is entered into the JMC student management system.
3. Teachers will communicate with parents a minimum of 1 week prior to a reporting period if the learner may become academically ineligible. If contact has not been made at least 1 week prior to the reporting period, the the learner will not be academically ineligible.

#### **GRADE REPORTS**

Learners and parents will receive progress reports electronically every 4 1/2 weeks for a total of 8 times per year. Learner led conferences will be held during the semester where parents will also receive progress reports. At the end of the first and second semester, report cards will be provided to the learner and their parent/guardian via the on-line learner/parent portal. Learners who have a concern about their grades should talk to their teachers to determine how they can improve their performance. Letter grades/Standards Referenced Grades are given at the close of each semester of school work. Standards Referenced Grades used by the teachers have the following values:

- 4.....The learner demonstrates an in-depth understanding of the material by completing advanced applications of the material.
- 3.....The learner demonstrates proficiency on the complex, targeted knowledge and skills for the class.
- 2.....The learner understands the foundational material, but is still working to master application of the concepts and skills.
- 1.....The learner is able to demonstrate an understanding of all of the foundational material with support.

#### **PASS/FAIL**

Learners in grades 9-12 will be allowed to take a class for pass or fail.

- a. This class will not count towards their G.P.A.
- b. Learners will be allowed to take one class per year Pass/Fail.
- c. The teacher won't know who is taking the class for Pass/Fail. Only the learner and the office/counselor will know.
- d. A grade of "C" or a 2.0 will be the lowest grade allowed to earn a passing grade.
- e. The deadline for declaring whether or not the class is being taken for a grade or for a Pass/Fail is midterm of the semester.

#### **HONOR ROLL**

An honor roll will be announced for the middle school and the high school at the end of each semester for the purpose of recognizing outstanding student work. To qualify for the honor roll, learners cannot receive a grade point average below a 3.0 (B).

#### **EARLY GRADUATION**

Any learner who will have completed all graduation requirements prior to completing the twelfth grade may apply for early graduation. Such application shall be made in writing and submitted to the secondary principal prior to the start of the semester in which the learner plans to graduate. Such application shall include a statement from the learner's guidance counselor verifying that the learner will have earned the necessary credits and will have taken all designated courses to meet the district's requirements assuming the learner successfully completes all pending coursework. Such application will then be presented to the Board of Directors for approval. To gain board approval, the application must have recommendation of the superintendent and the principal.

#### **PHYSICAL EDUCATION**

Every learner is required by law to participate in physical education (for 120 minutes per week) unless excused by a doctor for medical reason, or for another Department of Education approved reason. If for some reason a learner has permission from a doctor to not take Physical Education, an alternative program will be developed by the instructor and the learner to meet state requirements. All learners should wear appropriate physical education clothing. (Wearing street clothing or shoes in



physical education is not allowed; physical education clothing is not acceptable outside the physical education classroom). All physically able learners in grades six through twelve shall be required to engage in a physical activity for a minimum of 120 minutes per week. A learner participating in an organized and supervised athletic program or non-school sponsored extracurricular activity which requires the learner to participate in physical activity for a minimum of 120 minutes per week is exempt from the requirements of the physical education.

### **MIDDLE SCHOOL/HIGH SCHOOL ACCELERATED PROGRAM**

Research conducted nationally and within Iowa's public schools has demonstrated that academic acceleration can be a powerful and cost-effective strategy for providing appropriately challenging, standards-based instruction for learners who are ready to learn above grade-level content. Acceleration has also been shown to increase motivation reduce apathy, and enhance the social and emotional well being of appropriately selected learners. Any questions/concerns should be directed to the Secondary Principal or Guidance office. (Contact the principal's office for a copy of East Union Acceleration Policy)

### **WORK EXPERIENCE PROGRAM**

East Union juniors and seniors have the opportunity to take a work experience program for credit to evaluate future career and technical plans. Learners will be accepted into the program based upon acquisition of necessary credits to make them eligible for graduation. Learners will be eligible to receive 1 or 2 credits based upon their total community time. These credits will include one hour of classroom activities per week. Learners who are incomplete or having attendance problems any subject at the end of any semester may not continue in the program.

### **SERVICE LEARNING PROGRAM**

East Union seniors can participate in one year of a service learning program each year. High school credit will not be awarded for the program, but the students may earn hours for the Volunteer Community Service Requirement. (see page 34)

### **MIDDLE SCHOOL RETENTION**

A middle school learner that does not achieve at least a 2.0 grade in a core class (English Language Arts, Math, Science, Social Studies) will repeat that class the next year. Learners can continue to work with their instructor during the summer months, until an acceptable score is achieved.

