

East Mills Jr./Sr. High School



Student Handbook
2023-2024

Our Mission

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

Our Vision

Every one, Everyday, A Success!

Our Core Values

- **STUDENTS FIRST**
Make decisions that are in the best interest of students. Use every resource strategically so that we can meet students' individual needs.
- **EXCELLENCE**
Be relentless in your pursuit of greatness. Be bold and innovate. Learn from your mistakes. Hold yourself and others to high standards.
- **INTEGRITY**
Do the right thing, even when no one is looking. Be honest, Be trustworthy. Be accountable.
- **EQUITY**
Diversity is an asset that makes us stronger. Advocate for the needs of others. Ensure that all members of our community have access to the tools and resources they need to be successful.
- **SERVICE**
Listen. Empathize. Respond. Own problems and help to solve them.
- **TENACITY**
Embrace hard work and persevere in the face of challenges. Follow through on your commitments and strive to do your best, no matter what.

EAST MILLS STRATEGIC PLAN VISION 2018 - 2023



Contact Us

East Mills Community School District
58962 380th St.
Hastings, IA, 51540

Business Office (712) 624-8700
Elementary (712) 624-8696
Jr. High/Sr. High (712) 624-8645

Visit us on the web: www.emschools.org

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WELCOME
TO
EAST MILLS JR./SR. HIGH SCHOOL

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

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

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

Dale Scott
Jr/Sr High School Principal

Tim Hood
Superintendent

East Mills CSD Mission Statement:

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

East Mills CSD Vision Statement:

Everyone, Every Day, A Success

Board of Education

Mark Stearns - Board President
Matthew Urban
Jan Zanders
Darla Hetzel - Board Secretary
Rob Obermiller
Rebecca Bell

Administrative Staff

Tim Hood - Superintendent
Dale Scott – Jr./Sr. High School Principal
Melissa Nielsen – Elementary Principal

District & Jr./Sr. High School Secretaries

Darla Hetzel, Business Manager
Mariah Shipley, Accounts Payable/HR
Jen Shaw, Jr./Sr. High School Secretary

Jr./Sr. High School Staff

Alan Behrends – Special Ed.	Robert Mitchell - History
Lee Christians – Science	Alexis Moreno – Physical Education
Tessa Edwards ---Art/TLC	Sami Moyers – English/TLC
Deputy Justin Farnan-SRO	Gary Schaeffer – Math
Isaac Gillespie – Vocal Music	Kevin Schafer -- Math
Monica Graybill - FCS	Alan Spencer – Agriculture
Nick Greiner – History	Sally Stoakes – Business
Doug Ohlinger-Hobbs–Special Ed.	Lindsay Stearns-Spanish
Blair Holman - School Interventionist	Matt Thornburg – PE
Sarah Hotchkiss -Band	Jenn Weaver – English
Kathy Linke – Counselor	Joe Wortman ---Science
Jenny Marburger -English	Tamra Ruff - Nurse

East Mills Junior/Senior High School Information

Mascot: Wolverines

School Colors: Green, Silver and Black

Physical Address:

Mailing Address:

1505 East 15th Street

58962 380th Street

Malvern, Iowa 51551

Hastings, Iowa 51540

Phone: (712) 624---8645

Fax: (712) 624---8124

Website: www.emschools.org

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

East Mills 2023-2024 School Calendar

Summary of Calendar:
 Days/Hrs. in classroom:
 First Semester 83/539.5
 Second Semester 95/617.5
TOTAL DAYS/HRS 178/1157

CALENDAR LEGEND

Begin/End	
P.D.	
Quarter	
P/T Conf.	
Holidays	
Vacation Days	

Does not include Professional Development days/hours.

HOLIDAYS:

Labor Day	(09/04)
Thanksgiving Day	(11/23)
New Year's Day	(01/01)
Martin Luther King Jr. Day	(01/15)
President's Day	(02/19)
Memorial Day	(05/27)

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

***Note: 90 min. Late Start Mondays**
 9:45 AM start each Monday for Professional Development

Elementary Hours Tuesday-Friday
 8:15am - 3:15pm

Jr/Sr High School Hours Tuesday-Friday
 8:15am - 3:23pm

August 2023					Student Days/Hours	
M	T	W	Th	F		
14	15	16	17	18		
21	22	23	24	25	3	3
28	29	30	31		4	7
September 2023						
				1	1	8
4	5	6	7	8	4	12
11	12	13	14	15	5	17
18	19	20	21	22	5	22
25	26	27	28	29	5	27
October 2023						
2	3	4	5	6	5	32
9	10	11	12	13	5	37
16	17	18	19	20	5	42
23	24	25	26	27	5	47
30	31				2	49
November 2023						
		1	2	3	3	52
6	7	8	9	10	5	57
13	14	15	16	17	5	62
20	21	22	23	24	2	64
27	28	29	30		4	68
December 2023						
				1	1	69
4	5	6	7	8	5	74
11	12	13	14	15	5	79
18	19	20	21	22	4	83
25	26	27	28	29		
January 2024						
1	2	3	4	5	2	85
8	9	10	11	12	5	90
15	16	17	18	19	4	94
22	23	24	25	26	5	99
29	30	31			3	102
February 2024						
			1	2	2	104
5	6	7	8	9	5	109
12	13	14	15	16	4	113
19	20	21	22	23	4	117
26	27	28	29		4	121
March 2024						
				1	1	122
4	5	6	7	8	5	127
11	12	13	14	15	5	132
18	19	20	21	22	5	137
25	26	27	28	29	4	141
April 2024						
1	2	3	4	5	3	144
8	9	10	11	12	5	149
15	16	17	18	19	5	154
22	23	24	25	26	5	159
29	30				2	161
May 2024						
		1	2	3	3	164
6	7	8	9	10	5	169
13	14	15	16	17	5	174
20	21	22	23	24	4	178
27	28	29	30	31		

178 Days/1157 Hours Calendar
 Aug 15 New Teacher In-service
 Aug 16-17, 21-22 Staff In-service
 Aug. 23 Begin 1st Semester

