

East Union  
Community School  
2022-23



Middle School & High School  
Parent/Student Handbook

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## ***Our Mission***

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

**This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others.**

### **STUDENT LEARNING GOALS**

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

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

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

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

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

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

### **HOMELESS CHILDREN AND YOUTH (Board Policy 501.16)**

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

A homeless child or youth ages 3-21 is:

- A child who lacks a fixed, regular and adequate night-time residence and includes the following:
- A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; are living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in a hospital, or is awaiting foster care placement.
- A child who has a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- A child who is living in a car, park, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- A migratory child/youth who qualifies as homeless because of the living circumstances described above; or
- Youth who have run away or youth being forced to leave home.

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 which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the superintendent.

Enrollment Requirements/Placement: Enrollment requirements which may constitute a barrier to the education of the homeless child or youth may be waived at 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 best interests of the child. As much as possible, the child will not be required to change attendance centers within the school district every time the child changes residence unless that change results in the child no longer being classified as homeless.

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

Special Services: All services which 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.

Legal Reference: The McKinney-Vento Act and Title I Part A, as Amended by the Every student succeeds Act (ESSA), 42 U.S.C. §§ 11431 et seq., 281 I.A.C. 33

#### **TOBACCO-FREE ENVIRONMENT (Board Policy 905.2)**

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

Legal Reference: Iowa Code §§ 142D.279.8, .9; ch. 297.

**EAST UNION COMMUNITY SCHOOL  
BOARD OF EDUCATION**

President: Sam McKnight, Secretary: Rhiannon Tessum, Treasurer: Dawn Arnold  
Members: Ben Clear, Desiree Thornton, Carol Eckels & Mike Rollings

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

Ms. Ashley Sorter	Spanish, Spanish Club Advisor
Mr. Eric Anderson	Assistant Facilities Manager, Transportation Driver
Ms. Paula Barnett	Secondary Math, Coach
Ms. Debbie Aldrich	MS ELA
Ms. Christie Brown	School Nurse
Mr. Richard Bryson	HS Science, Coach
Ms. Sherrisse Buzard	Art, Art Club Advisor
Mr. Austin Fariss	Transportation Director
Mr. Wes Clark	K-12 Vocal/Instrumental Music
Mr. Ben Clear	Coach
Ms. Tess Cochran	Family and Consumer Science, FCCLA Advisor
Mr. Mike Cooley	Secondary Agricultural Education, FFA Advisor, Coach
Ms. Bailey Eisenman	Secondary Physical Education, High School Health, Coach
Ms. Jeana Eklund	Paraprofessional- Special Education
Mr. James Erlbacher	Secondary Agricultural Education, FFA Advisor, Coach
Ms. Sherri Cropper	Paraprofessional - Special Education
Ms. Rochelle Means	Student Services Coordinator, Coach
Ms. Hannah Kendrick	Secondary Science
Mr. Tim Kuehl	Superintendent
Ms. Sara Thompson	Secondary School Counselor
Mr. Mike Hansen	Coach
Mr. James Hardy	Secondary Social Studies, Student Council Advisor, Honor Society Advisor, Coach
Ms. Kaitlyn Pietan	HS English
Ms. April Moore	HS English, Wrestling Cheer Coach
Ms. Tawnya Jones	Food Service Director
Ms. Jean Kinyon	Secondary Special Education
Mr. Steve Kinyon	Elementary Physical Education, Transportation Driver
Mr. Jason Aldridge	PLTW, HS Social Studies, Coach, Academic Bowl Advisor
Ms. Laura Leeper	Paraprofessional- Special Education
Ms. Clarissa McCollough	Administrative Assistant, Speech/Drama, Football/Basketball Cheer, Concession/Prom
Mr. Nate McCollough	Coach, Activities Director
Mr. Mike Nelson	Facilities Manager, Transportation Driver
Mr. Eric Niggemeyer	Coach
Ms. Lori Paup	Technology Coordinator
Mr. Jason Riley	Secondary Professional Development Coord., Curriculum Director, Social Studies
Ms. Lydia Fariss	Secondary Business/Marketing, Yearbook
Ms. April Van Soelen	Secondary Science
Mr. John Walsh	Secondary Math, Instructional Coach
Mr. Bill Meiners	MS/HS Principal
Ms. Dawn Arnold	Administrative Assistant
Ms. Rhi Tessum	School business official
Mr. Dave Campbell	Coach
Ms. Kammie Ballentine	Paraprofessional-Special Education, Drill Team
Mr. Todd Verwers	Coach
Mr. Craig Ditzler	Coach
Ms. Rhonda Driskill	Coach
Mr. Zach Mohr	Coach
Mr. Chad Needham	Coach
Ms. Mikenna Cass	Coach
Mr. Jesse Shade	Coach
Ms. Jodie Weis	Custodian
Ms. Tammy Airhart	Custodian
Mr. Kelley Hartley	Custodian
Ms. Andrea Clear	Food Service
Ms. Shannon McMillen	Food Service
Ms. Barb Tomas	Food Service
Ms. Shannon Welch	Food Service
Mr. Gary Clear	Transportation Driver
Mr. Herman Chenoweth	Transportation Driver
Mr. Dave Jones	Transportation Driver

