



**EAST CENTRAL SCHOOLS**

**2008-2009**

**Student Handbook**

**(GRADES PRESCHOOL-8)**

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Dear Students:

Welcome to the new school year! The purpose of this handbook is to familiarize you with the routine of the school. Some items in here are general information you will need to know. Other things are rules that everyone needs to follow, for the good of all. Please be sure to read and keep this booklet.

Once again, welcome to the new school year. Everything that is done here is in some way for your benefit. Participate as much as you can, put as much effort in everything as you can and you will be a winner! We are all dedicated to making this your best school year yet.

Sincerely,  
Mr. Gray  
Elementary / Middle School Principal

### **MISSION STATEMENT**

The mission of the East Central School, a safe rural district in partnership with community and family, is to foster lifelong learning, encourage uniqueness, and promote mutual respect by building academic and social skills that will enable all students to meet the challenges of a changing society.

### **ELEMENTARY FACULTY**

|                             |                    |
|-----------------------------|--------------------|
| Ms. Junk/Mrs. Miller        | Pre-School         |
| Mrs. Schroeder/Ms. Clausen  | Kindergarten       |
| Mrs. Bowman                 | First Grade        |
| Mrs. Dickinson/Mrs. Johnson | Second Grade       |
| Mrs. Sievers                | Third Grade        |
| Mrs. Hoffmann/Mrs. Pataska  | Fourth Grade       |
| Mrs. Frye/Mrs. McKone       | Fifth Grade        |
| Ms. Laura Horst             | Fifth Grade Band   |
| Mrs. Briegel                | Elem. Music & TAG  |
| Ms. Bailey/Mr. Jenkins      | Physical Education |
| Mrs. Greve                  | TITLE I            |
| Mrs. Koenig                 | SCI                |
| Mrs. Schoenherr             | SCI                |
| Ms. Houzenga                | Art                |

### **MIDDLE SCHOOL FACULTY**

|                   |                                 |
|-------------------|---------------------------------|
| Mr. Garien        | Science/Current Events          |
| Mrs. Grager       | Social Studies/Career Ed.       |
| Mrs. Gruhn        | 7/8 English/Computer Ed.        |
| Mrs. Petersen     | German                          |
| Mr. Bentley       | Art                             |
| Ms. Lyashenko     | Math                            |
| Mrs. Miller       | Reading/6 <sup>th</sup> English |
| Mrs. Marburger    | Family Consumer Science         |
| Mr. Jenkins       | Physical Education/SFA          |
| Mr. Creger        | Instrumental Music              |
| Ms. Laura Horst   | Vocal Music/Color Guard         |
| Ms. Speziale      | Special Education               |
| Mrs. Friedrichsen | Guidance Counselor              |
| Mrs. Briegel      | TAG                             |
| Mrs. Schmidt      | Vocational Agriculture          |
| Mr. Ott           | AEA Psychologist                |
| Ms. Mommsen       | AEA Consultant                  |
| Mr. McDonough     | Curriculum Director             |

### **SUPPORT STAFF**

|                    |                          |
|--------------------|--------------------------|
| Mrs. Cindy Johnson | Elem./Middle School Sec. |
| Mrs. Koch          | Technology Coordinator   |
| Mrs. Daniels       | M.S. Associate           |
| Mrs. McCloy        | M.S. Associate           |
| Mrs. Paula Mangler | M.S. /Elem. Associate    |
| Mrs. Milder        | Elem. Associate          |

|                         |                         |
|-------------------------|-------------------------|
| Mrs. Creger             | Elem. Associate         |
| Mrs. Paula Johnson      | Elem. Associate         |
| Mrs. Christof           | Elem. Associate         |
| Ms. Jargo               | Elem. Associate         |
| Mrs. Sandholdt          | Elem. Associate         |
| Mrs. Lori Volquardsen   | Computer Lab Assoc.     |
| Ms. Althoff             | Nurse                   |
| Mr. Ackerman            | Custodian-Sabula        |
| Mr. Johnson             | Custodian-Miles         |
| Mrs. Highstrom          | Cook-Sabula Center      |
| Mrs. Carol Johnson      | Cook-Sabula Center      |
| Mrs. Sherry Horst       | Cook-Sabula Center      |
| Mrs. Mussmann           | Head Cook-Miles Center  |
| Mrs. Teresa Volquardsen | Cook-Miles Center       |
| Mrs. Manning            | Cook-Miles Center       |
| Mr. Bielenberg          | Transportation Director |
| Mr. Randy House         | Bus Driver              |
| Mrs. Lynne Mangler      | Bus Driver              |
| Mr. & Mrs. Warner       | Bus Drivers             |
| Mr. Bob House           | Bus Driver              |

### **Board Philosophy (BOARD POLICY 100)**

#### **Nature of Learning**

The Board shall assure that students shall be treated as individuals with unique capabilities, interests, aptitudes, and personalities. The school program shall be instructed to serve the best interests of each student, attempting to provide the knowledge, experience, skills, and attitudes necessary for each individual to assume a position in the competitive adult society. This education shall include social, emotional, physical, and mental developmental experiences.

#### **Purpose**

The Board believes that the East Central Community Schools are established, maintained and operated as an educational service organization, intended to supplement other basic social institutions in providing growth, development, and general welfare of the residents of this school district.

#### **Scope**

In providing the education program of the East Central Community School District, the Board shall strive to provide a variety of educational opportunities for all East Central students. Upon satisfactory completion of the prescribed course of study, the student shall be awarded the high school diploma or a certificate of program.

#### **Nature of Learner**

The student shall be considered an active participant in the learning process, not simply a passive absorber of knowledge. Students shall learn where to look for and how to acquire information.

#### **Learning Atmosphere**

The Board believes that an atmosphere conducive to learning includes instructional methods and techniques that should be carefully evaluated in an attempt to provide the best learning situation possible. Teachers should be considered as coordinators of learning experiences and will be expected to utilize available resources to best advantage.

Policy #500.0 - **Parental Involvement** - Parental involvement is an important component in a student's success in school. The Board encourages parents to become involved in their child's education to ensure the child's academic success. The Board will (1) involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement;(2) provide the coordination, technical assistant and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to

improve student academic achievement and school performance; (3) build the schools' and parents' capacity for strong parental involvement; (4) coordinate and integrate parental involvement strategies under Title I with other programs such as Head Start, Reading First, etc.; (5) conduct with the involvement of parents, and annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to great participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient parents, minorities, parents with disabilities and parents with low literacy) and use the funding of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and (6) involve parents in Title I activities. The Board will review this policy annually. The Superintendent is responsible for notifying parents of this policy annually or within a reasonable time after it has been amended during the school year. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

#### **EDUCATIONAL EQUITY POLICY (BOARD POLICY 201.4, 401.4, 505.5, AND 603.6)**

It is the policy of East Central Community School District to provide equal educational and employment opportunities and to not illegally discriminate on the basis of gender, race, national origin, religion, age, marital status or disability in its educational programs, activities, or its employment and personnel policies. Affirmative steps will be taken to integrate students in attendance centers, programs and classes on the basis of race, national origin, gender and disability.

This District shall provide program activities, a curriculum and instructional resources that will reflect the racial and cultural diversity present in the United States and the variety of careers, roles and life styles open to both men and women in our society. One of the objectives of the district's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, age, marital status and disability. These curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this District to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under represented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, marital status or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy. Inquiries or grievances related to this policy may be directed to Curriculum Director, East Central Schools, Miles, Iowa 52064, (563-682-7131), the Director of the Iowa Civil Rights /Commission in Des Moines, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Regional VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319.

#### **Section 504 Notice of Nondiscrimination**

Students, parents, employees and others doing business with or performing services for the East Central School District are hereby notified that is school district does not discriminate on the basis of race, color, national origin, sex, marital status or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), S 504 or Iowa Code S 280.3 is directed to contact the Curriculum Director, PO Box 367, Miles, IA 52064 PHONE (563) 682-7131 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, S 504 and Iowa Code 280.3.

#### **Student Assistance Program Philosophy Statement**

The East Central School District recognizes that the use of alcohol and other drugs and the problems associated with it are becoming increasingly commonplace in our society and among youth. One's own chemical use or that of a loved one can have serious and lifelong consequences.

The East Central School District also recognizes that the abuse of alcohol and/or other drugs often precedes the development of problems. At some point, an individual's use of alcohol or other drugs may be deemed destructive to him/herself or to others, causing problems in daily living. Where the capacity to make responsible decisions regarding alcohol and other drug use has been reduced or compromised, prompt and appropriate attention can help the vast majority of individuals involved.

East Central School District also recognizes that students can experience a number of personal, behavioral, and/or medical problems that can have an adverse affect on their behavior, conduct, or academic performance in school. The school becomes concerned when any of these problems, which may occur in a student or in a family member, repeatedly and definitely interferes with a student's school performance, or jeopardizes the health, safety, welfare, educational opportunity, or rights of other students or personnel.

Therefore, East Central School District establishes a Student Assistance Program to cooperate with all segments of the community in making the means of assistance available to those individuals with problems arising from behavioral and/or medical problems including alcohol and other drug abuse. The Program will function within the guidelines of the policy adopted by the East Central School Board.

#### **Special Population Statement**

Students who are members of Special Populations are encouraged to enroll in the vocational educational classes provided by the district. If you are in need of special services to help you benefit from these classes, please contact your principal.

#### **Provision of Special Education**

Parents who suspect their child has a disability requiring accommodation or special education are urged to contact their child's school or the Mississippi Bend Area Education Agency (800-947-2329) for additional information and a copy of the booklet entitled Parental Rights in Special Education.

The Mississippi Bend Area Education Agency provides for a process to aid parties in resolving differences. This service is called: Resolution Facilitator process. This involves using a Resolution Facilitator (impartial person) who is trained in mediation. The process may be requested to address issues between educators (district or AEA) and parents of general education, Section 504, or special education students. It can also be used between other parties involved with the district.

Policy #500.0/605.6 - **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 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 regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of 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 a disclosure to school officials with legitimate educational interest. A school official is a person employed by the district 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 parent or student service on an official committee, such as a disciplinary or grievance committee or student assistance team, or 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.

(4) 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 parental consent. Any student over the age of eighteen or parent not wanting information released to the public must make an objection in writing by October 1st to the principal. The objection needs to be renewed annually. NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, GRADE LEVEL, ENROLLMENT STATUS, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBER 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.

(5) The right to file a complaint with the O.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

#### **TIME OF ARRIVAL AT SCHOOL**

Students living in town should not plan to arrive at school earlier than 8:20 a.m., unless they are going to eat breakfast. Normally the buses will arrive about 8:00. Students riding the buses will be admitted when their buses arrive. Meal accounts, admit slips, etc. should be taken care of BEFORE 8:20 a.m. M.S. students should report to their homeroom upon arrival at school.