### **DRIVER'S EDUCATION**

Learners who desire to be enrolled in summer drivers' education classes need to sign up in the office between April 1<sup>st</sup> and April 30<sup>th</sup>. Learners who fail to meet this deadline may not be allowed to take the class. Guidelines to follow concerning summer driver's education classes:

1. Learner must have a drivers permit in order to sign up for enrollment.
  - a. Learners turning fourteen in late April/May will be exempt from showing proof of permit upon enrolling.
  - b. Learners having late April/May birthdays MUST present permit on or before the first day of class.
2. Learners will be required to pay the fee for Driver's Education when enrolling or provide evidence from the Superintendent's office waving the fee.
3. All East Union Learners will be enrolled in first session.
  - a. All middle school learners participating in summer athletics will be enrolled in the second session.
  - b. The Principal, reserves the right to move learners to second session if the need arises.
4. Drivers Education Course will be pass/fail. No East Union graduation credit will be given for successfully passing this course. A learner that completes and passes the Iowa DOT requirements for Driver's Education will receive a certificate of completion.

### **GUIDANCE AND COUNSELING**

The guidance program is designed to help the learner with the problems he/she faces or will face during their school year and after graduation. The guidance office is always open to learners. In the guidance office, learners will find a wide selection of vocational and educational information. This information is for learners use and can be checked out through the guidance counselor. The counselor works with learners in the following areas:

Testing;	Educational problems
Scheduling and course selection	Personal problems
Occupational-vocational problems	

East Union Community Schools strive to make every learner's educational experience a successful one. To ensure success of all learners, accommodations and/or modifications are made for particular learners. These modifications and accommodations are referred to as general interventions. They involve attempts to correct a learner's academic or behavioral difficulties in a systematic fashion in a learner's regular classroom. Teachers, sometimes working with a team of teachers from their building, develop interventions to correct learner's difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full and individual evaluation for their child. At times, the support of professional staff from the Green Hills AEA are used to assist in developing these accommodations and modifications. Professional staff from the AEA consists of Speech-Language Pathologists, Itinerant Hearing and Vision Teachers, Occupational Therapists, Transition/Work Experience Instructors, School

Social Workers, and School Psychologists. AEA staff may assist teachers through observations of a learner in the learner's classroom, and through review of a learner's educational record. Prior to any direct involvement of the AEA staff with a particular learner, parent permission must be secured through their signing of an "Informed consent" form.

## GRADUATION REQUIREMENTS

### Learners to Graduate in 2019-2020

The learner is reminded that it is his/her responsibility to keep track of the number of credits earned toward graduation. A graduation fee will be charged to those students who are not in good standing with the class. A copy of the learner's transcript is available to the learner if questions arise regarding the number of credits earned. A learner should contact the guidance counselor's office for assistance with any questions he/she may have concerning graduation requirements. To complete the required credits, a learner may choose from the list of approved academic courses in the course planner found online at [www.eastunionschools.org](http://www.eastunionschools.org) under "Guidance" and "Files".

<u>Subject</u>	<u>Credit</u>	<u>Class Offerings to Meet Requirements</u> <u>(Classes in Bold are required)</u>
Mathematics	3.0	<b>Algebra I, Algebra II, Geometry</b> , Probability and Statistics, Consumer Math, Advanced Math
English Language Arts	4.0	<b>ELA 9, ELA 10, Literature or Strategic Literature, Composition/Creative Writing or Applied Composition</b> , Speech
Science	3.0	<b>Physical Science, Biology, Applied Chemistry or Chemistry</b> , Physics, Anatomy & Physiology, Zoology, Innovative Sci, Health
Social Studies	3.0	<b>American History, World History, American Government/Economics</b> , Sociology, World Studies, Western Civilization I & II
Physical Education	2.0	State required non-academic education subject. The state requires the student to have 120 minutes per week for completion of Physical Education contract.
21st Century Skills	1.0	
Total required subjects	16.0	
Total elective credits Required	14.0	Courses offered in the areas of Agricultural Education, Human Services, Business, Marketing, Art, Spanish, Chorus, Band, Physical Education, College Classes and any course taken in Math, Science, English, & Social Studies that is beyond the graduation requirement listed above.
<b>Total credits required</b>	<b>30.0</b>	

## GRADUATION REQUIREMENTS

### Beginning with Graduating Class of 2021

The learner is reminded that it is his/her responsibility to keep track of the number of credits earned toward graduation. A graduation fee will be charged to those students who are not in good standing with the class. A copy of the learner's transcript is available to the learner if questions arise regarding the number of credits earned. A learner should contact the guidance counselor's office for assistance with any questions he/she may have concerning graduation requirements. To complete the required credits, a learner may choose from the list of approved academic courses in the course planner found online at [www.eastunionschools.org](http://www.eastunionschools.org) under "Guidance" and "Files".