Sept. 4 Labor Day (No School)

Oct. 20 End 1st Qtr. (42 days)

Oct. 26 Parent/Teacher Conferences 8:00 AM - 8:00 PM
 October 27 Comp Day-No School

Nov. 22-24 Thanksgiving Holiday (No School)

Dec. 21 End 2nd Qtr. (41 days)
 Dec. 21 End 1st Semester 1:00 PM Dismissal (83 days)
 Dec. 22-Jan. 3 Winter Break (No School)

Jan. 3 Staff In-Service (No School for Students)
 Jan. 4 Begin 2nd Semester
 Jan. 15 Martin Luther King Day (No School)

Feb. 16 Staff In-service (No School for Students)
 Feb. 19 President's Day (No School)

Mar. 8 End 3rd Qtr. (44 days)
 Mar. 27 Parent/Teacher Conferences 8:00 AM - 8:00 PM
 Mar. 28 Comp Day-No School
 Mar. 29 Spring Break

Apr. 1,2 Spring Break
 Apr. 2 Possible Weather Make Up Date

May 14 Seniors' Last Day
 May 19 Graduation 1:30 PM
 May 23 End 4th Qtr (51 days)
 May 23 End 2nd Semester 11:00 AM Dismissal(95 days)
 May 24 Staff In-Service
 May 27 Memorial Day

Jurisdiction

Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the East Mills Community School office. School district policies, rules and regulations are in effect while students are on school grounds, while in school vehicles or chartered buses, and while attending or engaged in school activities. School district policies, rules, or regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extra-curricular activities whether the violation occurred while school was in session or while school was not in session.

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

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

Family Educational Rights and Privacy Act

ANNUAL NOTICE

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

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

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

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

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

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

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

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

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

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

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

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

Freedom of Expression

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

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

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

Parent-Teacher-Student Compact
East Mills Community School District

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

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

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

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

As a student, I will:

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

As a Parent/Guardian, I will:

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

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

Section I: General Information

Hours of School Day

Classes begin at 8:15 a.m. with dismissal at 3:23 p.m. (T-F) & 9:45 a.m. – 3:23 p.m. (Mon.) except for early dismissals indicated on the school calendar or weather-related interruptions.

Hours of Operation

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

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

Once the bell rings at the end of the day, students who are not immediately boarding a bus are asked to move to the West doors near the Front Office to await transportation.

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

Late Start/Early Dismissal - No School

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

Student Visitors

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

Closed Campus Policy

Students are not to leave the campus at any time during the school day without permission. This includes the lunch period. Food cannot be ordered by students and/or delivered to the school to be eaten during lunch period or school day unless a family member brings it in. Family members should check in at the Jr/Sr High office at the time of arrival. Any student frequently “called” out of the building during this time frame can be subject to Parent/Administration meetings. ****Clarification: Students may not be called out/leave campus**

during study hall or lunch period for the purpose of getting food, beverages, etc.

Breakfast and Lunch

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

	2022-2023		2023-2024	
Breakfast	Full Price	Reduced Price	Full Price	Reduced Price
1 Day	\$1.85	\$0.30	\$1.85	\$0.30
Lunch				
1 Day – PK-5	\$2.60	\$0.40	\$2.60	\$0.40
1 Day – 6-12	\$2.70	\$0.40	\$2.70	\$0.40
Milk/Juice	\$.50		\$.50	

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

Negative Lunch Balances

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

If you have any questions concerning your child’s meal account, please contact the building secretary. You can check lunch account balances and place funds in lunch accounts from the Infinite Campus Parent Portal on the school website at www.emschools.org. If you have not set up access to your child’s school records and lunch account information on Infinite Campus, please contact the building secretary at your child’s school for assistance. If you have any questions or concerns regarding the lunch program contact Monica Graybill, Food Service Supervisor, (712) 624-8645.

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

Additional Lunch/Breakfast Information

Changes to NSLP for the “2012/2013” school year are as follows. NSLP will serve more fruits and vegetables; also, more whole grain products are on the menu. The serving size will vary

according to your child's age and grade. This follows a nationwide change to the NSLP with the Healthy Kids Act. We appreciate your support and encouragement regarding your children and their healthier menu choices.

Parent - Teacher Conferences

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

School Bus Safety

School buses are the safest form of transportation for students and the use of lap/shoulder seat belts supports that level of safety. The district shall utilize lap/shoulder seat belts on district school buses that are equipped with lap/shoulder seat belts, as required by state administrative rule. All lap/shoulder belts available on district buses will be used by passengers when the vehicle is in any non-stationary gear. The Bus driver will be charged with applying and enforcing this requirement. Non-compliant students can be subject to disciplinary action.

All students will receive instruction on proper use of lap/shoulder seat belts on school buses at least two (2) times each year. The Bus driver will be charged with providing this training.

Bus drivers are responsible for instructing students to put on belts at three time periods:

1. Morning/Afternoon-When a student boards the bus.
2. On Route-If the student (visibly) takes off lap/shoulder seat belt while riding
3. Afternoon-before leaving for the route.

Bus drivers are not responsible or liable for students wearing lap/shoulder seat belts while riding. Bus drivers are responsible for instructing students to put lap/shoulder seat belts on during the above three scenarios.

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

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

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

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

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

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

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

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

To review the entire policy, contact the administrative offices.

School Pictures

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

Lockers

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

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

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings

necessary for attendance at school. It shall be the responsibility of each student to keep his or her assigned lockers clean and undamaged.

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

Locker Inspections and Searches

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

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

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

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. Students who drive to school and park on school grounds are required to register their main vehicle with the school office. A parking tag will be issued to the student that should be displayed on the vehicle at all times while the student parks on school grounds. Should a student lose the parking tag, or it becomes damaged, students will be responsible for paying for a replacement.

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

Illness/Accidents

Students who become ill or have an accident at school should report to the nurse’s office or notify the main office. At that time, a decision will be made to either allow the student to rest at school for a reasonable amount of time (30 min) before returning to class or if the student will be sent home. Students are not permitted to go home because of illness or accidents without first receiving permission. Parents will be notified before their child is permitted to leave the building and students must sign out before leaving. Students or

parents must speak with the school nurse before leaving due to illness.