#### **A & B DAY MIDDLE SCHOOL BLOCK SCHEDULE**

|                                  |             |
|----------------------------------|-------------|
| 1 <sup>st</sup> /5 <sup>th</sup> | 8:25-9:47   |
| 2 <sup>nd</sup> /6 <sup>th</sup> | 9:50-11:10  |
| Lunch                            | 11:10-11:35 |
| Lunch                            | 11:35-12:05 |
| SSR                              | 12:05-12:22 |
| 3 <sup>rd</sup> /7 <sup>th</sup> | 12:25-1:45  |
| 4 <sup>th</sup> /8 <sup>th</sup> | 1:50-3:10   |

#### **ATTENDANCE**

Policy #501.2 - **COMPULSORY ATTENDANCE** - Parents within the District who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the Board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age shall not have more than three (3) unexcused absences per semester or they may be referred to the county attorney. Exceptions to this policy include children who:

(a) have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;

- (b) are attending religious services or receiving religious instruction;
- (c) are attending an approved or probationally approved private college preparatory school;
- (d) are attending an accredited nonpublic school;
- (e) are receiving competent private instruction; or
- (f) are granted excused absence.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The truancy officer/principal shall investigate the cause for a student's truancy. If the truancy officer/principal is unable to secure the truant student's attendance, the truancy officer/principal should discuss the next step with the superintendent. If the student is still truant, the truancy officer/principal may refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent/principal shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

**POLICY #501.4 - STUDENT ABSENCES-EXCUSED-** Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

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

Students whose absences are approved shall make up the work missed and receive full credit for the missed schoolwork. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school one-half day the day of the activity unless permission has been given by the principal for the student to be absent.

It shall be the responsibility of the parent to notify the student's attendance center by 8:30 a.m. if the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **ABSENCES**

All students who were absent from school for any reason shall submit in writing the specific reasons for

their absence, the specific days and time they were absent, verification by the doctor or dentist, if appropriate, and the signature of the parent or guardian. Parents are encouraged to phone the school regarding a student's absence on the day of the absence.

**POLICY #501.5 - STUDENT ABSENCES-UN EXCUSED-TRUANCY-Regular** attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. A parental note does not guarantee that an absence will be excused. The principal ultimately decides whether an absence is excused or unexcused.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse (unexcused absence). These absences shall include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. A student receiving an unexcused absence will not have an opportunity to make up their work. Students receiving special education services may be assigned to supervised study hall or in-school suspension if the goals and objectives of the student's Individualized Education Program are capable of being met. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

**TRUANCY** Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in programs of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires

cooperation and communication among students, parents and school.

Students shall not have more than three (3) unexcused absences per semester. Absences that may be excused by the principal are for illness, (absences for five or more consecutive days due to illness require a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above may be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 8:30 a.m. on the day of the absence. If a student accumulates more than three (3) unexcused absences in a class per semester, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal shall provide the student an opportunity for an informal hearing.

Schoolwork missed because of an excused absence must be made up according to the following schedule. The time allowed for make-up work may be extended at the discretion of the principal. A student receiving an unexcused absence will not have an opportunity to make up their work.

EXAMPLE: ONE DAY MISSED - you miss school on Monday, you get your assignments on Tuesday, your assignments are due on Wednesday.

EXAMPLE: TWO DAYS MISSED CONSECUTIVELY - you miss Monday and Tuesday, you get your assignments on Wednesday. Monday's assignment is due Thursday and Tuesday's assignment is due on Friday.

Students shall remain in class until the principal makes a decision regarding loss or restoration of credit. Full credit shall be awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, that fact shall be recorded in the student's record as an "AW" (administrative withdrawal).

A student who loses credit due to excessive absences shall be assigned to supervised study hall or be on in-school suspension for the period(s) in which the course(s) meet or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, shall not be allowed to participate in any school activities until the following semester. However, the student is eligible to practice if all other eligibility criteria have been met.

The administration and guidance staff shall make reasonable efforts to advise and counsel and may impose discipline upon any student after each unexcused absence. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of

nonacademic privileges such as extracurricular activities, open campus, late arrival or early dismissal.

#### TARDIES

A. Tardies may be excused upon the same reasonable grounds as those considered for absences.

B. Students tardy to school will not be admitted to school without the written permission of the principal or their designee.

C. Students tardy to class will not be admitted to class without written permission to enter class from the office or from the school employee responsible for the tardiness.

D. Three accumulated tardies result in an assigned 30-minute detention. Three accumulated tardies will equal one unexcused absence per block. Please refer to the attendance policy under "unexcused absence".

**POLICY #502.1 - STUDENT CONDUCT-** The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or present a threat to the health and safety of students, personnel, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if misconduct will directly affect the good order, efficient, management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; 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.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension shall be sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student which may include

expulsion. Assault for purposes of this section of this policy is defined as:

\*an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or

\*any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or

\*intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonable foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day or on Saturday. Whether a student will serve detention and the length of the detention shall be within the discretion of the licensed employee or the building principal.

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities, or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to be reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which included, but is not limited to, classes and activities, for a period of time set by the board.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

It shall be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding this policy.

#### **POLICY #502.2 - STUDENT SUSPENSION- Administrative Action**

##### **A. Probation**

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

2. The Principal shall conduct an information investigation of the allegations against the student prior to imposition of probationary status. Such investigation shall include, but not be limited to, written or oral notice to the student of the allegations against him/her and an opportunity to respond. Probationary status will not be imposed for a longer period than ten (10) school days. Written notice of the probation and the reasons therefore shall be sent to the parents.

Should the student breach the condition imposed for probation; the penalty temporarily suspended shall take effect. An investigation similar to that of the informal investigation above shall be made to determine whether the condition imposed has been breached.

##### **B. In-School Suspension**

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. The principal may impose in-school suspensions for infractions of school rules which are serious but which do not warrant the necessity of removal from school.

2. The Principal shall conduct an informal investigation of the allegations against the student prior to imposition of an in-school suspension. Such an investigation shall include, but not be limited to, written or oral notice to the student of the allegations against him/her and an opportunity to respond. In-school suspension shall not be imposed for a longer period than ten (10) school days.

Written notice of the in-school suspension and the reasons therefore shall be sent to the student's parents.

### C. Out-of-School Suspension

1. Suspension is the removal of a student from the school environment for period of short duration. Suspension is to be employed when other available school resources are unable to constructively remedy student misconduct.

2. A student may be suspended for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The Principal may suspend such students after conducting an investigation of the charges against the student, giving the student:

- (a) Oral or written notice of the allegations against the student,
- (b) The basis in fact for the charges, and
- (c) The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student, or hear witnesses in behalf of the students.

3. Notice of the suspension shall be mailed no later than the end of the school day following the suspension, to the student's parents, the superintendent and the board president. A reasonable effort shall be made to notify the student's parents by telephone or personal contact, and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances involving the student that led to the suspension and a copy of the board policy and rules pertaining to suspension.

### D. Suspensions and Special Education Students

1. Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The IEP shall be evaluated to determine whether it needs to be changed or modified in response to the behavior responsible for the suspension. If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

2. Students who have not been identified as special education students may be referred for evaluation after the student's second out of school suspension to determine whether the student is disabled and in need of special education.

**POLICY #502.3 - STUDENT EXPULSION** - Students shall conduct themselves in accordance with board policy "Student Conduct". Students who fail to abide by that policy may be expelled from school. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to readmit the student. It shall be within the discretion of the Board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The Principal shall keep records of expulsions in addition to the Board's records. Students may be expelled for violations of board policy, school rules or the law.

When the Board recommends a student for expulsion, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion;
  2. The names of the witnesses and an oral or written report on the facts to which each witness will testify unless the witnesses are students whose names may be released at the discretion of the superintendent;
  3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
  4. The right to be represented by counsel;
  5. The results and finding of the board in writing open to the student's inspection.
- In addition to these procedures, a special education student will be provided with the following procedures:
1. Determine whether the student is actually guilty of the misconduct.
  2. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.
  3. If the disabled student's conduct is not caused by the disability, the student may be expelled or suspended for a long term period following written notice to the parent and pursuant to the district's expulsions hearing procedures.
  4. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
  5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

### DISCIPLINE PROCEDURES

A. For infractions of school rules the following types of punishment may be used to deter further misbehavior:

verbal reprimand, after school detention, suspension of privileges, assignment of additional school work, revocation of privileges, short-term suspension, and long term suspension (expulsion).

B. The following actions may result in immediate suspension and possible expulsion from school and/or enforcement of the Good Conduct Policy.

1. Insubordination-contemptuous failure to follow the rules.
2. Any threat or injury to a staff member or his/her property, an insulting reference to a staff member, or talking back.
3. Fighting, smoking, drinking, or being under the influence of or in possession of intoxicating or controlled substances (as defined by the Iowa Code) on school property or at school events or activities.
4. Participating in any type of activity that would be disruptive of the normal school day, educational process, or after school activity. This will include articles of clothing or manner of dress that are not school appropriate. Staff members may refer matters of questionable dress to the building administrator or designee.
5. Exhibiting bad manners at any school event, home or away.
6. Willful destruction or defacing of school property. Arrangements must be made to repair or replace any article damaged before the student will be readmitted to school.
7. Failure to show up for a teacher or school assigned detention.
8. Possessing objects that have the potential of doing harm to self or others.
9. Cheating on a test.
10. Use of inflammatory, obscene, or threatening language.
11. Stealing, personal or school property.

Policy #502.4 - **SMOKING - DRINKING - DRUGS** - The board prohibits the distribution, dispensing, manufacture, possession, use, or begin under the influence of beer, wine or alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer or alcohol or controlled substances by students on school district premises or on property within the jurisdiction of the school district or at any activities sponsored by the school district, on or off school district property.

"School district location" means in a school building or on school premises; on a school-owned vehicle or in another school-approved vehicle used to transport students to and from school or school activities; off school property at a school-sponsored or school-approved activity, event or function, such as field trip or athletic event, where students are under the jurisdiction of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment of

present a threat to the health and safety of the students, employees, or visitors on the school district premises.

Violation of this policy by students will result in disciplinary action including possible suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer or alcohol, for those under legal age, and/or of a controlled substance may be reported to the local law enforcement authorities. Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including possible suspension or expulsion.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Policy #502.8 - **STUDENT APPEARANCE** - The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors on school property or on property within the jurisdiction of the school district.

Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Headwear is not allowed to be worn inside the building or on campus. All headwear should remain in a locker.

Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirements. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Disciplinary action could also include detention and/or suspension.

Policy #502.9 - **WEAPONS** - The board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes

will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects or look-a-likes on school property are notified of the incident.

Possession or confiscation of weapons or dangerous objects will be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

**Policy #502.11 - SEARCH AND SEIZURE** - School district property is held in public trust by the board. School district authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas, or student vehicles based on a reasonable suspicion that a board policy, school rule or law has been broken. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. Periodically, in conjunction with law enforcement officials, the school district will conduct canine maintenance searches. Student lockers, desks, the parking lot, and other storage areas owned by the school district and used by students can and will be inspected. Trained law enforcement officials will conduct these inspections. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare

of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district. It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

**Policy #702.5 - STUDENT CONDUCT ON SCHOOL**

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

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

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

The building principal shall have the authority to suspend transportation privileges of the student or other appropriate discipline. It shall be the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

**Policy #502.10 - STUDENT BULLYING AND**

**HARASSMENT** Harassment and bullying of students and employees are against federal, state, and local policy, and are not tolerated by the board. The school 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 school 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 when they occur. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district. The school district prohibits harassment, bullying, hazing, or any other victimization based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry,

political party reference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age, or disability is also prohibited.