<u>Subject</u>	<u>Credit</u>	<u>Class Offerings to Meet Requirements</u> <u>(Classes in Bold are required)</u>
Mathematics	3.0	<b>Algebra I, Algebra II, Geometry</b> , Pre-Algebra, Probability and Statistics, Advanced Math, Consumer Math
English Language Arts	4.0	<b>ELA 9, ELA 10, Literature or Strategic Literature, Composition/Creative Writing or Applied Composition</b> , Speech
Science	3.0	<b>Physical Science, Biology</b> , Applied Chemistry, Chemistry,

		Physics, Human Anatomy & Physiology, Zoology, Innovative Science, and Health. (pick one of the non-bold classes to make the requirement of 3 credits.)
Social Studies	3.0	<b>World History or World Studies, American History, American Government/Economics, Sociology, World Studies, Western Civilization I &amp; II</b>
Physical Education	2.0	State required non-academic education subject. The state requires the student to have 120 minutes per week for completion of Physical Education contract.
21st Century Skills	1.0	
Total required subjects	16.0	
Total elective credits Required	14.0	Courses offered in the areas of Agricultural Education, Human Services, Business, Marketing, Art, Spanish, Chorus, Band, Physical Education, College Classes and any course taken in Math, Science, English, & Social Studies that is beyond the graduation requirement listed above.
<b>Total credits required</b>	<b>30.0</b>	

### **VOLUNTEER COMMUNITY SERVICE GRADUATION REQUIREMENT**

East Union learners must complete **50 hours** of volunteer community service before May 1st of their senior year as a requirement for graduation. Service may be the summer prior to a learner's freshmen year. The breakdown for the number of hours **each** year is as follows:

**Freshmen - 10 hours      Sophomores - 10 hours      Juniors - 15 hours      Seniors - 15 hours**

If a learner enrolls at East Union High School after the first semester of their freshmen year, the requirement will be prorated to the number of semesters enrolled in at East Union. Volunteer service hours can be counted from organizations/clubs (FFA, FCCLA, Science Club, Spanish Club, and other groups that give honors or credit for service) as long as the hours are outside of the school day and not a requirement for the organization/club. Learners will be required to report volunteer community service hours to their homeroom advisor as a part of their portfolio presented at the two Student Led conferences each school year. Learners can count volunteer hours during the school day as long as the activity is approved by the administration. A learner must have their schoolwork completed for the hours that will be missed in school by volunteering during the school day. Volunteers may not receive payment or course credit for volunteer service honors. Family members and/or fellow learners cannot act as the supervisor nor can they verify volunteer hours. A listing of possible volunteer activities will be available to students from their homeroom advisor.

### **COMMUNITY SERVICE PROGRAM**

A learner can go above and beyond the 50 hours during their high school career. If a learner earns 100 volunteer community service hours, they will be recognized with cords to be worn on their robes at the graduation ceremony. The cords will be awarded at the high school awards day in May. Hours must be recorded by May 1st of the graduation year.

### **MISCELLANEOUS**

#### **TELEPHONE/CELL PHONE USAGE DURING THE SCHOOL DAY**

Learners are allowed to carry their cell phones on their person during the school day. Learners are to have their cell phones put away and/or on silent during class, while in the restrooms, and while in the locker room areas. Teachers can give a warning or confiscate the cell phone if the cell phone is disruptive in the classroom. If the disruption continues in the class the cell phone will be turned into the office for a parent/guardian to pick up. Individual teachers may have a stricter cell phone policy for their classrooms that learners will be expected to follow. Cell phones are not to be used in restrooms and/or locker room areas due to the concern of having cameras in these locations.

Learners who receive telephone calls through the main office during school hours are not removed from the classroom to take the call unless it is an emergency. The office will forward the message to the learner. There is a telephone in the office that learners can use. Learners are not to be receiving personal calls/text messages during class time. The use of the telephone/cell phone may be denied for abuse of the privilege.

#### **VISITORS/GUESTS**

Any person visiting East Union must sign in and pick up a visitor's badge at the front office. A visitor is defined as anyone other than a currently enrolled learner at East Union, an employee of East Union, or any independent contractor employed by East Union Schools. The badge shall be worn so that it is visible. Once the visitor is ready to leave they must sign out and leave the badge at the front office.