## PROFESSIONAL QUALIFICATIONS OF TEACHING STAFF:

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

### Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the East Union Community School District School Board. This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles, or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation, or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the secondary school office for information about the current enforcement of the policies, rules, and regulations of the student handbook.

### Applicable EUCSD School Board Policy

As mentioned, the East Union Secondary School student handbook is a reflection of the mission and vision of the East Union Community School District Board of Directors. Below are some applicable board policies (All board policies can be found at <http://east-union.isfis.net/?q=node/1>):

Board Policy Title	Board Policy Number
Equal Educational Opportunities	Board Policy 500
Student Rights and Responsibilities	Board Policy 502
Student Due Process Rights	Board Policy 502.4
Harassment of Students	Board Policy 502.10
Administration of Medication to Students	Board Policy 507.2
studentsearch	Board Policy 502.8
Student Lockers	Board Policy 502.5
Homeless Children and Youth	Board Policy 501.16
Instruction at a Post-Secondary Educational Institution	Board Policy 604.6
Laptop Computer Use Agreement	Board Policy 605.6R1
Meal Charge Policy ( <a href="#">USDA Nondiscrimination Statement</a> )	Board Policy 710.1

### DEFINITIONS

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

### FINES - FEES - CHARGES (Board Policy 503.3)

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

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

Legal Reference:  
Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1. 281 I.A.C. 18.  
1994 Op. Att'y Gen. 23. 1990 Op. Att'y Gen. 79. 1982 Op. Att'y Gen. 227. 1980 Op. Att'y Gen. 532.

## EMERGENCY FORMS

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

## STUDENT ATTENDANCE

### SCHOOL CALENDAR

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

### DAILY ACADEMIC SCHEDULE

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

### STUDENT ATTENDANCE

Students are expected to be in class and **to make attendance a top priority**. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence is difficult to replace. Regular attendance and preparation for class help students in school as well as prepare them for adulthood.

Parents/guardians who know their child will be absent must notify the office before the absence. If advance notification is not possible, parents must notify the office at 641-347-8421 option #3 on the day of the absence prior to 9:00 a.m. If notification is not received, the office will attempt to contact the parents at their emergency number. Any absence that is not reported within 24 hours will be considered unexcused. The school determines whether an absence is excused or unexcused. Student absences approved by the principal are excused absences. Excused absences will 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]. If the school does not receive notification, the absence will be considered truancy. The list below outlines absences that will be considered excused with the appropriate documentation.