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

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

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

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means.

"Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

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

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

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal, Level I

investigator, or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site

and a copy shall be made to any person at the central administrative office at (439 Wilson Street, Miles, IA).

### **ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Individuals who feel that they have been harassed should:

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

### **COMPLAINT PROCEDURE**

An individual who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is any

district administrator. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

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

### **INVESTIGATION PROCEDURE**

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

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

### **RESOLUTION OF THE COMPLAINT**

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

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

### **POINTS TO REMEMBER IN THE INVESTIGATION**

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

### **CONFLICTS**

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

Forms are found at the end of this handbook and are available in school offices.

### **Policy #502.12 - ELECTRONIC SIGNALING AND CELLULAR TELECOMMUNICATION DEVICES**

- The personal use or possession of electronic signaling and cellular telecommunication devices by students shall be prohibited on the school premises during school hours. All electronic and cellular signaling devices found in any of the school buildings or being used on school property during school hours shall be confiscated by the building principal or his/her designee. The presence of such a device may be cause for further search for possession of drugs and appropriate discipline as established by the school board. Students in violation of this policy may be subject to disciplinary action including, but not limited to, detention and/or suspension.

**Punishment for possession or use of a cell phone will be as follows:**

**1<sup>st</sup> Offense - Warning; phone returned to the student at the end of the day; parent notified.**

**2<sup>nd</sup> Offense - 60 minute detention-must be served before resuming participation in school activities; phone returned to parent/guardian.**

**3<sup>rd</sup> Offense - 1 day suspension (in- or out-of-school to be determined by the administrator); phone returned to parent; meeting required with parent/guardian, student, and administrator, phone no longer allowed at school OR must be turned in to office daily.**

**Additional offenses - possible discipline to include, but not limited to, suspension, loss of participation in activities, and/or expulsion.**

## **GOOD CONDUCT POLICY**

Policy #502.5 - **GOOD CONDUCT RULE** - The Board of Directors of the East Central Community School District offers a variety of voluntary activities to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school/district throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The Principal/Athletic Director shall keep records of the Good Conduct Policy Rule.

The following activities are covered (but not limited to) by the board's policy and these rules: Chorus/Swing Choir, Band/Color Guard, Cross Country, Volleyball, Football, Cheerleading, Girl's and Boy's Basketball, Boy's and Girl's Track, Baseball, Softball, Manager, Quiz Bowl, Mock Trial.

If a student is required to perform as part of a grade (e.g., band or chorus), and that student violates the Good Conduct Policy, the student may either be allowed to participate or be withheld from participation but without any impact on the student's grade for the course.

To retain eligibility for participation in East Central extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

possession, use, or purchase of tobacco products, regardless of the student's age (includes sale or manufacture);  
possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath) (includes sale or manufacture);  
possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs (includes sale or manufacture);  
engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);  
inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge in our school (district) of the fact that the student's violation is the previous district. A Good Conduct Rule is premised on the basis that when "everyone knows" a student did something wrong, the student should be removed from the limelight.

## **PENALTIES**

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

### **First Offense Within the Student's High School Career:**

4-week suspension from all extracurricular activities from the date of the verification of the violation by the administration. This penalty may be reduced (by 2 weeks) if the student admits the violation to the Principal/Athletic Director within 24 hours of the violation and the student selects the option of a substance use assessment/counseling at either New Directions (Clinton) or through the Area Substance Council (Maquoketa). The assessment will be at the student's or parent's/guardian's expense. Both agencies have a sliding fee scale.

### **Second Offense Within the Student's High School Career:**

8-week suspension from all extracurricular activities from the date of the verification of calendar year

mandates that the student undergo a substance use assessment/counseling at either New Directions (Clinton) or through the Area Substance Council (Maquoketa). The assessment will be at the student's or parent's/guardian's expense. This penalty may be reduced (by 2 weeks) if the student:

1. Voluntarily admits to the GCR violation to the Principal/Athletic Director within 24 hours of the violation and agrees to perform 40 hours of community service. It is the student's responsibility to submit a written plan to the Principal for her/his approval of the community service hours. The responsibility to produce written verification of the community service hours also rests with the student. If the student follows these two guidelines, the 8-week penalty may be reduced by 2 weeks. Community service hours would need to be completed/verified during the first six weeks of the ineligible period.

A student that undergoes a first violation of the GCR, goes a full calendar year without another violation may be granted the following option if they incur a 2nd GCR violation. Note, that the student must go one full calendar year without a violation. Also, on the second violation, substance use assessment/counseling is mandatory. See above list.

1. Voluntarily admits to the 2nd GCR violation to the Principal/Athletic Director within 24 hours of the violation and agrees to perform 20 hours of community service. It is the student's responsibility to submit a written plan to the Principal for her/his approval of the community service hours. The responsibility to produce written verification of the community service hours also rests with the student. If the student follows these guidelines, the student would revert to penalty #1; the 4-week penalty may be reduced by 2 weeks. Community service hours would need to be completed during the first 2 weeks of the ineligible period.

#### **Third Offense Within the Student's High School Career:**

12 calendar month suspension from all extracurricular activities from the date of the verification of the violation by the administration. This penalty could be reduced (by 3 months) if the student voluntarily admits to the Principal/Athletic Director within 24 hours of the violation and agrees to enroll in an approved formal counseling program for assessment.

#### **Fourth Offense Within the Student's High School Career:**

12 calendar month suspension from all extracurricular activities.  
Follow-up assessment/counseling recommended.

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or if not competed during the current activity,

is begun or carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is 12 calendar months or more, the student shall not serve an ineligible period for the violation. An ineligible student shall attend all practices or rehearsals but may neither "suit up" nor perform/participate. If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.

#### **ACADEMIC CONSEQUENCES**

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

#### **LETTERS AND AWARDS**

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

#### **APPEALS**

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule, the student was given inadequate due process in the investigation and determination, or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

#### **Policy #605.10- ACADEMIC ELIGIBILITY-**

It is an honor and a privilege to participate in extracurricular activities at East Central. A student must accept full responsibility for maintaining minimum standards in his/her academic classes to maintain eligibility in these activities. These academic guidelines emphasize the importance of schoolwork as the first priority of the students and apply to all extracurricular activities for students in grades 7-12.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the (staffing team) towards the goals and objectives on the student's IEP or accommodation plan.

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

- b. All junior high contestants must be under 16 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one periods or “hour” or the equivalent thereof, at all times.

(1) 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. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub rule, “grading period” shall mean the period of time at the end of which a student in grades 7 through 12 receives a final grade and course credit is awarded for passing grades.

(2) Subject to the provision below regarding contestants in interscholastic baseball or softball, 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 and competitions in which the contestant is a bona fide contestant for 20 consecutive school days. For purposes of this sub rule, a “bona fide contestant” means a student who presently is or previously has competed in the interscholastic athletic activity to which the student’s period of ineligibility herein applies. This definition shall not apply to a student in the ninth grade.

(3) At the end of a grading period, that is the final grading period in a school year, a bona fide contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the four consecutive weeks following the end of the final grading period.

d. A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized education program.

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board, which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

g. A junior high student is academically eligible upon entering the seventh grade. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

h. No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest.

i. A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Music/Speech Participants: If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn’t effect course GPA) within a period of 30 consecutive school days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

#### ELIGIBILITY RULES FOR JUNIOR HIGH (Grades 7 & 8): IHSAA

1. When a student enters 7th grade for the first time, they are automatically eligible academically. A student may have eligibility in grades 7 and 8 during only their first four semesters of attendance and before their sixteenth (16th) birthday. EXCEPTION: A junior high school student may be permitted more than four semesters of eligibility (unless they have already turned 16) if the junior high principal makes a request to the *Board of Control* explaining the circumstances why the student is repeating 7th and/or 8th grade. The Board of Control will rule on all requests individually.
2. No 7th- or 8th-grade student shall be permitted to compete in an interscholastic athletic contest involving any student below 7th grade or above 8th grade. Whether or not junior high school athletes are allowed to practice with high school athletes is left to the discretion of the local school district. However, schools are cautioned that there are serious liability issues if a junior high youngster is injured while practicing with, or against, high school athletes.
3. Students below the 7th grade shall not participate in interscholastic practices with, or against, students in the 7th grade, or above. (For the summer baseball rule, see #7 & #8 below and #14 & #15 under the heading, “Junior High Rules Pertaining to All Sports.”)

The status of eligibility at the 7th- and 8th-grade level with regard to citizenship will be handled in the same manner as is prescribed in the IHSAA Constitution for grades 9 through 12 [280.36.14(2)].

4. The principal shall determine when a student is eligible academically and also rule on all transfer cases at the junior high level.
5. Any student who desires to participate in interscholastic athletics MUST HAVE A MEDICAL EXAMINATION before their participation. The certificate of medical examination is valid for one calendar year. A grace period not to exceed 30 days allowed for an expired pre-participation physical examination.
6. Eighth graders are eligible to practice high school baseball on the first legal day of practice and may compete in high school baseball on the first legal high school playing date, even if school is still in session.
7. A student who participates in the name of a member school during the summer following eighth grade is INELIGIBLE to participate in VARSITY ATHLETICS

in the name of another member school in the first semester of ninth grade unless a change of residence has occurred.

**MUSIC ACTIVITIES**

The East Central Music Department offers numerous opportunities for students to participate in co-curricular activities. A co-curricular activity is "an academic credit course where outside participation is required." Chorus and Band students have the opportunity to earn 1/2 of a credit per semester for participation in either musical group. Eligibility for participation in various public performances will be determined using the following criteria:

Curricular: The performance is directly tied to the Vocal/Band curriculum.

Extracurricular/Interscholastic: The performance involves more than one school or is an "extracurricular" activity that is "above and beyond" the scope of the normal music curriculum.

*CHORUS*

CURRICULAR

EXTRACURRICULAR/  
INTERSCHOLASTIC

Winter Concert  
Spring Concert  
Veteran's Day Program

Conference Vocal Festival

*BAND*

CURRICULAR

EXTRACURRICULAR/  
INTERSCHOLASTIC

Stadium Concert  
Veteran's Day Program  
Winter Concert  
Spring Concert

Football Halftime Shows  
Honor Bands  
Conference Band Festival

Thresher Day Parade  
Memorial Day Program

**Extracurricular Activity Participation/Procedures**

A. Attendance

A student must be in attendance for half a day on the day of any extracurricular activity/practice. A student who has previously requested approval from the administrator is not affected by this requirement. Only under extraordinary circumstances will permission, from the administration, be given to participate in any after school activity if the attendance policy is violated.

B. Suspension from School

1. A student may not rejoin the squad until the school suspension has been served and lifted by the administration.

C. Extracurricular Procedures

1. Physical Examination

- a. All students who desire participation in athletics at East Central must have a current physical before they may practice or play. A physical is valid for one year.

- b. Forms for physical examinations may be picked up at either office or from the athletic director.