If a learner wishes to bring a guest to school, the learner must receive permission from the principal prior to the guest's visit. If a learner brings a guest, the learner is responsible for that individual's actions. The guest of the learner is to follow the guidelines of the learner handbook.

#### **LEGAL STATUS OF LEARNER**

If a learner's legal status, such as the learner's name or the learner's custodial arrangement, should change during the school year, the parent or custodial must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current learner record.

#### **OPEN GYM DURING NON-SCHOOL HOURS**

Administration will approve and initial a schedule that will be posted and an announcement will be made as to the schedule of any open gym times. A school staff member, certified coach, or approved volunteer must be in direct supervision of any learners using the school facilities. (For example: Learners should not be in the gym after school without a staff member committed to supervise.)

#### **GUM/CANDY/SNACKS/POP**

Gum, candy, snacks, and pop are not to be consumed during the breakfast and/or lunch periods in accordance with Federal Hot Lunch guidelines. Consumption of water and other snack food from the food service vending machine items in the classroom must have the permission of the classroom teacher in accordance with the Healthy Kids Act. Water is the only drink allowed in the classroom. Learners may chew gum unless this privilege is abused. No open containers are allowed in hallways.

#### **WORK PERMIT**

Senior learners who wish to work during the school day must fill out a work permit form to be approved by the principal. The form must be filled out completely and returned to the office before consideration will be given and the learner released. Only seniors that are on target to graduate on time may qualify for a work permit. Work permits will only be honored for blocks 1 and 4.

#### **LUNCHROOM**

Behavior in the lunchroom will be closely supervised. Learners are expected to clean up after themselves. Learners who are cutting in line will be sent to the end of the line or possibly kept after school for detention. With the use of our computerized lunch program, parents/custodial are able to deposit any amount of money into the family account and it may be used for breakfast, lunch, and extra milk.

1. Learners are NOT allowed to use another student's account number; this includes brothers and sisters.
2. Learners are expected to continue through the line single file and in an orderly fashion.
3. Learners will be notified up to 3 days prior to their account balance-reaching zero. They may come to the Food Service Director's office and find out their balance at anytime.
4. Learners are expected to pay ALL negative balances before they are able to check out at the end of the school year.

\*\*\*Board of Directors Resolution regarding Lunch Fund Refunds – dated 05/21/07. No refund shall be issued under the amount of (\$10.00) ten dollars without a written request for the account holder and must include a current mailing address. All refunds shall be issued in the form of a check approved by the Lunch Fund Secretary and the Superintendent. Reference – Administrative Policy: 502.3.\*\*\* If there are any questions concerning the new policies please click on the following link to take you to the East Union Lunchroom on the school's website [Lunch Program](#)

#### **FAMILY NIGHT**

Wednesday night has been designated as family night. The school building, when school is in session, is to be closed to learners during the evening with no scheduled practices, rehearsals or meetings of any kind taking place after 6:00 p.m. No school activities will be scheduled on this night when school is in session, regardless of the place where the activity is being held. The only exception is when a state or conference agency outside the school schedules tournaments or meetings to be held on Wednesday night.

#### **BUS TRANSPORTATION GUIDELINES**

Riding the school bus is a privilege, not a right. This privilege can be denied at anytime for misconduct. All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or advisor are to follow the school bus discipline procedure for student violations of this policy.

The East Union Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor learner behavior to maintain order on the school buses to promote and maintain a safe environment. Learners and parents are hereby notified that the content of the videotapes may be used in a learners disciplinary proceeding. The content of the videotapes are confidential learner records and will be retained with other learners records. Videotapes will only be retained if necessary for use in a learner disciplinary proceeding involving the learner.

1. Bus riders shall be at the designated loading point before the bus arrival time. Contrary to popular belief, Iowa does not require the driver to wait if the school bus is on time. Learners must avoid roughhousing or loitering when waiting for the bus.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter. Each learner must go directly to his or her assigned seat upon entering the bus.
3. Riders must not extend arms or heads out of the window at any time.
4. Aisles must be kept clear at all times.

5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. The driver will assign a rider a seat.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by learners while riding the bus except for ordinary conversation. Loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks. Riders shall refrain from talking to the driver while the bus is in motion.
13. The driver is in charge of the learners and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Learners shall assist in looking after the safety and comfort of younger learners.
15. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions, and continue to cross the road or highway only on signal from the driver.
16. Learners shall not throw objects out the windows or inside the vehicle.
17. Shooting paper wads squirt guns or other material in the vehicle is not permissible.
18. Learners shall keep feet off the seats.
19. Rough housing on the vehicle is prohibited.
20. Learners shall refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco or look alike substances is prohibited in the vehicle.
22. There shall be no open pop or liquid containers on the bus, and all unopened pop or liquid containers should be in a gym/book bag or lunch box.
23. The Good conduct Rule is in effect.