Students may be sent home or asked to remain home for any of the following:

- Temperature – 100.4 (Students must be fever free for 24 hrs. without medication before returning to school.)
- Sore throat
- Severe cough
- Vomiting/diarrhea (Students must be symptom free for 24hrs before returning to school.)
- Body rash, inflammation of the eyes, etc.
- Further information regarding illnesses and exclusions may be found on the [IDPH Common Child Illnesses & Exclusion Criteria](#) table.

Following an injury at school, first aid will be administered immediately. If the injury appears serious, the student’s emergency contact will be notified, and a decision will be made if the student should receive further medical treatment. If the injury is life threatening, 911 will be called and the student’s emergency contact will be notified. An accident report form will be completed by the supervisor on all school-related occurrences and filed at the main office.

Communicable Diseases

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

Head Lice Recommendations:

Students who have head lice are not required to be sent home from school or miss school due to head lice. However, students should receive immediate over-the-counter treatment upon arrival at home at the end of the school day. A staff member will call and notify a parent/guardian if head lice is detected. Over-the-counter treatment can include but is not limited to: Rid and Nix. A “nit comb” should also be used to carefully comb the student’s hair. Further information can be found at the following websites:

www.idph.state.ia.us

www.cdc.gov/lice/head

Health Services

Occasionally, students may be required to take medication during the day. If so, the medication will be administered by a school nurse or designee. In order to comply with the

Code of Iowa laws governing administration of medication by school personnel, the following guidelines will be followed.

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

Herbal remedies, natural supplements, or essential oils not approved by the FDA will NOT be administered by school personnel.

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

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

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

If any of these criteria exist, the best option for the student is exclusion, regardless of the type of illness. Families should consider keeping their students' home from school if they have severe diarrhea, vomiting, or high fever that results in difficulties participating in classroom activities.

We encourage our students to wash their hands frequently, cover their cough with their sleeve, and to use hand sanitizer.

Immunization

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

A parent is responsible upon the enrollment of his/her child to show a record of the child's

immunizations. These “certificates” are available at doctor’s offices, schools, health departments and county public health nurse’s offices. The doctor or health department will review your child’s immunization record and if all the required immunizations have been received, they will enter the dates and vaccines received and validate it by signing the certificate.

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

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

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

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

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

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

7th grade

Tdap-All students entering 7th grade **must** have a 1-time dose of tetanus/diphtheria/acellular pertussis-containing vaccine (**Tdap**) if born after September 15, 2000; regardless of the interval since the last tetanus/diphtheria-containing vaccine. This vaccine (Tdap) **must** be administered before the start of school.

Meningococcal (A, C, W, Y)-All students entering 7th grade **must** have 1 dose of meningococcal vaccine received on or after 10 years of age for the applicant in grades 7 and above, if born after September 15, 2004; and the 2nd doses of meningococcal vaccines will be required before 12th grade. This vaccine (Meningococcal) **must** be administered before the start of school. **If a certificate of immunization is not submitted, your student will not be allowed to start school. This requirement has no grace period, meaning your student will not be allowed to attend the first day of school.** Students will be excluded from school until compliant with the immunization requirement per Iowa Code, Chapter 139a.8(6) and Iowa Administrative Code,

641-7.7(139).

9th grade

Since 2008, the State of Iowa requires students entering 9th grade to provide proof of a dental screening to their school. The intent of the School Dental Screening law is to improve the oral health of Iowa children – finding cavities or other problems early, lowering treatment costs, and teaching children how to care for their teeth and gums through proper brushing and choosing healthy foods and drinks. Having good oral health makes children better learners in school. A screening is acceptable if completed no earlier than one year prior to enrollment and no later than four months after enrollment. A screening must be provided by a licensed dentist or dental hygienist. The screening information must be on the official IDPH Certificate of Dental Screening. Screenings performed by out-of-state providers are acceptable. The goal is that every child has an exam or screening by a dentist. However, due to barriers in accessing care this may not be possible for all families. A child without proof of a dental screening will not be prevented from attending school. If families have difficulty meeting the requirement, the IDPH and local I-Smile™ Coordinators can help to ensure that the dental screenings are obtained.

12th grade

Every incoming 12th grade student will need this immunization before the start of school.

Meningococcal (A, C, W, Y)-All students entering 12th grade **must** have the 2nd dose of the meningococcal vaccine. Your child received the 1st dose before the start of 7th grade.

This vaccine (Meningococcal) **must** be administered before the start of school. **If a certificate of immunization is not submitted, your student will not be allowed to start school.** This requirement has no grace period, meaning your student will not be allowed to attend the first day of school. Students will be excluded from school until compliant with the immunization requirement per Iowa Code, Chapter 139a.8(6) and Iowa Administrative Code, 641-7.7(139).

Please submit your child's immunization record to East Mills Jr/Sr High before the start of each school year.

Student Insurance

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

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

Lost and Found

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

Student Valuables

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

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

Theft

Theft of student or district property will not be tolerated. Students in possession of stolen property will be disciplined per East Mills Board Policy 502.8. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. Students will be held accountable to return stolen property and/or make restitution for damages or loss of items.

Telephone Calls

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. The telephone in the office is a business phone and available for student use only in urgent situations after permission from office personnel. Students may be given permission to use their cell phone for emergency/essential use only while under the supervision of office personnel.

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

After School Activities

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

facilities, these guidelines will be enforced.

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

*If a student is ill or has an unexcused absence for the day, they may not attend an East Mills after-school activity the same day. Students who have been suspended for the day will **NOT** be allowed to participate in school sponsored co-curricular activities that day.

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

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

Open Enrollment

Parents/Guardians who wish to transfer their children into or out of the district under the Open Enrollment Act may pick up the appropriate forms from the district central office or the building secretary.