2. Injury

- a. If an athlete becomes injured, they should tell the coach immediately.
- b. If doctor's care or hospitalization is needed, the coach, athletic director, or principal should be notified for insurance purposes.
- c. Injury report forms will be completed and parent/guardian notified as soon as possible.

3. Athletic Equipment and Uniforms. In certain sports, practice, and games, equipment will be issued to athletes.

- a. All equipment and uniforms should be turned in immediately upon completion of the season.
- b. At no time should uniforms or equipment be worn to school or outside of school, unless it is to an athletic event or practice.
- c. Any equipment and/or uniform that is lost by the athlete due to negligence will be paid for by the student at a price determined by the coach and athletic director.
- d. Treat equipment and uniforms with care - DO NOT ABUSE.

4. General Rules

- a. All athletes should dress neatly at all times - especially on game nights - remember, you are considered as good will ambassadors of East Central.
- b. All athletes will be expected to attend all practices, regardless of when they are held unless a reasonable cause has been established with the coach prior to practice.
- c. Students involved in extracurricular activities must ride to and from the site of the activity in the vehicle that the school provides (bus, car, Suburban). The only exception to this rule may be allowing a student to return home from the activity with that student's parent/legal guardian or another parent. The student must present a written note to the coach/sponsor requesting this exception; the coach/sponsor may request to talk with the parent to verify the exception. If a student violates this rule they will be suspended from the next contest/event. A second violation may be treated as a Good Conduct Policy violation.

**LOCKERS AND DESKS**

Students will be assigned lockers and desks by teachers and the principal. Students must use the lockers and

desk assigned to them unless approval to change is given by the principal.

Students are to use desks and lockers only for the storage of schoolbooks, school materials and possessions ordinarily used in day-to-day school activities and outerwear clothing.

The lockers and desks remain at all times the property of the school district and are subject to periodic inspections for cleanliness, missing school property, evidence of vandalism, and items of contraband.

Upon request, locks for lockers will be issued provided the lock is returned at the completion of the school year.

Do not bring large amounts of money or valuables to school.

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 items necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible. Student lockers may also be searched in compliance with board policy regulating search and seizure.

### **NATIONAL HONOR SOCIETY**

Students are selected to the Junior National Honor Society through a process adopted by the National Association of Secondary School Principals. In order to be considered, a student must have a cumulative grade point average of 3.25 or above. The student is then asked to fill out an activity form. Students' names are brought before a five-member faculty council. Selection is made based on scholarship, leadership, character, and service. Students are inducted by a majority vote of the faculty council.

### **SCHOOL SPONSORED DANCES**

Before any class or organization can hold a dance it must be approved by the principal and put on the activities calendar. The principal or his/her delegate will set the start and completion time for dances. Adult chaperones must be present at all dances as well as a deputy sheriff at dances open to the public. Smoking and drinking are prohibited. The sponsoring group or principal may establish a dress code. Junior high age and younger students are not permitted to attend high school dances. This includes Homecoming and Prom.

### **REGISTRATION REQUIREMENTS**

Parents/guardians of all East Central School District students should attend Student Registration, which is held in August before the school year begins.

### **BOOK RENTAL**

The book rental fee for students will be waived. This includes all workbooks and textbooks. It does not include charges for industrial arts, home economics supplies, laboratory breakage fees, replacement of lost items or unnecessarily damaged items, and textbooks, etc. Fees for other supplies, laboratory breakage fees, including athletic equipment, shall be paid in the office.

### **FIRST AID AND INJURIES**

If you suffer an injury at school please report it to the office as soon as possible. You may report to the nurse's office, the main office or one of the coaches for first aid. Transportation will be arranged for you to go to a doctor or to your home if necessary. If you have school insurance have the necessary forms for your claim completed as soon as possible. (See policy 504.3).

### **LUNCH PERIOD**

Only students who live in town may go home for lunch. A permission slip must be on file with the high school office. Exceptions to this rule must be cleared with the principal. This privilege may be denied if abused. All other students are to remain in the building.

### **HONOR ROLL**

A "B" average will be required to be eligible for the Honor Roll. Band, Chorus, and P.E. are not used to determine the Honor Roll. Honor rolls will be calculated quarterly, with 1st and 3rd quarter grades and 1st and 2nd semester grades used

### **PHYSICAL EDUCATION**

All students are required to take physical education. Students must present a written excuse from a doctor if they wish to be excused from this activity. This is a requirement of all public schools in the state of Iowa. All students will wear proper clothing, including gym shoes. Students are likewise required to shower following class and leave the shower rooms in neat condition. Students should check all money and

valuables with the physical education instructor. (See policy 602.14).

## **LIBRARY**

The following regulations must be followed to aide the librarian:

1. All books taken from the library must be checked out. This applies to both students and teachers.
2. All materials are to be turned in by the end of each semester. You will be charged for any books or magazines still out in your name at this time.
3. Any student misusing books, magazines, or newspapers will be denied the use of them.
4. Do not return books you have checked out to the shelves. Check them in with a librarian.
5. You are responsible for damage to every book that is checked out to you. Use care in handling the books. The student responsible will pay for damaged and lost books.
6. Most reference books are not to be taken from the library.
7. The latest editions of magazines are not to be taken from the study hall. The older editions may be used for class assignments. These may be checked out over night. Check with the librarian.

and from classes at Preston or Northeast. Only in special circumstances (e.g. to bring home a large project in shop), may students request permission from the building principal to drive to Preston or Northeast. Students observed violating these rules will have their privilege of driving to school suspended or revoked.

## **MISCELLANEOUS**

1. Pupils are not to remain in the building after 3:30 p.m. unless under the supervision of a teacher.
2. Students participating in practice or rehearsal activities are not to go to any area of the building without the supervision of a teacher.
3. Plan your work so that you will not have to return to your locker too often during the day.
4. Keep your locker door closed. Keep it neat and clean it out occasionally.
5. Do not keep money or other valuables in places where they can easily disappear. Give valuables to a teacher for P.E. classes or the like.
6. Be respectful of school property; treat it as you would your own.
7. People judge you, your school, your home, and your parents by your actions. The behavior you exhibit therefore must be the best. Take pride in your ability to

cooperate and in your willingness to make your school a better place to live and learn.

8. Take pride in completing your assigned work. Your work will be expected to be in on time. Late work may not be given full credit.
9. Take an active part in the activities of your school. An active interest on the part of the students is essential to any activity.
10. Feel free to ask your teachers for help, aid and advice.
11. If you have suggestions that you think will improve our school don't hesitate to come in and present your ideas. Student participation in such matters is welcomed and desired.
12. School assigned detentions will be served within two days of the date they were issued. Failure to serve a detention may result in a suspension.
13. Good schools make good communities. You are a part of this community. Make your contribution a positive one.
14. Walkman stereo's, Ipods, MP3 players, boom boxes, portable radios, etc. may not be brought into the school building.
15. We have a "hands-off" policy. No embraces, affectionate or otherwise, in the school.

Policy #201.7 - **ELECTIONS** – Regular school board elections shall be held annually on the second Tuesday in September. Special elections may be called by the Board of Directors with reference to those matters stipulated in Chapter 277.2 that are applicable to the School District. There shall be written notice of all regular or special elections, which notice shall be given by publication once every week for two consecutive weeks preceding the election. Arrangements for the elections, including publication, shall be the responsibility of the Secretary of the Board of Directors. The polling place for school election shall be Miles and Sabula City Halls. Precincts & polling places shall be approved by the Board of Directors upon the recommendation of the Board Secretary &, once approved, shall remain the same unless changed by Board action. Balloting at school elections will be by printed ballot. The ballots shall be printed in alphabetical order. The Secretary of the Board shall submit names of proposed Judges & Clerks for the several precincts for Board approval one month prior to all elections. Deputies to the Secretary may be named by the Board of Directors to serve during elections to assist the Secretary in carrying out the provisions of the Absent Voters' Law.

Policy #203.1 - **DEVELOPMENT OF POLICY** - The Board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy shall provide the general direction as to what the Board wishes to accomplish while allowing the Superintendent the professional prerogative to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, staff, and students in the school district community. The policy statements shall be the basis for the formulation of regulations by the administration. The Board shall determine the effectiveness of the policy statements by evaluating periodic reports from the administration in the area of the policy statement. Policy statement may be proposed by a member of the board, administration, school district personnel, students, or any other member of the district community. Proposed policy statements or ideas must be submitted to the Board through the office of the Superintendent in order to place on the agenda of a school board meeting. It shall be the responsibility of the Superintendent to bring these proposals to the attention of the Board.

**Policy #203.2 - ADOPTION OF POLICY** - The Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two board meetings. The proposed policy changes shall be distributed and public comment will be allowed at both meetings prior to final board action. This notice procedure shall be required except for emergency situations. If the Board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The Board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the Board. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the Board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

**Policy #204.1 - REGULAR MEETINGS** - Regular meetings of the Board of Directors shall be held on the Third Monday of each month. All meetings shall be held in the meeting place officially designated by the Board which shall be the Administration Office unless otherwise approved by the Board in regular session. Regular meetings shall commence at 7:00 P.M. unless otherwise approved by the Board in regular session.

**Policy #204.11 - HANDLING GRIEVANCES**

**(A) PERSONNEL GRIEVANCES** - Communications, grievances, and complaints from personnel shall first be brought to the attention of the Superintendent of Schools to the Board. Personnel desiring to address the Board on any matter shall direct their communications to the Superintendent of Schools and not to the individual members of the Board, except that copies of any communication to the Superintendent be sent to all members. Complaints against any employee which arise from within the membership of the Board, or which come to the attention of the Board, except through the Superintendent, shall be referred to the

Superintendent of Schools for decision. In case either the employee or the complainant is not satisfied with the decision of the Superintendent, appeal may be taken to the Board. No complaint shall be considered by the Board in any other manner.

**(B) CITIZENS GRIEVANCES** - Whenever a citizen is aggrieved at the action of an employee, such citizen may give information to the employee's immediate supervisor. In the event that the matter is not satisfactory resolved, the appeal process will follow this order:

(1) Other supervisory or administrative personnel in the line of responsibility.

(2) The Superintendent of Schools.

(3) The Board of Directors.

No appeal will be heard by the Board of Directors and no charges against the employees will be investigated or acted upon by the Board unless reduced to writing, signed by the party bringing the same, and presented to the Board through the Superintendent.

**Policy 405.6 - CORPORAL PUNISHMENT** - Corporal punishment is defined as the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

\*Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:

-- To quell a disturbance or prevent an act that threatens physical harm to any person.

-- To obtain possession of a weapon or other dangerous objects within a pupil's control.

-- For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.

-- For the protection of property as provided for in Iowa Code section 704.4 or 704.5.

-- To remove a disruptive pupil from class or any area of school premises, or from school sponsored activities off school premises.

-- To protect a student from the self-infliction of harm.

--To protect the safety of others.

\*Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents shall be given an explanation of the reasons for physical force.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

**Policy #501.8 - STUDENT DIRECTORY INFORMATION -**

The student directory information is designed to be used internally within the school district to assist certified personnel. Student directory information will be provided to the public without written parental consent unless the parents have notified the administration within the deadline set in the annual notice defining directory information that they do not want directory information or portions of it about their student to be released without their written consent.