#### Bus report slips

Each driver, including any substitute driver, the school principal, or the Director of Transportation, may write a bus report slip for a specific learner. A learner's driver may choose to visit with the learner or the parent/custodial personally regarding a bus problem that may result in a formal bus report slip if the behavior continues.

Consequences for inappropriate bus behavior or rule violation may be delayed by the driver (seat change, conferences, etc.) and/or the principal who will also determine learner consequences. The nature of the problems/behavior of the learner and the number of previous bus report slip will be taken into consideration.

For the first write up, a learner will be required to sit in an assigned seat for 5 days. For the second write up, a learner will be suspended from the bus for 5 days. For the third write up, a learner will be suspended from the bus for 10 days. The next write up will result in termination of bus privileges for the rest of the school year.

#### Independent Study Course Expectations

##### 1. Definition of an independent study course:

- a. A course where learning occurs without scheduled face to face time with an instructor.
- b. A course that would be considered an independent study course would fall within the high school curriculum and only receive high school credit.

- c. All instructional materials are available the first day of class and the student is responsible for the pacing of the course and the completion of all required tasks.
- 2. Qualifications for Independent Study(learner):**
- a. The learner must be at a sophomore grade level or fall under an acceleration plan.
  - b. Must receive recommendations or approval from administration, guidance counselor, homeroom teacher and the classroom teacher.
  - c. For a learner to take a course independently, the independent course must not currently be taught during the school day, but the course would need to be provided to the learner(s) during non-school hours. Exceptions can be made if the course is offered at a time when the learner's desired courses conflict with the learner's ability to take the course.
  - d. Must test proficient at their grade level in all district wide assessments (I-Ready, Iowa Assessments, etc.).
    - i. For a course that is never taught during the school day a waiver of this expectation can be attained through the collaboration with administration, guidance counselor, homeroom teacher and the classroom teacher.
    - ii. Proficiency at their grade level is determined by the most recent district wide assessment scores.
  - e. Learner and parent/guardian must sign contract acknowledging their understanding of the following expectations of the course:
    - i. Syllabus
    - ii. Pacing
    - iii. Communication
    - iv. Quality of work
  - f. No incomplete course work at the end of a semester within the last academic year.
- 3. Qualifications for Independent Study (Teacher):**
- a. Syllabus
    - i. General course description
    - ii. Identify standards associated with each unit
    - iii. Learning targets associated with each unit
    - iv. Assessment criteria
    - v. Made available to learners in google classroom or another pre-approved online learning platform
  - b. Pacing guide
    - i. Length of time that should be required to complete core tasks and assessments within each unit.
    - ii. In a sequential course this pacing guide should reference specific calendar dates.
    - iii. In a non-sequential course the pace guide may reference the length of time without mention of specific dates.
    - iv. The student is ultimately responsible for maintaining pace, but teachers are responsible for regularly monitoring pace
  - c. Communication
    - i. Twice weekly communication is expected on the part of the teacher at a minimum. This communication is to be documented in JMC.
    - ii. Quick and immediate feedback on learning activities and assessments.
    - iii. Responsive to student questions.
  - d. All course units, grading rubrics, and assessments prepared and ready at all times.
    - i. The student should not be waiting on the teacher to prepare an assessment or share the next unit of study
    - ii. Exemplars of assessments should be available for students.
    - iii. Examples of acceptance of alternative ways of learning and assessments.
    - iv. Reflection of learning at the end of every assessment.
  - e. Once all the above qualifications have been met the class may be offered. Once the class is offered and the learner has received a score of 3 or higher the teacher will receive payment for the course (\$200).