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

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

Area Education Agency (Green Hills)

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

1. Speech/Language Therapy
2. Psychological testing, counseling, and consultation
3. Social Work Services
4. Educational consultation
5. Teaching and consultation for the visually and hearing impaired.
6. Media (Books, films, and laminating)

7. Inter---school and AEA Office mail delivery services
8. Preschool consultation, evaluation, and educational service

Complaint Procedure

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

- A. Talk to the teacher/or staff member involved.
- B. Talk with the Principal or immediate supervisor.
- C. Talk with the Superintendent.
- D. If the chain of command is not followed, a person may be directed to go back to the beginning of the process.

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

Sexual Abuse and Harassment of Students by Employees

Board Policy No. 402.3 clearly states that the school district will not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate investigators to investigate the allegations. The school district has designated Melissa Nielsen at (712) 624-8696 as the Level 1 investigator for the Jr/Sr High School.

Physical abuse is non---accidental physical injury to the student as a result of the action of an employee. Injury occurs when evidence is still apparent at least twenty- four-hours after its occurrence. The times when reasonable 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 student from self- infliction of harm.

Contacting of Teacher

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

Custodial Care

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

Directory Information

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

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

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

Use of Directory Information

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

The objection needs to be renewed annually.

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

You have the right to refuse the designation of any or all the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing no later than 5 days after the start of the school year or of enrolling for the first time. If you desire to make such a refusal, please complete, and return the slip attached to this note.

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

East Mills Community School District
Parental Direction to Withhold Student Directory Information for 2023-24 school year.

Student Name: _____ Date of Birth: _____

School: _____ Grade: _____

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

(Date)

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

Drills

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

Official School Publications

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

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

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

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

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

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

Non-Official Student Publications

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

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

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

Teacher Information

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

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

Transfer or Withdrawal

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

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

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

Section II: Academic Information

Reporting Periods

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

East Mills Grading Scale

A	100-95
A-	94---90
B+	89---87
B	86---83
B-	82---80
C+	79---77
C	76---73

C-	72---70
D+	69---67
D	66---63
D-	62---60
F	59 and below

Honor Roll

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

Weighted Grades

East Mills will be using weighted grades for dual credit classes offered for college credit. The following grade weight will be used:

A	- 5.0
B	- 4.0
C	- 3.0
D	- 2.0
F	- 0.0

For the 2023-24 & 2023-25 school years, high school transcripts will have both weighted and unweighted grades displayed. A note will be attached on transcripts sent to colleges/universities noting the weighted grades only reflect one or two years.

Unweighted grades will be used to determine class rank for classes of 2024 & 2025.

Incomplete

An "Incomplete" is a temporary grade that is given to a student when circumstances (i.e., illness) prevent the completion of course requirements. Once the "Incomplete" is posted, the student will have two weeks to turn in any assignments, tests, projects, etc. in order to complete the course. At the end of the two-week grace period, the instructor will post the grade listed for that student as their final grade. Any exceptions to the two-week grace period will be at the discretion of the principal.

Senior Year Plus

Enacted by the legislature in 2008, Senior Year Plus (SYP) was created to provide increased and more equal access to college credit and advanced placement courses. Courses delivered through SYP provide students the opportunity to take a rigorous college curriculum and receive in many cases, both high school and college credit concurrently. Senior Year Plus courses are available to students in grades 9-12.

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

programming:

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

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

If a student drops a SYP course after the 100% refund college date, the student will be assigned a grade of “F” for that course which will be on the high school transcript. This grade however may not be reflected on the college transcript. Grades earned through SYP will be used when calculating high school GPA and class rank.

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

Credit Options

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

Work Release Program

The Work Release Program is offered to allow East Mills students the opportunity to work extended hours at the end of the school day where students may gain valuable experience in the local workforce in preparing for life after secondary school.

To qualify for work release, the following guidelines must be met:

1. Students must be in 11th or 12th grades.
2. Work release is only offered during 7th & 8th periods.
3. Students must be a paid employee with a recognized local employer/business.
 - Helping family/neighbors or volunteering does not qualify.
4. Students must be on track for graduation.
5. Students must be in good academic standing and passing all classes.
 - Students will be subject to grade checks every two weeks.
 - If a student is failing a class, they will be placed on academic alert for two weeks. If at the end of that two-week period they have not brought the failing grade up to passing, they will be ineligible for work

release and assigned a study hall at the end of the day. They are ineligible for two weeks. At the end of that two-week period, they may resume work release if they are passing the class they were failing.

- Students must also be passing all college classes.
- 6. Participation in this program will earn 1 credit per semester.
- 7. Students will be graded on a Pass/Fail basis.
 - This will be based on information provided by the employer.
 - Attendance/Punctuality to work.
 - Performance at work.

If a student does not maintain good standing with any of these guidelines, their participation in this program will be revoked for the remainder of the semester and they will be assigned to a mandatory study hall.

East Mills Senior Privilege & Teacher's Assistant

Senior Privilege is for seniors who have demonstrated good conduct, attendance, and academic standing to have extended-release time during periods 6, 7, & 8. The policy will give seniors the opportunity to study for college courses &/or work during the afternoon.

In order to participate in this program, the following guidelines must be met:

1. Students must be on track for graduation (as determined by the school counselor)
2. Students must have written permission from their parent/guardian and approval from the principal.
3. Students must be in good academic standing and passing all classes.
 1. Students will be subject to grade checks every two weeks.
 1. If a student is failing one class, they will be placed on academic alert for two weeks. If at the end of the two-week period they have not brought the failing grade up to passing, they will be ineligible for work release and assigned a study hall at the end of the day. They are ineligible for two weeks. At the end of two weeks the student may resume Senior Privilege if passing the class they were failing.
 2. College classes must also have passing grades.
4. Demonstrate good attendance in school. (No more than 6 unexcused absences/tardies per quarter)
5. Display good conduct as determined by the administration.
6. Be present for class meetings and other important school functions when requested by the school.
7. Be in school for at least ½ of the school day.
 1. Senior Privilege may be forfeited to make up time for missing morning classes.

Students who do not meet the above requirements will be required to report to school (study hall or community service) during the times they do not have class. **Senior privilege will

refresh quarterly.