Directory information shall be defined in the annual notice. It shall include, but not be limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and likeness and other similar information.

Prior to developing a student directory or to giving of 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 shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

**Policy #501.9 - OPEN ENROLLMENT -** The East Central Board of Education will follow and adhere to the current Iowa Department of Education guidelines regarding open enrollment.

**Policy #501.11-INSUFFICIENT CLASSROOM SPACE-**

Insufficient classroom space exists when conditions adversely affect the implementation of the educational philosophy and program of the District. The Board shall determine insufficient classroom space on a case-by-case basis. Criteria to be used by the Board in its determination may include, but not be limited to, available personnel, grade level, educational program, instructional method, physical space, equipment and materials available, finances available, facilities either being planned or currently under construction, sharing agreements in force, bargaining agreements in force, and District goals and objectives.

This policy shall be reviewed by the Board annually between the months of July and October.

**Policy #501.16 - HOMELESS CHILDREN AND YOUTH -**

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which

may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is At-Risk coordinator. A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

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

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

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

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

The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Waiver of Fees and Charges Fees and charges that may present a barrier to the enrollment or transfer of a homeless child or youth may be waived in the discretion of the superintendent.

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

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides or the child's school district of origin. A child's school district of origin is the school

district where the child was last enrolled. The deciding factor is the welfare of the child. As much as possible, the child will not be required to change attendance centers within the school district every time the child changes residence unless that changes results in the child no longer being classified as homeless.

**Transportation:** Policies or practices regarding transportation of students that might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent.

**Special Services:** All services that are available to resident students are made available to homeless children or youths enrolled in the school district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services, and food and nutrition programs. The contents of this policy will supersede any and all conflicting provisions in board policies dealing with the seven policy areas discussed above.

**Policy #502.6 - CITIZENSHIP** - Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students shall have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity students shall be instructed in the elements of good citizenship and the role quality citizens play in there country, state and school district community.

**Policy #502.13 - INCLEMENT WEATHER RELATED NO PRACTICE POLICY** - If the school day is shortened/cancelled (morning or afternoon) because travel is hazardous, there will be no activities at either school center. This would include any meetings, practices, open gyms, rehearsals, or contests. When school is not in session: holidays, weekends, and in services (and the weather is questionable) coaches will check with the administration before holding scheduled practices, scrimmages, open gyms, rehearsals, etc. Exceptions may be made under circumstances where conditions improve to the point where the administration feels that holding practices would be warranted. Game exceptions may be made in the case of state affiliated functions (districts, sectional & substate events).

**Policy #503.1 - STUDENT ACTIVITY PROGRAM** - Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime. Students will have an opportunity to participate in school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity or the student cannot participate for disciplinary

reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

Student activity events must be approved by the Superintendent, unless it involves unusual travel and expense, in which case the Board will take action. The events must not disrupt the education program or other school district operations.

A high school student who participates in school-sponsored athletics may participate in a non-school sponsored sport during the same season, as long as it does not interfere with the school-sponsored sport. The school-sponsored practice or contest receives first priority. A coach's rule may supersede the policy.

It shall be the responsibility of the Superintendent to develop administrative regulations for each school activity. These regulations shall include, but not limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, forms and procedures for a waiver of liability from the parent and student in certain activities, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

**Policy #503.2 - STUDENT GOVERNMENT** - A student government in any school may be organized within the framework of guidelines adopted by the building principal and his faculty representatives. The function of student government shall be to provide a channel of communication between students and the professional staff of the building or unit. Regulations and policies shall always remain the province of the Board and administration.

**Policy #503.3 - STUDENT ORGANIZATIONS** - No student organization shall exist which is not approved by the Board of Directors. The Superintendent shall determine qualifications and regulations for student groups and make recommendations to the Board for groups seeking approval. Applications for organizing shall be relayed to the Superintendent through the building principal. Failure to comply with regulations shall result in disbanding the organization by action of the Board.

**Policy #503.4 - SCHOOL PUBLICATIONS** - Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expressions made by students, including student expression in official school publications, is not an expression of official school policy. The school district,

the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students, unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisory shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications shall be guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expressions in a student-produced official school publication, shall follow the grievance procedure outlined in board policy 505.7. Students who believe their freedom of expression in a student-produced official school publication has been restricted shall follow the grievance procedure.

The superintendent shall be responsible for developing a student publications code. This code shall include, but not be limited to, reasonable rules including time, place, and manner restrictions. The superintendent shall also be responsible for distributing this policy and the student publications code to the students and their parents.

Policy #503.5 - **SOCIAL EVENTS** - All social events shall be under the control and supervision of professional school personnel. Approval for an event shall be secured from the principal of the building involved before any public announcement is made. Hours, behavior, and activities related to social events shall be reasonable and proper as determined by the administration. Only those students who can be expected to recognize the authority and responsibility of the school personnel shall be permitted to attend social functions.

Policy #503.7 - **INTERSCHOLASTIC COMPETITION** - Students may participate in interscholastic athletic, music, speech, and other contests or events approved by the administration. Any such event must be directed or guided by professional school personnel. No student shall participate in an athletic practice or contest without filing a doctor's certificate of good health.

Policy #503.9 - **HONORS AND AWARDS** - Any regularly enrolled student may be considered for honors or awards awarded by the school. Qualifications for such awards shall be established by professional school personnel who have been delegated the responsibility by the Superintendent of Schools or the Building Principal.

Policy #503.10 - **FREEDOM OR EXPRESSION** - Student expression, other than student expression in student-produced official school publication, made on the school district property premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore,

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

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose.

Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy will be subject to disciplinary measures. Employees shall be responsible for insuring students' expression is in keeping with this policy. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Policy #502.14 - **ELIGIBILITY FOR INTERSCHOLASTIC SPORTS** - Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period of ineligibility at that school transfers to East Central High School, will not be eligible for interscholastic competition at East Central High School, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at East Central High School as far as any Good Conduct Rule is concerned.

Policy #504.1 - **HEALTH AND IMMUNIZATION CERTIFICATES** - Students desiring to participate in athletic extracurricular activities or enrolling in kindergarten or first grade in the school district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the physician shall be on file at the attendance center. Each student shall submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The students may be admitted conditionally to the

attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for expulsion. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The school district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

Policy # 504.11 – **WELLNESS** - The Board promotes healthy students by sporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

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

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district will utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income and promote the availability of meals to all students.

The school district developed a local wellness policy committee comprised of representatives of the board, parents, leaders in food/exercise authority and employees. The local wellness policy committee developed a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The Curriculum Director will monitor implementation and evaluate the effectiveness of the policy.

Specific Wellness Goals

a) Nutrition Education and Promotion: Increase awareness and participation of staff and student body in healthier choices of food and physical activities to improve overall health.

b) Physical Activity: Develop and improve the health and fitness of each and every student, as well as teach them how to maintain lifelong health and fitness.

c) Other School Based Activities: Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.

d) Nutrition Guidelines for All Foods Available on Campus: Serve the most nutritious and wholesome meals possible using government commodities including more grains and fruit.

e) Plan for Measuring Implementation: Repeat an assessment every three (3) years to review the policy compliance, assess progress, and determine areas in need of improvement.

The Curriculum Director will report annually to the board regarding the effectiveness of this policy.

Policy #504.2 - **COMMUNICABLE DISEASES** -Students with a communicable disease will be allowed to attend school provided their attendance does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's blood borne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

The health risk to immunodepressed students shall be determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

A student/parents shall notify the superintendent or the school nurse when the student learns the student has a communicable disease. It shall be the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health. Health data of a student is confidential and it shall not be disclosed to third parties. Rumor and hearsay shall be insufficient evidence for the superintendent to act.

It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

Policy #504.3 - **INJURY OR ILLNESS AT SCHOOL** - When a student becomes ill or is injured at school, the student's parents shall be notified by the school nurse or the principal as soon as possible after these individuals are aware of the incident.

The school district, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents, the parents' designee, or qualified medical personnel as quickly as possible.

It shall be the responsibility of the principal or the school nurse to file an accident report with the Superintendent within 48 hours after the student is injured at school.

Parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. It shall be the responsibility of the parents to provide the school district with updated information on the medical authorization form.

The Superintendent shall be responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school. (Cross-reference Policy #504.6.)

Policy #504.4 - **HEAD LICE - "NO NIT"** - To control head lice in the East Central Community District the following plan will be followed:

(1) Once a case is identified, other groups/individuals should be notified and screened according to the judgment of the nurse and principal.

(2) Notify parents. Provide information on lice treatment and prevention. Send letter/checklist home with child.

(3) Provide information/resources to families who have difficulty purchasing shampoos or recommended alternative treatments.

(4) Insist on treatment, completing the checklist, before the child returns to school.

(5) Instruct/demonstrate head lice screening and nit removal procedures to parent/guardian upon request.

(6) If the presence of lice or nits persists, the nurse and the principal will determine the course to follow; that is; continue educating parents, sending the student home or some other course of action.

Policy #504.6 - **EMERGENCY SCHOOL CLOSINGS** - The Superintendent of Schools shall have the authority to

close schools because of extreme weather or other emergency condition for the length of time the emergency exists. He/She shall make provisions to publicly announce such closings via available mass communication media as soon as possible after the decision to close.

Policy #504.7 - **STUDENT INSURANCE-GENERAL** - An all-pupil insurance program may be offered to the parents of pupils in the District. The Board of Directors upon recommendation of the Superintendent shall select an insurance company to issue such policies for all schools in the District. The purchase of pupil insurance shall be voluntary with the entire cost being paid by the student or his/her parents

Policy 504.5 - **ADMINISTRATION OF MEDICATION TO STUDENTS** - Some students may need to take prescription and non-prescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, the licensed health personnel shall develop an individual health plan with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting coadministration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, parent, physician, and the persons who have successfully completed a medication administration course reviewed by the Board of Pharmacy Examiners. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

- \* date;
- \* student's name;
- \* prescriber or person authorizing administration;
- \* medication;
- \* medication dosage;
- \* administration time;
- \* administration method;
- \* signature and title of the person administering medication; and
- \* any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.

**Policy #504.9 - AUTOMATIC EXTERNAL**

**DEFIBRILLATOR** - East Central Community School District has made a commitment to being a viable link in this community's chain of survival. In response to this commitment, the East Central Community School District will have available in the school public assembly areas an Automatic External Defibrillator for use by trained lay responders. This Public Access Defibrillation program will be managed/administered by the school nurse or her designee. The Public Access Defibrillation will be registered with the Iowa Department of Public Health Bureau of Emergency Medical Services, as required by law, and all applicable documents will be submitted to the Interim Bureau Chief. Automatic External Defibrillator usage and training will follow American Heart Association guidelines.

**Policy #504.10 - STUDENT TRANSFERS IN** - Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district. The school district shall request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level. Students expelled or suspended from their previous school district will only be enrolled after approval of the board.

The superintendent shall determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades.

The board may deny admission if the student is not willing to provide the board with the necessary information.

**Policy #504.11 - CHILD ABUSE BY SCHOOL EMPLOYEE -**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain

the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained investigator and alternate to be provided training in the conducting of an investigation at the expense of the school district. The names of the investigator shall be listed in the student handbook, published annually in the local newspaper, and posted in all school facilities.