<b><u>Parent Responsibilities and Terms</u></b>	<b><u>Learner Responsibilities and Terms</u></b>
<p>Your learner has been loaned a Laptop Computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.</p> <ul style="list-style-type: none"> <li>★ I will read the Acceptable Use Policy and discuss it with my learner(s).</li> <li>★ I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my learner's use of the Internet and email.</li> <li>★ I will make sure my learner charges the Laptop Computer nightly and begins the school day with a fully charged battery.</li> <li>★ I will make sure my learner brings the Laptop Computer to school each day and keeps it locked in their locker when not using it for a class.</li> <li>★ I will not attempt to repair the Laptop Computer</li> <li>★ I will report any problems or damage to the Laptop Computer to the Technology Department.</li> <li>★ I will report loss/theft of Laptop Computer to school and proper authorities (police) within 24 hours.</li> <li>★ I will not change or attempt to change the configuration of software or hardware.</li> <li>★ I will not download or attempt to install any programs or files from the Internet or other sources.</li> <li>★ I will not remove any program or files on the Laptop Computer except for personal documents of my learner.</li> <li>★ I agree to make sure that the Laptop Computer is returned to the school when requested and upon my son's/daughter's withdrawal from East Union Community School.</li> </ul>	<p>Your Laptop Computer is an important tool and should be used for EDUCATIONAL PURPOSES ONLY. <b>In order to use the Laptop Computer in class and to take it home, you must be willing to accept the following terms and responsibilities:</b></p> <ul style="list-style-type: none"> <li>★ I will read the Acceptable Use Policy and discuss it with my parent/guardian.</li> <li>★ I will adhere to the terms of the East Union Community School Acceptable Use Policy and District guidelines each time the Laptop Computer is used, at home or at school</li> <li>★ I will recharge the Laptop Computer nightly and begin the school day with a fully charged battery</li> <li>★ I will bring the Laptop Computer to school each day and keep it in a secured location when not using it for a class</li> <li>★ I will make the Laptop Computer available for inspection by an administrator or other staff member upon request</li> <li>★ I will use appropriate language in all communications</li> <li>★ I will abide by copyright laws</li> <li>★ I will not use or attempt to use another learner's assigned hardware, subscriptions, logins, files, or personal information</li> <li>★ I will not give out personal information, such as name, address, photo, or other identifying information online</li> <li>★ I will report loss/theft of Laptop Computer to parents, school and proper authorities (police) within 24 hours</li> <li>★ I will not use the Laptop Computer to record (audio or visual) others without their permission</li> <li>★ I will not download or attempt to install any programs or files from the Internet or other sources without permission</li> <li>★ I will not change or attempt to change the configuration of, install, or remove software or hardware or remove or attempt to remove identification tags on the Laptop Computer or deface with stickers, marking pens, etc.</li> <li>★ I will not attempt to repair, alter or make additions to the Laptop Computer</li> <li>★ I will report all problems and damage immediately to the Technology Department</li> <li>★ I will regularly back up my files to Google Drive.</li> </ul>

The undersigned acknowledge the failure to timely return the loaned computer/power supply/and bag when scheduled or when requested shall result in liability by both parent and learner for the value of the loaned computer. The parties acknowledge the value of the MacBook Air shall be approximately \$900 and the Chromebook shall be approximately \$300. Parents are signing this agreement as guarantors for the child/children.

Iowa Code and Board Policy allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by East Union Community School.

**I agree to follow the East Union Community School Responsibilities/Terms at all times.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

◆As a parent/legal guardian of the student named above, I grant permission for:

**Web-site photo/name permission** \_\_\_\_Yes \_\_\_\_No

**Newsletter photo/name permission** \_\_\_\_Yes \_\_\_\_No

**This form will be signed by all parties and must be received by the Technology office prior to the distribution of the computer to the student(s).**

<b>Block 1</b>	<b>8:10 a.m. - 9:40 a.m.</b>	<b>90 minutes</b>
<b>Breakfast</b>	<b>9:40 a.m. - 9:50 a.m.</b>	<b>10 minutes</b>
Passing Time		5 minutes
<b>Home Room</b>	<b>9:55 a.m. - 10:10 a.m.</b>	<b>15 minutes</b>
Passing time		5 minutes
<b>Block 2</b>	<b>10:15 a.m. – 11:45 a.m.</b>	<b>90 minutes</b>
<b>6-12 Lunch</b>	<b>11:45 a.m. – 12:05 p.m.</b>	<b>20 minutes</b>
Passing time		5 minutes
<b>Block 3</b>	<b>12:10 p.m. – 1:40 p.m.</b>	<b>90 minutes</b>
Passing time		5 minutes
<b>Block 4</b>	<b>1:45 p.m. - 3:15 p.m.</b>	<b>90 minutes</b>