Early Graduation

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

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

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

Graduation Requirements

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

<u>Subject Area</u>	<u>Required Credits Required Courses</u>
English	8 credits English 9, English 10, Speech (1 semester)
Social Studies	6 credits World History, US History, US Gov't (1 sem, Human Behavior (1 sem)
Mathematics	6 credits
Science	6 credits Biology, Physical Science
Physical Education	8 credits (**1 credit per semester may be earned)
Computer Technology	2 credits
Humanities	2 credits
Vocational	2 credits
CORE/Financial Literacy (1 semester)	1 credit
<u>Electives</u>	<u>9 credits</u>
Total	50 credits

CPR (non-certified)

Requires every student to complete a course that leads to certification in cardiopulmonary resuscitation (CPR) by the end of Grade 12

Graduation requirements for special education students will be in accordance with the

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

**A student in grades six through twelve who takes part in "an organized and supervised athletic program or non-school sponsored extracurricular activity which requires the student to participate in physical activity for a minimum of one hundred twenty minutes per week is exempt" from the "physical activity" requirement. Iowa Code § 256.11(6)(b)(2). The Iowa Administrative Code provides examples of ways to meet this requirement: (1) Interscholastic athletics sponsored by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union; (2) School-sponsored marching band, show choir, dance, drill, cheer, or similar activities; (3) Non-school gymnastics, dance, team sports, individual sports; or (4) Similar endeavors that involve movement, manipulation, or exertion of the body. Iowa Admin. Code r. 281—12.5(19)"a". If the student meets some or all of the one hundred and twenty minutes per week with non-school activities, the school or school district and the student shall enter into a written agreement, as provided in the Iowa Administrative Code. Id. r. 281—12.5(19)"b".

Students requesting more than 1 PE class per semester must have administrative approval.

Guidance and Counseling

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

Instructional Materials Objections

If you have any objections to the content of materials being used in the classroom, visit with the classroom teacher to determine if alternate, suitable materials may be used. If this remedy is not suitable, contact the principal. The administration will call the Citizens Advisory Committee together to view materials in question to determine the viability of their continued use. A decision will be made within fourteen days from the notification of the principal. Notification of the Principal that there may be objectionable materials used either in the classroom or in the library must contain the following:

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

School Based Interventionist

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

Section III: Student Attendance

Code No. 501.3

Compulsory Attendance

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

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

- 1) The child is enrolled in another accredited school.
 - a) The child has completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma.
- 2) The child is excused for sufficient reason by a court of record or judge.
- 3) The child is attending religious services or receiving religious instruction.
- 4) The child is attending a private accredited college preparatory school.
 - a) The child is blind or deaf, and the superintendent of the state school determines that the child is physically or mentally unable to attend school.
 - b) The child is exempted by the Director of the Iowa Department of Education based on religious beliefs and principles of the child's parents or guardians.
 - c) The child is receiving competent private instructions in accordance with Iowa law and the rules of the Iowa Department of Education, either directly by the licensed teacher in a non-accredited nonpublic school, directly by a licensed teacher in a tutorial or home school setting, indirectly by a licensed teacher assisting and supervising a parent, guardian or custodian who provides instruction, or directly by a parent, guardian, or custodian.

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

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

Cross Reference: 501 Student Attendance
601.1 School Calendar
604.1 Competent Private Instruction
Approved _____ Reviewed _____ Revised _____

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

Excused Absences

1. Illness
2. Funeral
3. Medical appointment (Parents/guardians are encouraged to set appointments outside of school day.)
4. Required court appearance.
5. Absences to attend a religious service or to receive religious instruction.
6. Other absences excused by the administration **Administration has the final say as to whether or not *any* absence is excused.**

Unexcused absences

Unexcused absences may include but are not limited to:

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

School administration may require verification in order to classify any absence as excused. Verification may be requested in the form of a doctor’s note, written statement by a clerk of the court, written excuse by a minister or other means an administrator may deem sufficient to determine whether an absence shall be classified as excused. The principal or designated truancy officer may also refer a student with excessive excused absences to the County Attorney. The definition of “excessive” shall be at the discretion of the building principal or

truancy officer but shall be generally defined as interfering with the child's educational progress. An unexcused absence cannot be changed to an excused absence after one week.

Students are responsible for make-up work from all classes. Students will have one day for each day absent plus one additional day (except in the case of a pre-arranged absence). Examples: If a student is gone on Monday and back on Tuesday, they would have Tuesday and Wednesday to work on make-up, and it would be due Thursday at class time. *Half-credit will be given for these assignments if the student has an unexcused absence.

Truancy

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

1. **Five (5) Absences** – A letter will be sent to the student's parent or guardian noting that the student has accumulated five (5) absences (excused or unexcused) and reminding the student and parent/guardian of the attendance policy.
2. **Ten (10) Absences** – An additional letter will be sent to the student's parent/guardian noting that the student has accumulated ten (10) absences (excused or unexcused) and reminding the student and parent/guardian of the attendance policy. The second letter will include the suggestion that any individual absence seeking to be excused for medical reasons shall be accompanied by a doctor's note. In addition to the letter, the School Resource Officer (SRO) or School-Based Interventionist will make contact, either via telephone or in person, with the student and parent/guardian to discuss the accumulated absences and plans for attaining regular and consistent school attendance.
3. **Fifteen (15) Absences** – A meeting will be scheduled with the student, parent/guardian, and school administrators or designees to discuss and execute an Attendance Cooperation Agreement. The Attendance Cooperation Agreement will include such terms as consequences for breach of the Agreement, up to and including referral to the County Attorney's Office for a formal mediation and Mediation Agreement. Upon execution, the Attendance Cooperation Agreement will remain in effect for the period of one (1) calendar year.

Attendance- General Procedures

Unexcused/Unverified Absences:

1. An absent student not meeting the provisions required to have an absence excused will have an unexcused/unverified absence.
2. An absence is when a student misses three or more periods in one school day.
3. Parents shall have one week from the time a student returns to school to provide appropriate documentation to excuse the absence. Administrator approval will be needed for those seeking to excuse absences after the one-week policy.
4. A daily phone call will be made by school personnel for any unverified absences.