The Superintendent is responsible for drafting administrative regulations to implement this policy. (For the 2007-08 school year, Mr. Matt McDonough will be the Level I Investigator and Mr. Chad Gruver or Steve Schroeder will be the Level II Investigator. Mr. Neil Gray will serve as Level I Alternate.)

**Policy #505.3 - GUARDIAN-CUSTODY STATUS** - East Central Community School District requires a written statement from the natural parents (if living) transferring guardianship/custody to the person(s) claiming to possess this legal right. This written document must include that the child is being placed at the named location, with the named person(s), and be for the following reasons:

(A) For the purpose of establishing a home and not for the purpose of obtaining an education or to gain and advantage in an extracurricular activity.

(B) The transfer will establish "full and complete control" for both residency and financial responsibility.

As soon as this document has been presented to school officials the person(s) accepting the responsibility for this guardianship may sign all school related forms: Special Education, record release, hot lunch, etc.

**Policy #505.4 - INTEGRATION OF HANDICAPPED**

**STUDENTS** - The East Central Community School District offers all handicapped children in the district an appropriate educational program within the least restrictive environment. The District's professional staff, in cooperation with the Mississippi Bend Area Educational Agency (MBAEA) will evaluate, staff, and provide an individual educational plan (IEP) for each handicapped child in need of special education services.

Programs will be provided for each handicapped child having a learning disability, mental disability, speech and language impairment, behavioral disorder, physical impairment, or those who are severely handicapped, which may include a combination of these handicaps. The pupils enrolled in these programs shall be offered opportunities to attend school in a regular education building and to participate in activities with non-handicapped peers and adults.

These following features will be addressed for each of the special education programs within each building.

(a) Physical Integration: planning for the location of special programs in age-appropriate school buildings with regular education programs.

(b) Functional Integration: planning for how students with handicaps and their on handicapped peers can simultaneously use school facilities and resources.

(c) Social Integration: planning for regular personal interactions between students who are handicapped and non-handicapped.

(d) Social Integration: planning curricular experiences so students can ultimately work, live, and recreate with non-handicapped citizens as appropriate.

Each child's placement will be reevaluated as to providing the least restrictive environment at each annual review.

The District will work with the AEA, other local school districts within the MBAEA, districts outside the MBAEA, and out-of-state facilities to assure the appropriate placement of each handicapped student.

When appropriate placement cannot be made in one of the district's programs, the staffing team will be required to document why the child must be placed in a program outside the district. Secondly, the staffing team will document why the child must be placed in a more restrictive environment, if the recommended facility is not a regular education building.

In-service activities related to least restrictive environment, as well as all other aspects of the special education process, will be provided for district staff and parents at the building level through group presentations and written communications. One-on-one in-service opportunities, which occur throughout the special education process, will continue to be utilized

The District's compliance with least restrictive provisions will be evaluated through the individual educational plans (IEP) developed for each handicapped child, compliance monitoring conducted by the AEA or DOE, and parent satisfaction with the educational progress made by their child.

**Policy #505.7 - GRIEVANCE PROCEDURE** - Students, parents of students, employees, and applicants for employment in the school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring nondiscrimination in programs and employment.

**Level One - Principal**--Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, marital status or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age or disability with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program

administrator or personnel contact person directly involved.

**Level Two - Compliance Officer**--If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint. The Compliance Officer is the Curriculum Director, PO Box 367, Miles, IA 52064 (563) 682-7510. Office hours are 7:45 a.m. to 3:45 p.m.

**Level Three - Superintendent** - If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent. Within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. The Superintendent will render a decision within a reasonable time after the receipt of the written appeal. If in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue. This procedure in no way denies the right of the grievants to file formal complaints with the Iowa Civil Rights Commission, the federal office of Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination. The Educational Equity Coordinator - Curriculum Director - East Central Community School - PO Box 367, Miles, IA 52064 - 563-682-7131 - Office hours 7:45 a.m. - 3:45 p.m.

**Policy 505.8 - CHURCH NIGHT** - The school district recognizes the important relationship that exists between the school and area churches. The cornerstone of this relationship is the establishment of "church night". This means all school activities are to be completed by 6:00 p.m. on Wednesday. All local clergy are to be contacted if activities cannot be completed by this time.

In support of "church night" and a positive relationship, all three schools are committed to respect this concept and communicate with church officials closely. No school employee is to schedule any activity with any school connected group on a Sunday. Exceptions may be granted by the administrations.

Policy #602.12 - **TECHNOLOGY CURRICULUM** - The East Central School Board supports the use of innovative methods and the use of technology in the delivery of the educational program. The board encourages school district personnel to investigate efficient and effective ways to utilize instructional television, audiovisual materials, computers, and other technological advances as a part of the curriculum.

The board also supports the use of worldwide networking capabilities provided by the Internet. The district accepts the responsibility to establish and provide an appropriate educational environment for all students and to provide students with the "tools" necessary to be successful after leaving East Central Community Schools. However, it also recognizes that it has rights concerning the school's equipment and Internet connection for students. It has the right to determine how the equipment will be used by students in the school setting.

The use of Internet is a privilege and inappropriate use will result in a cancellation of those privileges. The administration, faculty and staff of East Central Community Schools may request to deny, revoke, or suspend specific user accounts for unacceptable behavior.

It shall be the responsibility of the superintendent to develop administrative regulations regarding the use of Internet in the school setting.

It shall also be the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent shall report the results of this evaluation and make a recommendation to the board regarding the use of technology in the curriculum.

#### Policy#603.13 - **EAST CENTRAL INTERNET POLICY**

##### INTERNET USAGE

Internet is an established and integral part of the curriculum of East Central Community Schools. Access is available to staff and students as a collaborative project involving the East Central Community Schools and the Area Education IX, Bettendorf, Iowa. We believe that the Internet offers vast, diverse, and unique resources to its students and teachers. Our goal in providing this service is to give teachers and students the opportunity to access the wealth of information associated with the Internet, thus promoting educational excellence in the East Central School District. The ultimate goal must be to allow students access to Internet's educational opportunities but make it very clear that intentional access to inappropriate material is not to be done and that the school does not condone this access.

The proper conduct of the end users is imperative; they must adhere to strict guidelines. These guidelines are provided here. The responsibilities of Internet use require efficient, ethical and legal utilization of the

network resources. If an East Central Community School user violates any of these provisions, his/her privileges will be terminated and future access could be denied.

1. Terms and Conditions/Acceptable Use- The use of the account must be in support of education and research and consistent with the educational objectives of East Central Community Schools. Illegal activities are strictly prohibited. For all students, Internet use must be supervised by an adult. For students to use Internet in the school, outside of class time, a teacher pass must show the web content of the student's investigation and the teacher's signature. The pass must go to the room supervisor. Failure for having a teacher's permission for accessing the Internet will result in a termination of use.

2. Privileges--The use of Internet is a privilege, not a right, and inappropriate use will result in a termination of those privileges. Based upon these guidelines, the system administrator will deem what is inappropriate use.

3. "Netiquette"--E-mail users are expected to abide by the generally accepted rules of network etiquette.

\* The only way students will send and receive e-mail will be under teacher direction and teacher e-mail accounts. The staff person will accept the responsibility for the information sent and received in that account. The staff person will need to check his/her account and deliver mail to the student. Student investigations need to have a teacher-sponsor.

\* The language used in all e-mail exchange will be polite and not abusive to others. Mail will contain appropriate language, free of swearing, vulgarities or any other inappropriate language. Personal information about students or colleagues should not be revealed.

\* Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

4. Vandalism- Vandalism is defined as a malicious attempt to harm or destroy data of another user or computer equipment. This includes, but is not limited to, the uploading or creation of computer viruses. This also includes misuse of the EC network called Mac Files, or any other files on East Central servers.

5. Students shall not intentionally access chat rooms or download/play games. Students shall not intentionally access or download any webs site that advocates violence, racism, nudity, anarchy, treason, or discrimination unless the following conditions are met:  
--The teacher has informed the building principal, received permission and identified the specific educational purpose and intent of the project associated with this web site

6. Consequences--Violation of any of the above guidelines will result in the termination of use for two weeks with a letter home to the parents. Multiple violations may result in more severe penalties at the discretion of the building principal.

## WEB PUBLISHING

First and foremost, the creator and supervisor of the page must ask themselves "What is the purpose of this project, picture, graphic, animation, information, page, etc.?" We do not want things 'thrown' onto our pages without reason. These pages are representing East Central Schools; therefore, they must create an informational and positive outlook for our school district.

We developed guidelines for the East Central pages. The following are the restrictions on a web page creation for each student age level:

All pages and its contents will be supervised and approved by the teacher, web master, and an administrator before publication on the World Wide Web.

No residential location of a student given (phone number, address, town/city)

A parent has 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 parental consent. Any student over the age of eighteen or parent not wanting information released to the public must make an objection in writing by October 1<sup>st</sup> to the principal. The objection needs to be renewed annually. Directory information includes the following: Name, address, telephone listing, date and place of birth, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of member 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.

If you have any questions or concerns regarding the Internet Usage Policy or the Web Publish Policy, please call the building principal for East Central Schools.  
Miles: (563) 682-7131 Sabula: (563) 687-2427

Policy #602.13 - **HEALTH EDUCATION** - Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and nonuse, including the effects of alcohol, tobacco, drugs and poisons on the human body, emotional and social health, health resources, prevention and control of disease, including characteristics of communicable disease. While the areas stated above shall be included in health education, the instruction shall be adapted at each grade level to aid understanding by the students. Beginning no later than in grade seven, characteristics of communicable disease shall include information about sexually transmitted disease.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the Superintendent. The

Superintendent shall have the final authority to determine the alternate activity or study.

Policy #602.14 - **PHYSICAL EDUCATION** - Students in grades one through twelve shall be required to participate in physical education courses unless they are excused by the principal of their attendance center. Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs.

Policy #602.15 - **TALENTED AND GIFTED PROGRAM** - The Board recognizes some students require qualitative differentiated programming beyond the regular education program. The Board shall identify students with special abilities and provide educational programming.

It shall be the responsibility of the Superintendent to develop a talented and gifted program.

It shall also be the responsibility of the Superintendent to develop administrative regulations for identifying students, for program evaluation, and for training of school district personnel.

Policy #602.16 - **PROGRAM FOR STUDENTS AT RISK** - The Board recognizes some students require additional assistance in order to graduate from the regular education program. The Board shall provide a program to encourage and provide an opportunity for students at risk to achieve their potential and obtain their high school diploma.  
It shall be the responsibility of the Superintendent to develop a program for students at risk.

It shall also be the responsibility of the Superintendent to develop administrative regulations for identifying students, for program evaluations, and for the training of school district personnel.

Policy #603.1 - **FIELD TRIPS AND EXCURSIONS** - The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions. In authorizing field trips and excursions, the building principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The superintendent's approval will be required for field trips and excursions outside the continental United States. Board approval shall be required for field trips and excursions that involve unusual length or expense. Field trips and excursions are to be arranged with the building principal well in advance. The employee must submit a detailed schedule and budget. The school district will be responsible for obtaining a substitute teacher if needed. Following field trips and excursions, the teacher must submit a written summary of the event.