#### **Bell Schedule for Grades 6-8**

<b>1<sup>st</sup> period</b>	<b>8:10 a.m. - 8:54 a.m.</b>	<b>44 minutes</b>
Passing Time		2 minutes
<b>2<sup>nd</sup> period</b>	<b>8:56 a.m. - 9:40 a.m.</b>	<b>44 minutes</b>
<b>Breakfast</b>	<b>9:40 a.m. - 9:50 a.m.</b>	<b>10 minutes</b>
Passing time		5 minutes
<b>Home Room</b>	<b>9:55 a.m. – 10:10 a.m.</b>	<b>15 minutes</b>
Passing time		5 minutes
<b>3<sup>rd</sup> period</b>	<b>10:15 a.m. – 10:59 a.m.</b>	<b>44 minutes</b>
Passing time		2 minutes
<b>4<sup>th</sup> period</b>	<b>11:01 a.m. – 11:45 a.m.</b>	<b>44 minutes</b>
<b>Lunch</b>	<b>11:45 a.m. – 12:05 p.m.</b>	<b>20 minutes</b>
Passing Time		5 minutes
<b>5<sup>th</sup> period</b>	<b>12:10 p.m. - 12:54 p.m.</b>	<b>44 minutes</b>
Passing Time		2 minutes
<b>6<sup>th</sup> period</b>	<b>12:56 p.m. – 1:40 p.m.</b>	<b>44 minutes</b>
Passing Time		5 minutes
<b>7<sup>th</sup> period</b>	<b>1:45 p.m. – 2:29 p.m.</b>	<b>44 minutes</b>
Passing Time		2 minutes
<b>8<sup>th</sup> period</b>	<b>2:31 p.m. – 3:15 p.m.</b>	<b>44 minutes</b>

**1:30 p.m. Dismissal**



**Bell Schedule for Grades 9-12**

<b>Block 1</b>	<b>8:10 a.m. - 9:15 a.m.</b>	<b>65 minutes</b>
<b>Breakfast</b>	<b>9:15 a.m. – 9:25 a.m.</b>	<b>10 minutes</b>
Passing Time		5 minutes
<b>Block 2</b>	<b>9:30 a.m. – 10:35 a.m.</b>	<b>65 minutes</b>
Passing time		5 minutes
<b>Block 3</b>	<b>10:40 a.m. – 11:45 a.m.</b>	<b>65 minutes</b>
<b>6-12 Lunch</b>	<b>11:45 a.m. – 12:05 p.m.</b>	<b>20 minutes</b>
Passing time		5 minutes
<b>Block 4</b>	<b>12:10 p.m. – 1:30 p.m.</b>	<b>80 minutes</b>

**1:30 p.m. Dismissal****Bell Schedule for Grades 6-8**

<b>1<sup>st</sup> period</b>	<b>8:10 a.m. - 8:42 a.m.</b>	<b>32 minutes</b>
Passing Time		2 minutes
<b>2<sup>nd</sup> period</b>	<b>8:44 a.m. - 9:15 a.m.</b>	<b>31 minutes</b>
<b>Breakfast</b>	<b>9:15 a.m. - 9:25 a.m.</b>	<b>10 minutes</b>
Passing time		5 minutes
<b>3<sup>rd</sup> period</b>	<b>9:30 a.m. – 10:02 a.m.</b>	<b>32 minutes</b>
Passing time		2 minutes
<b>4<sup>th</sup> period</b>	<b>10:04 a.m. – 10:35 a.m.</b>	<b>31 minutes</b>
Passing Time		5 minutes
<b>5<sup>th</sup> period</b>	<b>10:40 a.m. - 11:12 p.m.</b>	<b>32 minutes</b>
Passing Time		2 minutes
<b>6<sup>th</sup> period</b>	<b>11:14 a.m. – 11:45 a.m.</b>	<b>31 minutes</b>
<b>Lunch</b>	<b>11:45 a.m. – 12:05 p.m.</b>	<b>20 minutes</b>
Passing Time		5 minutes
<b>7<sup>th</sup> period</b>	<b>12:10 p.m. – 12:49 p.m.</b>	<b>39 minutes</b>
Passing Time		2 minutes
<b>8<sup>th</sup> period</b>	<b>12:51 p.m. – 1:30 p.m.</b>	<b>39 minutes</b>

**12:30 p.m. Dismissal**

### Bell Schedule for Grades 9-12

<b>Block 1</b>	<b>8:10 a.m. - 9:00 a.m.</b>	<b>50 minutes</b>
<b>Breakfast</b>	<b>9:00 a.m. – 9:10 a.m.</b>	<b>10 minutes</b>
Passing Time		5 minutes
<b>Block 2</b>	<b>9:15 a.m. – 10:05 a.m.</b>	<b>50 minutes</b>
Passing time		5 minutes
<b>Block 3</b>	<b>10:10 a.m. – 11:00 a.m.</b>	<b>50 minutes</b>
Passing time		5 minutes
<b>Block 4</b>	<b>11:05 a.m. – 11:45 a.m.</b>	<b>40 minutes</b>
<b>6-12 Lunch</b>	<b>11:45 a.m. – 12:05 p.m.</b>	<b>20 minutes</b>
Passing time		5 minutes
<b>Block 4</b>	<b>12:10 p.m. – 12:30 p.m.</b>	<b>20 minutes</b>