- Parents/guardians shall notify the school by 9 am if their child will be absent.
5. Attendance notification letters will be sent to parents/guardians upon accumulation of 5, 10, 15-day absences.
 6. Physician notes are required for students to be excused when they accumulate a total of 10 absences. Students **must be seen** at the doctor's office in order to be excused. Other options to excuse a student may be granted upon approval of school administration.
 7. After a total of 10 absences have been accrued in a semester, a note from a physician is required to excuse any additional absences. The student must be seen at the doctor for the absence to be excused. Other options to excuse a student may be granted upon approval of school administration.
 8. Possible interventions or the means to determine appropriate interventions may include, but are not limited to, developing a Student Support Plan (SSP); referral for a Family Team Meeting (FTM); completion of an Attendance Cooperation Agreement (ACA); referral to the board of education; and meetings with the school-based interventionist, guidance counselor, administrator, and/or teacher.
 9. Students who have reached 3 or more consecutive days of unexcused/unverified absences, where it is determined that the student and family are not actively engaged in resolving the attendance issue, will be referred to the County Attorney for truancy mediation and/or meeting with the school board.
 10. If the student continues to have unverified/unexcused absences and tardy days after the truancy mediation contract has been signed, an affidavit will be filed with the County Attorney's office.

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

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

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

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

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

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

The County Attorney will be notified.

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

Dropouts- License Revocation

The Department of Transportation (DOT) contacted if a student drops out of school. Student's license may be revoked and/or will not receive license until he/she is 18 years old. Iowa Code 299.1B FAILURE TO ATTEND - DRIVER'S LICENSE. A person who does not attend a public school, an accredited nonpublic school, competent private instruction in accordance with the provisions of chapter 200A, an alternative school, or adult education classes shall not receive an intermediate or full driver's license until age eighteen.

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

Tardy to Class

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

Tardy/Unexcused Absence to School

Students will be considered tardy to school/unexcused absent if they are not in their assigned room at the beginning of period one. The warning bell will ring at 8:10 AM/9:40 AM (Monday) and the first bell signaling the start of period one will ring at 8:15 AM/9:45 AM (Monday). After three (3) tardy to school/unexcused absences, the student will be assigned a 20-minute detention. Every subsequent tardy/unexcused absence after 3 will result in 20-minute detention. After the 5th tardy/unexcused absence the student will be referred to the building principal, and there will be a parent conference regarding those tardy to school/unexcused absences.

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

Pre-Arranged Absences

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

College Visits

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

Section IV: Student Conduct

Disruptive Behavior, Insubordination and Defiant Behavior

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

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

Assemblies

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

Cafeteria

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

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

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

Care of Books

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

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or

otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Cheating/Plagiarism

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

1st Offense

- Grade of zero
- Office referral
- Parent/Guardian contacted.
- Sponsors potentially contacted.

2nd Offense & Subsequent Offenses

- Grade of zero
- Office referral
- Parent/Guardian contacted.
- Sponsors potentially contacted.
- Student subject to suspensions or other disciplinary action

Detention

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

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

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

Display of Affection

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

Dress Code

There is a strong connection between a student's appearance and his/her academic performance and conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is

appropriate to and that does not disrupt the school or educational environment.

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

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

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

Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate for the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Repeat offenders will face disciplinary action.

Field Trips/Educational Excursions

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

Eligibility for Senior Trip - No student will be allowed to participate in the senior trip if, during their senior year, any of the following are applicable:

- The student has had an out-of-school suspension for any disciplinary reason.
- The student has had an in-school suspension two or more times during the school year.
- Students who have less than 90% attendance (both excused and unexcused) for their senior year. Hourly attendance is used to determine a student's record. **Medical appointments, long-term illness, etc. will be at the principal's discretion.**

The East Mills Jr/Sr High School Principal reserves the right to deny students field trip participation for consistent academic or behavior issues.

Fighting

A student involved in an altercation where hitting, pushing, kicking, etc. is exchanged by one

or more students on school property, transportation vehicles, or at any school activity, is subject to the following corrective action:

1st Offense – Up to three days suspension

2nd Offense – Up to five days suspension

3rd Offense – Referral to Superintendent

Food-In Halls or Classrooms

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

Gymnasium

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

Inappropriate Language and Gestures

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

Physical or Verbal Assault of Staff

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

Anti-Bullying/Harassment Policy

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

Initiations, Hazing or Harassment

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

when:

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

Sexual harassment includes, but is not limited to:

- A. Verbal, physical, or written harassment or abuse
- B. Pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications
- C. Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

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

- A. Verbal, physical, or written harassment or abuse
- B. Repeated remarks of a demeaning nature
- C. Implied or explicit threats concerning one's grades, job, etc.
- D. Demeaning jokes, stories, or activities

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

Students who feel that they have been harassed should:

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

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

- (1) Tell a teacher, counselor, or principal.
- (2) Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including:
 - What, when, and where it happened
 - Who was involved?
 - Exactly what was said or what the harasser did?
 - Witnesses to the harassment
 - What the student said or did, either at the time or later

- How the student felt; how the harasser responded

Disruption of Learning by Misuse of Technology

Students who use technology to disrupt the learning environment by the videotaping of students, teachers or other employees of East Mills Schools will be subject to disciplinary measures that include:

- Detention
- In-school suspension
- Conference with Guidance Counselor
- Conference with parents and administrators
- Out of school suspension
- Expulsion from school

Alcohol and Drugs

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

Tobacco

Students found in possession of or using tobacco products on school property will be required to take an Iowa Department of Public Health class entitled, "My Life, My Quit," a youth tobacco cessation course to be completed during 5 separate lunch detention periods along with meetings with IDPH representatives via zoom working through the course. Repeated offenses within one school year may result in 1 day of out-of-school suspension followed by 3 days of in-school suspension. Mills County Sheriff will be contacted to determine issuing of tickets for possession in each occurrence.

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

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

Suspension

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

In-School suspension rules

1. Students are not allowed to sleep or to lay their heads down during in--- school suspension.
2. Food or beverages, other than water, are not allowed.