Policy #603.5 - **RELIGION BASED EXCLUSION FROM SCHOOL PROGRAM** - The Board recognizes the existence of various religious beliefs and acknowledges the American tradition of separation of church and state.

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the Principal. The Principal shall determine an alternative activity or study for the students.

Policy #603.10 - **OBJECTION TO INSTRUCTIONAL MATERIALS** - Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It shall be the responsibility of the Superintendent, in conjunction with the Principals, to develop administrative regulations for reconsideration of instructional materials.

Policy #604.1 - **HEALTH SERVICES** - Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well-being. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's comprehensive school improvement plan, needs, and resources determine the linkages.

The East Central Community School District shall sponsor the following minimum system wide health program:

- (1) Annual vision screening tests shall be administered to all elementary school students and ninth grade students.
- (2) Annual audiometer screening tests shall be administered to students in grades one, three, six, and nine.
- (3) Elementary and Jr. High school students shall be weighed and their heights taken annually.
- (4) Annual scoliosis testing.

The Superintendent, in conjunction with the (school nurse, health advisory committee, public health nurse, school health team, etc.) will develop an administrative regulations implementing this policy. The superintendent will provide a written report on the role of health services in the educational program to the board annually.

Policy #604.2 - **STUDENT GUIDANCE & COUNSELING PROGRAM** - The Board shall provide guidance and counseling programs, for the students enrolled, by a guidance counselor certified with the State Department of Education and holding the qualifications required by the Board. The guidance counseling services will serve grades kindergarten through twelve. The program will assist students with their personal, educational, and career development. The program shall be designed to coordinate with the education program and to involve school district personnel.

Policy #605.1 - **STUDENT PROGRESS REPORTS AND CONFERENCES** - Students shall receive a progress report at the end of each nine-week grading period. Students, who are doing poorly, and their parents, shall be notified prior to the end of the semester in order to have an opportunity to improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Parent-teacher conferences will be held at the end of the first and third quarters. Elementary conferences are individually scheduled. The conferences at the high school are not individually scheduled. Parents will be notified when a student has incomplete and/or unacceptable work.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Policy #605.2 - **TESTING PROGRAM** - A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student shall be required, as part of a program funded by the United States Department of Education (USDE), to submit, without prior written consent from the student's parent, to surveys, analysis or evaluation which reveals information concerning:

- \* political affiliations, beliefs of the student or student's parents;
- \* mental and psychological problems of the student or the student's family;
- \* sex behavior or attitudes;
- \* illegal, antisocial, self-incriminating and demeaning behavior;
- \* critical appraisals of other individuals with whom students have close family relationships;
- \* legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers; or
- \* religious practices, affiliations or beliefs of the student or student's parents; or
- \* income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

It shall be the responsibility of the board to review and approve the evaluation and testing program.

Policy #605.3 - **PROMOTION** - Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined on the judgment of the certified staff and the Principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents shall be informed. It shall be within the sole discretion of the Board to retain students in their current grade level.

Students in grades nine through twelve will be informed of the required course work necessary to graduate each year. When it becomes evident a student in these grades will be unable to meet the graduation requirements, the parents will be informed. It shall be within the sole discretion of the Board to deny graduation to a student.

It shall be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding this policy. In developing these administrative regulations, the procedures for promotion and retention shall be included.

Policy #605.4 - **GRADUATION REQUIREMENTS** - Students must have successfully completed the courses required by the Board for graduation. Students must successfully complete each grade level, grade one through grade twelve, and complete all the required courses of study prior to graduation as determined by the State Department of Education and the Board. Bulletins and handbooks shall be published that outline and explain in detail the graduation requirements of the school system.

It shall be the responsibility of the Superintendent to ensure that students complete grades one through twelve and that high school students complete fifty (50) credits prior to graduation. The following credits will be required:

**Classes of 2007-2008**

- 8 credits of English
  - 2 of English 9
  - 2 of English 10
  - 2 of English 11
  - 2 of English 12 (or Practical Communication)
- 6 credits of Social Studies
  - 2 credits of World History
  - 2 credits of American History
  - 2 credits of American Government
- 2 credits of Science
- 4 years of Physical Education
- 4 Semesters of Mathematics

**Beginning with Class of 2009**

- 8 credits of English
  - 2 of English 9
  - 2 of English 10
  - 2 of English 11
  - 2 of English 12 (or Practical Communications)

- 6 credits of Social Studies
  - 2 of World History
  - 2 of American History
  - 2 of American Government
- 6 credits of Science
- 4 years of Physical Education
- 6 Semesters of Mathematics (Minimum of Algebra I)

A student will not be allowed to graduate with fewer than fifty (50) credits without the approval of the Board. Special education students may meet individual graduation requirements as stated in their individual education plan. The Board shall have complete discretion to determine extraordinary circumstances. The Board will review the required courses of study every three years.

Policy #605.6 - **STUDENT RECORDS ACCESS** - The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

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

Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student unless the Internal Revenue Code defines the eligible student as a dependent. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who have received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to them or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five days after the request is made. Parents, an eligible student, or an authorized representative of the parents will have the right to access the student's records prior to an Individual Education Program (IEP) meeting or hearing.

Copies of student records will only be provided if failure to do so would effectively prevent the parents or

student from exercising the right to access the student records. Fees for copies of the records will be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district shall provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained, or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request.

If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents' and the eligible students' request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- (a) to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- (b) to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parent the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification include a provision that records will automatically be transferred to new school districts;

- (c) to the O.S. Comptroller General, the O.S. Attorney General, the O.S. Secretary of Education or state or local educational authorities;
- (d) in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- (e) to organizations conducting educational studies and the study does not release personally identifiable information;
- (f) to accrediting organizations;
- (g) to parents of a dependent student as defined in the Internal Revenue Code;
- (h) to comply with a court order or judicially issued subpoena;
- (i) in connection with a health or safety emergency; or,
- (j) as directory information

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records. Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed shall be maintained without time limitation. Permanent student records must be kept in a fire-safe vault.

When personally identifiable information, other than permanent student record, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It shall be the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice shall be given in a parents' or eligible student's native language. Should the school district collect personal information from student for the purpose of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy and Regulations Office, O.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

**Policy #702.1 - STUDENT ELIGIBILITY FOR BUS**

**SERVICE** - Elementary students living more than two (2) miles and high school students living more than two (2) miles from a designated attendance center will be furnished transportation. Students may be required to meet a school bus on an approved route a distance not to exceed three-fourths of a mile. When transportation by school bus is impracticable or where school bus service is not available, the Board may require the parents or guardians to transport their children to the school designated for attendance. The parent or guardian will be reimbursed for such transportation as designated by statutes. Distance to school or to a bus route shall be measured on the public highway only and over the most passable and safest route as determined by the Board of Directors, starting in the roadway opposite the private entrance to the residence of the pupil and ending in the roadway opposite the entrance to the school grounds or designated point of his route.

**Policy #902.1 - RIGHT-TO-KNOW LAW-**

**IMPLEMENTATION/COMPLIANCE** - The Hazardous Chemical Right-To-Know law (Iowa Code Chapter 4550) contains 4 subsections that will be addressed to insure full compliance with the law:

(1) Chapter 110 - Hazardous Chemical Risks Right-to-Know General Provisions:

- (a) Complete Inventory of all hazardous Chemicals;
- (b) Labeling of certain chemicals and signs posted in specified areas throughout the building;
- (c) Compile a file of Material Safety Data Sheets (MSDS) for inspection/review by the employees/public.
- (d) Training Program/In service for

employees.

(2) Chapter 120 - Workers Right to Know:

- (a) Educational Training Program in Writing;
- (b) Maintain a file of MSDS;
- (c) Label Containers and post signs in specific areas;
- (d) Departmental Inventories;
- (e) A written summary of the training program and written verification of employee attendance.

(3) Chapter 130 - Community Right to Know:

- (a) MSDS file available to the public for inspection during regular office hours;
- (b) Signs shall be posted at the entrance to the building and in specific areas throughout the building;

(4) Chapter 140 - Public Safety/Emergency Response Right to Know:

- (a) Signs need to be posted at the entrance to the building and in specific areas throughout the building;
- (b) Provide local fire department, emergency crews, with information on the location, type, and hazards of chemicals in the buildings.

The Board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemical in the workplace.

East Central School District employee shall review this information about hazardous substances annually. Further, when a new school district employee is hired, the information and training, if necessary, shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. The Superintendent shall maintain a file indicating when training and informing takes place.

School district personnel who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program. School district personnel are required to disseminate the information when the materials are used in the instructional program.

It shall be the responsibility of the Superintendent to develop administrative regulations regarding this program. The Superintendent shall report annually to the Board about the program.

**Policy 903.1 - ASBESTOS CONTAINING MATERIALS -**

Friable & non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the materials is disturbed for any reasons. If there is a need to replace asbestos wrapped pipes or boiler covering, these will be replaced with non-asbestos containing materials. The School District will implement the rules of AHERA and will provide the necessary funding to implement the response actions as required. The School District will appoint & train as necessary the appropriate person as required in the rules.

**Policy #1002.1 - GIFTS TO UNIT PERSONNEL** - The Board of Directors prohibits staff members and employees of the school district from receiving gifts from students or parents. The acceptance of a token of appreciation is not to be considered in violation of this policy.

**Policy #1003.1 - USE OF SCHOOL FACILITIES FOR PRIVATE PROFIT** - Under circumstances deemed appropriate and acceptable by school officials appointed by the Board of Directors certain school facilities may be rented and used for private profit. Guiding principles

for judging acceptability will be good taste, community welfare, timing, etc. School functions will always be given priority in scheduling events. Such request approved by School Board and fee set at such time.

Policy #1003.2 - **REGULATIONS CONCERNING THE USE OF SCHOOL FACILITIES** - All requests for the use of facilities by an outside organization wishing to use the building after school hours are to be made through the Administration office. A school official designated by the Superintendent of Schools will clear all requests with the office of the principal in the building concerned.

(1) All school district buildings, including all school-sponsored events, shall be off limits for smoking products. This requirement extends to all school district personnel and visitors. Persons violating this policy shall be asked to refrain from smoking. Visitors failing to abide by this request shall be required to leave the school district premises immediately. School district personnel failing to abide by the request may be subject to disciplinary action. It shall be the responsibility of all school personnel to enforce to this policy.

(2) There shall be no alcoholic liquors or beverages brought to or consumed in the building or on the grounds.

(3) The principal or a qualified responsible employee must be present whenever a building is used for non-school purpose, except during the summer months when the use of the building is supervised by playground director or by a minister directing a summer church-school program.

(4) When a school building is being used for summer Bible School, arrangements are usually made with the church group to properly clean washrooms and the classroom used. If the outside group does not properly maintain facilities, then school employees will perform the cleaning. Labor for such work will be charged to the group using the facilities.

(5) Custodians assigned to supervise a building for non-school activities may be requested to perform special school jobs if activities of the non-school group do not require his/her attention.

(6) When non-school groups are using a building and the building principal is uncertain that prior permission and proper contractual arrangements have been made, the principal should contact the Superintendent of School.