### 12:30 p.m. Dismissal Bell Schedule for Grades 6-8

<b>1<sup>st</sup> period</b>	<b>8:10 a.m. - 8:34 a.m.</b>	<b>24 minutes</b>
Passing Time		2 minutes
<b>2<sup>nd</sup> period</b>	<b>8:36 a.m. - 9:00 a.m.</b>	<b>24 minutes</b>
<b>Breakfast</b>	<b>9:00 a.m. - 9:10 a.m.</b>	<b>10 minutes</b>
Passing time		5 minutes
<b>3<sup>rd</sup> period</b>	<b>9:15 a.m. – 9:39 a.m.</b>	<b>24 minutes</b>
Passing time		2 minutes
<b>4<sup>th</sup> period</b>	<b>9:41 a.m. – 10:05 a.m.</b>	<b>24 minutes</b>
Passing Time		5 minutes
<b>5<sup>th</sup> period</b>	<b>10:10 a.m. - 10:34 a.m.</b>	<b>24 minutes</b>
Passing Time		2 minutes
<b>6<sup>th</sup> period</b>	<b>10:36 a.m. – 11:00 a.m.</b>	<b>24 minutes</b>
Passing Time		5 minutes
<b>7<sup>th</sup> period</b>	<b>11:05 a.m. – 11:29 a.m.</b>	<b>24 minutes</b>
Passing Time		2 minutes
<b>8<sup>th</sup> period</b>	<b>11:31 p.m. – 11:45 a.m.</b>	<b>14 minutes</b>
<b>6-12 Lunch</b>	<b>11:45 a.m. – 12:05 p.m.</b>	<b>20 minutes</b>
Passing Time		5 minutes
<b>8<sup>th</sup> period</b>	<b>12:10 p.m. – 12:30 p.m.</b>	<b>20 minutes</b>

**Two Hour Late Start**  
**Bell Schedule for Grades 9-12**

<b>Block 1</b>	<b>10:10 a.m. - 11:17 a.m.</b>	<b>67 minutes</b>
Passing time		5 minutes
<b>Block 2</b>	<b>11:22 a.m. – 11:45 a.m.</b>	<b>23 minutes</b>
<b>6-12 Lunch</b>	<b>11:45 a.m. – 12:05 p.m.</b>	<b>20 minutes</b>
Passing time		5 minutes
<b>Block 2</b>	<b>12:10 p.m. – 12:54 p.m.</b>	<b>44 minutes</b>
Passing time		5 minutes
<b>Block 3</b>	<b>12:59 p.m. – 2:06 p.m.</b>	<b>67 minutes</b>
Passing time		5 minutes
<b>Block 4</b>	<b>2:11 p.m. – 3:15 p.m.</b>	<b>64 minutes</b>

**Two Hour Late Start**  
**Bell Schedule for Grades 6-8**

<b>Period 1</b>	<b>10:10 a.m. - 10:43 a.m.</b>	<b>33 minutes</b>
Passing time		2 minutes
<b>Period 2</b>	<b>10:45 a.m. - 11:17 a.m.</b>	<b>32 minutes</b>
Passing time		5 minutes
<b>Period 3</b>	<b>11:22 a.m. – 11:45 a.m.</b>	<b>23 minutes</b>
<b>6-12 Lunch</b>	<b>11:45 a.m. – 12:05 p.m.</b>	<b>20 minutes</b>
Passing time		5 minutes
<b>Period 3</b>	<b>12:10 p.m. – 12:20 p.m.</b>	<b>10 minutes</b>
Passing time		2 minutes
<b>Period 4</b>	<b>12:22 p.m. – 12:54 p.m.</b>	<b>32 minutes</b>
Passing time		5 minutes
<b>Period 5</b>	<b>12:59 p.m. – 1:32 p.m.</b>	<b>33 minutes</b>
Passing time		2 minutes
<b>Period 6</b>	<b>1:34 p.m. – 2:06 p.m.</b>	<b>32 minutes</b>
Passing time		5 minutes
<b>Period 7</b>	<b>2:11 p.m. – 2:42 p.m.</b>	<b>31 minutes</b>
Passing time		2 minutes
<b>Period 8</b>	<b>2:44 p.m. – 3:15 p.m.</b>	<b>31 minutes</b>