3. Students are not allowed to leave their seats without permission.
4. Students will be provided with restroom breaks.
5. Students will eat their lunch in the in---school suspension room.
6. Students will not be allowed to have their phones or any other electronic devices during in---school suspension.
7. Students will only be allowed to have their computer when working on assignments that demand the use of the computer, and will only be granted under restricted certain circumstances, and requests made by the teacher.

Media Center Pass Rules Policy

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

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

Phone Usage

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

Senior High School Dances

The principal must approve the dance at least two weeks prior to the event. Dances sponsored by a student organization or school approved activity will end at 10:00 PM on weekdays, and at 11:30 PM on Fridays or Saturdays. Only current approved chaperones.

Students below the 9th grade or older than age 20 at the date of the dance, will not be allowed to attend. A photo ID of the guest of a student may be requested prior to admission.

Junior High School Dances

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

East Mills Jr./Sr. High School Dances

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

Selling Merchandise

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

Section V: Student Activities and Good Conduct

Student Good Conduct Rule

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

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

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

Activities and Organizations

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

General Standard of Conduct

Student participation in these activities and organizations is considered by the Board to be a privileged honor since the student represents and depicts the character and integrity of the school and the community. For this reason, a high standard of normal and social behavior is expected. In the event a student's conduct or actions, either in or out of school, fall short of the expected

standard, such students can be suspended from participation in extracurricular activities and school organizations, for two events or more, or if habitual, could result in suspension from activities for the entire season, semester or even school year. Any student who is placed into the custody of law enforcement due to the commission of a criminal act, may not return to school on that day upon their release.

Good conduct is a requirement of having the ability to participate in extracurricular activities.

Player/Parent/Coach Relationship

Parent-Coach Relationship: Both parenting & coaching are extremely difficult vocations. By establishing an understanding of each role, we are better able to accept the actions of others and provide greater benefit to the students/players. As parents, when your children become involved in a school's sports programs, you have the right to understand what expectations are placed on your child. This begins with clear communication between coach, parent, and student athlete.

Communication You Should Expect from Your Child's Coach:

- Expectations the coach has for the team.
- Location & times of all practices and contests.
- Team requirements such as special equipment, off-season conditioning responsibilities, etc.
- Procedure should your child be injured during participation.
- Team rules & guidelines.

Communication Coaches Expect From Athletes:

- Notification of any schedule conflicts in advance.
- Additional health concerns.
- Special concerns in regards to the coach's philosophy &/or expectations.
- Prompt reporting of injuries.

As your children become involved in an athletic program, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way that your child wishes them to. At these times, discussion with the coach is of paramount importance. Parents are urged to encourage their child to discuss issues/concerns with their coach. This step is an important aspect in confidence building, self-esteem, personal responsibility, and maturation.

Appropriate Parental Concerns to Discuss with the Coach:

- The treatment of your child mentally & physically.
- Way to help your child improve.
- Concerns about your child's academics or behavior.

It is very difficult to accept your child not playing as much as you desire. Coaches are professionals. They make judgment decisions based on what they believe to be in the best interests of the team and for all students involved. Certain things can and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

Issues Not to be Discussed with the Coach:

- Playing time.

- Team strategy.
- Play calling.
- Other student athletes on the team.

Procedures to Discuss Concerns with the Coach:

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

- Call/email the coach to set up an appointment.
- If the coach cannot be reached, call/email the activities director to ask for assistance in setting up the meeting.
- Please do not attempt to confront a coach before or after a contest or practice. Practices and contests can be emotional times for the parent and coach. Meetings of this nature do not promote resolution. Please take into consideration the coach's responsibilities at this time as the coach is responsible for the supervision and safety of all athletes involved in the program before, during, and after the activity. If meeting with the coach does not provide a satisfactory resolution of your concerns please call and set up an appointment with the Activities Director to discuss the situation. If needed, a meeting with the Jr/Sr High School Principal may be arranged to assist.

Self-Reporting Option (one time annually)

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

Voluntary Request for Assistance

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

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

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

Professional Counseling

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

taken place.

Specific Prohibited Acts

TOBACCO

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

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

ALCOHOL AND CONTROLLED SUBSTANCES

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

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

A student consuming alcohol during a religious ceremony supervised by a clergyman, consuming in a family situation under the direct supervision of the student's parents or

guardian in the privacy of their own home or possessing a controlled substance prescribed by a physician is exempt.

VIOLATIONS OF THE LAW AND PROBATION

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

Citizenship

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

Academic Eligibility

1. Any student who is failing one class will be placed on the academic alert list for two weeks. If at the end of the two weeks period they have not brought the failing grade up to passing, they will be placed on the ineligibility list for a period of two weeks.
2. The ineligible student may participate in all practices during the ineligible period. At the end of the two weeks the student may resume full eligibility if passing in all subjects. The grades of all students will be monitored on a two- week basis.
3. However, if at the end of a semester the student is given a failing grade in any course for which credit is awarded, the student is then ineligible to dress for and compete in any interscholastic contest/competition/event for 30 calendar days.
4. Coursework taken from a post-secondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.
 - Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. The grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9-12 receives a final grade and course credit is awarded for passing grades.
 - If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests & competitions in which the contestant is a contestant for 30 consecutive calendar days unless the student has already served a period of ineligibility for 30 consecutive calendar days in another school-sponsored activity. A student shall not serve multiple periods of ineligibility because of a failing grade.

Activity Restrictions

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

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

Additions

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

A. RE-ELIGIBILITY

- a. All student eligibility will start anew on the last day of their eighth-grade academic year.

B. TRANSFER STUDENTS

- a. Only rule infractions committed during the time that a student is enrolled in East Mills Schools will be used to determine eligibility.

C. REPORTS OF RULE VIOLATIONS

- a. Any administrator, coach/sponsor, activity or organization sponsor, teacher or student having information regarding the improper conduct of any student participating in athletics, activities, or organizations, shall advise the principal.