(7) Permission granted to non-school groups to use the buildings should be made in writing and a copy of the agreement sent to the principals.

Policy #1003.3 - **USE OF SCHOOL FACILITIES - SUNDAY USE** - The general policies governing the scheduling and use of school facilities will apply on requests for Sunday use. However, building administrators may exercise judgment as to the use of school recreational facilities for Sunday use by students and parents. Availability of adequate supervisory personnel, the

nature of the activity, and the physical well being of the facilities shall be among those things considered in the administrator's judgment.

Policy #1003.4 - **GRATUITIES TO PERSONNEL** - Organizations using school facilities should pay custodians, cooks, or any other school personnel according to their hourly rate.

Policy #1003.5 - **SUPERVISION BY SCHOOL PERSONNEL** - Supervision of the use of facilities shall be accomplished by appropriate school system personnel as designated by the Superintendent of School or by the building administrator designated by the Superintendent of School.

Policy #1003.6 - **LOANING OF SCHOOL FACILITIES OR EQUIPMENT** - Eliminate loaning of school facilities or equipment to any individual and no repair work for hire in or on school property. The buildings will be available for use by private groups and nonprofit organizations. No use of equipment by individuals or private groups. Nonprofit groups may use equipment under the following conditions:  
(a) Sensitive equipment may be used on the premises if an experienced operator is hired and paid to operate the equipment. A list of sensitive equipment be provided by media supervisors.  
(b) All other equipment must be signed out and the borrower will be responsible for its being returned in the same condition. That evening classes be scheduled through the Community College. To allow no charge for operation of equipment on school premises during school hours if experienced operators are available.

Policy #1004.1 - **PUBLIC PERFORMANCE BY STUDENTS** - The Board of Directors recognizes that worthy and appropriate educational values accrue from student participation in civic and community affairs. As such, the Board encourages the use of students for public performances when such performances contribute to the educational processes and objectives of the school, and when it does not unduly interfere with the student program.

(1) All such performance shall be approved by the immediate administrator involved.

(2) The extended use of one particular group should be discouraged.

(3) Extensive travel by a particular group should be discouraged.

(4) Student groups below the senior high level should engage in only limited activity.

Policy #1004.2 - **CONTESTS FOR STUDENTS** - The following policy of the Board of Directors shall govern students' participation in local, state, and national contests:

(1) **PARTICIPATION** - Participation shall be limited to those contests and activities that are educationally sound, worthy, and timely. It should be stimulating for the student and school, a desirable activity for both, and should supplement and not interfere with the regular program. Participation should be voluntary. No

contestant shall be excluded because of race, creed, or payment of an entry fee.

(2) **APPROVAL** - A board of administrators, teachers, and students to be recommended by the Superintendent and approved by the Board shall review and approve or reject all applicants for participation in contests in the area, state, region, nation, or of an international nature. The application shall contain information about the nature of the contest, the purpose, the number of student involved, the required, the means of financing the event, and other pertinent information.

(3) **TRANSPORTATION** - Appropriate school funds may be used to assume the cost of transportation where students represent the school in competition, but in other events the student shall pay their own transportation costs.

Policy #1004.3 - **SALES PROMOTIONS PROHIBITED** - Educational facilities, teachers, and students shall not be used in any manner for the promotions of sale of services or products of agencies or organizations operating for profit. The Board of Directors specifically forbids such activities as the following:

(1) Distribution of students of pamphlets urging students, parents, and others to purchase services or products sold for profit.

(2) The sale to students or teachers of products and/or services, except in relation to production by students as part of the program.

(3) Similar activities that would interfere with the normal time and activities of the school.

Specifically exempted from the provisions of this policy shall be a student insurance program. Where the Board of Directors and the Superintendent of School feel that the educational gain outweighs any promotional purpose, prior approval can be given by the Board to an activity.

Policy #1004.4 - **MONEY RAISING ACTIVITIES IN THE SCHOOLS** - No activity requiring students and teachers to assist in promotion campaigns, (financial, educational, charitable, or otherwise), which demands the time of students, teachers and administrators, shall be permitted, except as hereinafter provided, unless the same shall be in accord with the general policies of the Board of Directors. No agent or person, or persons shall be permitted to solicit any students or teachers for any purpose, or distribute circulars, handbills, cards or advertisements of any kind or make announcements of any nature, or take up contributions in any school building or on the premises, for any purpose whatsoever, except by approval from the Superintendent of Schools, as being in accord with the general policies of the Board of Directors. Participation by students in charity activities is considered to be a desirable part of their total education. However, as a matter of basic policy, the Board of Directors will authorize the administration to determine the nature of extent of such activity.

Policy #1004.5 - **PARTICIPATION IN FUND DRIVES** - Students shall participate in no more than two of the community fund drives. The two selected by the elementary, junior high and senior high shall be those that will have an educational value in training the students as future citizens.

Policy #1004.6 - **USE OF STUDENT CARRIERS PROHIBITED** - The Board of Directors recognizes that effective communications as frequently a part of worthwhile civic and community projects. As such, the danger of using students as carriers may present a problem in conducting a sound program of education within the schools. The policy of the Board of Directors therefore, prohibits the use of students as carriers except in those cases judged by the Board or Superintendent of Schools as directly related to the educational tasks of the school system.

Policy #1004.7 - **DISTRIBUTION OF MATERIALS** - The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution. It shall be the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

Policy #1005.1 - **PUBLIC CONDUCT ON SCHOOL PREMISES** - School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students. Spectators are permitted to attend school sponsored or approved activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but also embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

**A.** Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of sponsored or approved activities or at other spectators will not be tolerated.

**B.** Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of sponsored or approved activities will not be tolerated.

C. The use of vulgar, obscene or demeaning expression directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future sponsored or approved activities.

Upon recommendation of the superintendent, the board shall cause a notice of exclusion from sponsored or approved activities to be sent to the spectator involved. The notice shall advise the spectator of the district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school sponsored or approved activities.

### **MILES FIRE DRILL EXIT PROGRAM**

**Teachers, aides, and supervisors in each classroom are designated to inform hearing-impaired students of the alarm sounding.**

South Wing - All exit South door. Alternate exit is East or West exits at the North end of corridor.

Basement Rooms - Use South exit to South door of West side.  
Alternate exit - North exit to West center door.

Rooms 9 & 10 - Use Fire Escape. Alternate exit - North stairway to West center exit.

Rooms 5, 7 & 8 - Use North stairway to West center exit.  
Alternate - Room 7 use Fire Escape. Rooms 5 & 8 use South stairway to West exit.

Room 6 - Use South stairway and West exit. Alternate - North Stairway to West center exit.

Rooms 3 & 4 - Use Fire Escape. Alternate exit - North stairway to West center door. Resource Room - Use Fire Escape in Room 9.  
Alternate exit - North stairway to West center door.

Room 1 - Use Fire Escape. Alternate - join Study Hall.

Room 2 - Use South stairway and West exit. Alternate - use Fire Escape in Room 1.

Library - Use South stairway and West exit. Alternate - North stairway to West center exit.

Lunch Room - Use West gym exit. Alternate - West center exit.

Gym & Old Locker Room - Use West gym exit. Alternate - East or North exits.

New Locker Rooms - Use North exit. Alternate - East exit.

Home Ec. (Room 16) - Use East exit. Alternate - North entrance.

Music (Room 14) - Use East exit. Alternate - North entrance.

Ind. Arts (Room 13) - Use East exits. Alternate - North entrance.

**Note:** Make sure all windows and doors are closed and all electrical devices turned off. Teacher should check all restrooms, store rooms, etc.

A bell will be sounded to indicate the reentry. Use the same route to reenter.

### **MILES TORNADO DRILL PROGRAM**

**Teachers, aides, and supervisors in each classroom are designated to inform hearing-impaired students of the alarm sounding.**

#### **SAFETY RULES**

1. Stay away from windows.
2. Avoid the gymnasium, shop, music rooms, and entire top floor.
3. Lineup along the inside walls by the old locker rooms. Girls go in the old girls' locker room.
4. Students on upper floor should move to lower halls.
5. Remain in a seated position, knees drawn up, head down, covered with the hands.

#### **WARNING SYSTEM**

1. We cannot use fire alarm system.
2. If electricity is on we will give a continual series of short rings or announce it on intercom.
3. If electricity is off we will warn the rooms by sending runners out.

#### **DIRECTIONS**

1. Students on top floor move to hall in the area of the old locker rooms and hall next to the gym South side.
2. Students on the 1st floor of the old building move to hall of that floor.
3. Students in the gym, shop, or music rooms move to the hall by the old locker rooms.
4. Students in the old gym classrooms move to lunchroom.
5. Students in elementary wing move to halls in the lunchroom.

6. Students outside move to inside of building as quickly as possible.

### **SABULA CENTER FIRE DRILL PROGRAM**

Make sure all windows and doors are closed and all electrical devices turned off. Teachers should designate students to check restroom lights, windows, and doors. Students should also be designated to hold doors until the building is empty, and then close the doors. A bell will be sounded to indicate re-entry.

### **FIRE ALARM INSTRUCTIONS**

1. Grade 3 and elementary library -Exit out East door and proceed north toward playground fence.
2. Grades 4 and 5 - Exit in a double line out North door and proceed north to playground fence.
3. Students in gym and locker area - Exit the gym door and proceed west to the street then North along playground area.
4. Students in Music annex - Exit door to room you are located in, then proceed west to the tennis court, then North along the North side of playground area.
5. Students in Lunch Room - Exit East door then proceed north along the North side of playground.
6. Students in Room 1 and 2 - Exit by way of the fire escape in Room 1, then proceed north to the fence along the North side of playground.
7. Students in Rooms 3, 4, 5 and Computer Lab - Exit the door by the main office, proceed down the steps and exit on the West side on the 1st floor, then proceed North to the fence on playground.
8. Students in Rooms 6 and 7 - Exit by way of the fire escape opposite room 7, then proceed north to the fence on playground.
9. Students in Rooms 8 and 9 - Exit the door on the East side on the 1st floor, and then proceed north to the fence on playground.
10. Teachers/aides/supervisors in each classroom are designated to inform hearing-impaired students of the alarm sounding.

### **SABULA CENTER TORNADO DRILL PROGRAM SAFETY RULES**

1. Stay away from windows.
2. At least one window in each room on the East side of the building should be open.
3. Line up along the inside walls of classrooms or along the inside walls of hallways.
4. Students on upper floors should move to lower hall.
5. Remain in a seated position, facing wall, knees drawn up, and head down covered with the hands.

### **WARNING SYSTEM:**

1. Students in elementary wing move to the hall areas, inside wall by elementary library.
2. Students in music annex move to elementary hall by elementary library.
3. Students in gym move to elementary hall by elementary library
4. Students in 6th grade move to inside wall in room 8.
5. Students in 7th and 8th grade move to outer restroom areas and hall area on 1st floor.
6. Teachers/aides/supervisors in each classroom are designated to inform hearing-impaired students of the alarm sounding.

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser  
or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence  
if possible): \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

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\_\_\_\_\_

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Any other information: \_\_\_\_\_

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_