D. HEARING OFFICERS

- a. The principal shall initiate all suspensions of Junior High and High School students. This person shall serve as the Hearing Officer and shall informally investigate all reports from any persons concerning rule violations or improper conduct on the part of any participating students, and if it appears that a rule has been violated, he/she shall proceed with the suspension process.

E. SUSPENSION HEARING

- a. The Hearing Officer shall notify the student of the rule violation and if there is a denial of the violation, the student shall immediately be given an informal hearing and the opportunity to present his or her version in defense. The Hearing Officer shall then make a finding of whether or not the acts or conduct of such a student violated any school rule or policy, and if so, the student shall be suspended and informed of the length of suspension and the procedure for appeal.

F. APPEAL

- a. At the request of any aggrieved student, an Appeal Committee will be convened within ten school days for the purposes of reviewing the suspension and, by majority vote, make recommendations to the Hearing Officer. The Appeals Committee will consist of five persons as follows:
 1. Any coach/sponsor of any sport
 2. Any activities sponsor
 3. Two members of the faculty who are neither involved or in the sponsorship of any activity, to be designated by the Board of Education or the Superintendent and One person to be designated by the student
 4. Upon receiving the recommendations of the Appeal Committee, the hearing officer shall consider the recommendation of the Committee, shall make a final decision, and shall notify the student of any changes in the suspension within two school days after receiving the recommendation of the committee.
 5. An aggrieved Junior High or Senior High School student may appeal the initial or final decision of the Hearing Office to the Superintendent. The Superintendent shall have authority to remove the suspension, increase or decrease the period of suspension, or affirm the suspension of the Hearing Officer. The Superintendent shall make his/her decision within ten school days. The action of the superintendent may be appealed to the Board of Education who shall have the same authority as the time of the appeal and inform the aggrieved student. The decision of the Board of Education may be appealed to the Iowa Department of Education and from their decision to the District Court, as provided by law.

Section VI: Technology

RESPONSIBILITY FOR AND APPROPRIATE USE OF DISTRICT TECHNOLOGY, NETWORK SYSTEMS, AND INTERNET ACCESS

East Mills Community School District (EMCSD) is committed to providing access to a wide range of electronic learning resources (including, but not limited to, computers, laptop computers, tablets, and handheld devices), equipment, software, network systems, and Internet access for students and staff. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The district's technology, network, and/or Internet access is not a public access service or a public forum. The district has the right to place reasonable restrictions on the material accessed and/or posted through the use of its technology, network, and Internet access. Access to the school networks and computers is not private and is subject to monitoring and, when necessary, investigation.

EMCSD issues computers on a one-per-student (1:1) basis. These computers remain the property of the district and are subject to monitoring. Students are expected to maintain their computers in good condition. Any loss or damage should be reported immediately to school administration. Students or parents/guardians will be held financially responsible for damage to school-issued computers, in accordance with the user agreement, up to and including the cost of a replacement. Parents may restrict the use of computers to in-school only, if desired.

EMSCD will not be responsible for students' personal devices, such as cell phones or tablets. However, if students use personal devices to access inappropriate sites or files while at school or school activities, the same discipline will apply as for school-issued devices.

Internet access is a vital part of the EMCSD's instructional program. Access to the Internet will be available to all students. However, student use of the Internet is a privilege. The Internet is a global network with great educational potential. Information on the Internet changes rapidly and it is not possible to predict or control what users will encounter. Users may discover controversial and inappropriate information. Therefore, it is the responsibility of the parents and the schools to teach students to be responsible Internet and email users. The district will make good-faith efforts to promote the safe, ethical, responsible, and legal use of the Internet, support the effective use of the Internet for educational purposes, protect students against potential dangers in their use of the Internet, and ensure accountability compliance with all legal requirements, including the Children's Internet Protection Act (CIPA). All Students will be able to access the district-provided Internet connection. Student accounts and passwords for District systems will be issued to students. Accounts will remain private and must not be shared with anyone. However, upon request, parents may have access to their student's account credentials. Student use of the District's Internet connection will be governed by this policy, related District and school regulations, and the student code of conduct.

Users should have no privacy expectations concerning the contents of their computers, including any and all files and records, as well as history of their online activity while connected

to the Internet via the district's data network, or when using a district issued computer. While the District does not have access to school computers outside of the EMCS D network, students will still be held accountable for unauthorized or inappropriate use. The district will cooperate fully with local, state, or federal officials in any investigation involving or relating to any unlawful activities conducted while using school-issued devices or accessing the school network.

The district will not be responsible for financial obligations arising through the unauthorized use of the district's data network or Internet connection. Users or parents of users will indemnify and hold the district harmless from any losses sustained as the result of misuse of the district's data network and Internet connection by that user.

Parents/guardians may request that their child's connection to the Internet be restricted. Some educational content, resources, and assessments are only available via the district's data network and Internet connection. Students who are restricted will still use those educational resources deemed essential by the district. Parents or guardians who wish to further restrict access to District-required online resources should contact the building principal.

The district employs measures, including an Internet content filter, firewalls, and network monitoring, to restrict access to files or visual depictions deemed as obscene, pornographic, or harmful to minors. As well as content deemed as offensive, violent, threatening, or otherwise unauthorized. However, individual users are responsible for appropriate behavior. Students who deliberately attempt to bypass these restrictions, whether successful or not, will be subject to discipline and, possibly, legal consequences. For safety and security reasons, faculty and staff may directly observe, access, and question all content on student computers at any time.

Use of personal (non-school) email accounts on School computers is prohibited. Students must see a member of school administration if access to an outside account is needed for school purposes.

Failure to follow the rules or guidelines outlined in this document will result in the following consequences:

- First Violation: Student will be restricted from using District technology for 20 school days from the date of violation.
- Second Violation: Student will be restricted from using District technology for three months from the date of violation.
- Third Violation: Student will be restricted from using District technology for 1 calendar year from the date of violation.

The building principal may adjust these actions depending on the severity of the violation and academic requirements. However, violations will result in the loss of out-of-school use of school technology.

Additionally, violations with legal ramifications may result in confiscation/investigation of computers by legal authorities. In such cases, consequences and status of technology

privileges may fall outside the scope of this document.