1. Personal illnesses or serious health conditions.
  - a. Medical certification or a home visit from the school nurse may be required.
  - b. Students who are not in school at the conclusion of the lunch period (of a regular-scheduled day) due to an illness on the day of a school activity/event WILL NOT be allowed to attend that event. On early out or late start days, students are expected to be here all day in order to attend events on that day or evening. Students showing up at such an event will be sent home and their parents will be called.
2. Death, serious illness or serious accident in the immediate family or household.
3. School field trips or other approved school activities.
4. State events as a participant or spectator for events in which East Union is participating.
5. Recognized religious observations.
6. Up to two (2) college visits are allowed during the junior and senior year.
7. Court appearances, counseling, or visits to a probation officer.
8. Student appointments with a doctor, dentist or attorney. **All appointments must be verified by a note from the professional's office. No note - no excused absence.**
9. Drivers License / Permit - maximum of 1/2 day for the person getting the drivers permit. Students are not excused to take another student to get their driver's permit/license.
10. Family emergency, must be authorized by the principal.

Students participating in extracurricular activity practices or competitions must be in school on the day of the practice/event for at least half of the academic school day (8:10 am-3:15 pm). If a student is absent in the afternoon, it must be for an appointment with a doctor's note provided to verify the appointment, and/or must be pre approved by the principal. If a student leaves school due to illness during the day at any time, they will not be permitted to participate in afterschool activities. The half-day not spent in school must be considered an **excused** absence to allow students to participate in activities that day. Only in extraordinary circumstances may the principal waive this rule. The principal has the sole discretion in determining whether an absence will be excused or not.

### Unexcused Absences and Being Dropped From a Class

Student attendance is important to ensure the academic success of students. As a result, East Union Secondary School believes in the support of students who miss school and offers ways to support their academic goals. As such, the oversight of attendance includes, but is not limited to, the following:

Phase	Number of Absences	Student Support	Focus Mediation
1	If a student reaches 5 total days of absences	Attendance letter, student problem solving conference and parent communication, daily student reminders	Detention
2	If a student reaches 8 total days of absences	Attendance letter, Required parent meeting, weekly student check-ins with the Student Services Director, attendance contract	Detention, Intervention
3	If a student reaches 10 total days of absences	Attendance letter to parents, Attendance contract, alternative or reduced schedule, possible referral to the county attorney	Detention, Intervention, Possible Drop or Alternative Placement

### Period Attendance

All courses run on period attendance. Each period is monitored for the duration of the semester. Period attendance resets at the beginning of each semester. A day consists of eight (8) periods. Each period that a student misses is counted as an absence for that period. Attendance for each period is figured separately. If a student reaches three (3) absences in a period, a problem solving meeting will be scheduled with the Student Services Director to determine a plan of action. The student will also receive an hour of detention. If a student reaches six (6) absences in a period, a mandatory parent meeting will be scheduled to create a plan to improve attendance. The student will also be assigned two hours of detention to be served with the teacher of the missed class to make-up for missed class time. If a student reaches ten (10) absences in a period, another mandatory parent meeting will be scheduled. The student could possibly be dropped from the class due to missed instructional hours. In order to remain in the class, the student will be required to serve three hours of detention to be served with the teacher of the missed class to make-up for missed class time. Students must make attendance for all periods a priority.

### Attendance Due Process

Students have a right to appeal any decision with regard to a student being dropped from a class. The appeal shall be made within five school days of the initial parent conference. At all times, during the appeal process, the student shall remain in class until the appeal is heard. After the appeal, the decision shall be considered final.

### TRUANCY AS DEFINED FOR STUDENTS IN GRADES 6-12 (Board Policy 501.10)

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

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

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to [supervised study area, in-school suspension] unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Legal Reference:  
Iowa Code §§ 294.4; 299 (2007).  
281 I.A.C. 12.2(4).

### TARDIES

A student is tardy when he/she arrives in class after the scheduled start time. Exceptions may be made when another staff member holds the student late and that teacher then issues the student a pass for the next class. Students who have three unexcused tardies in the same class period within a semester will serve a thirty (30) minute detention with the front office, and the fourth and subsequent tardies will result in thirty (30) minute detentions each.

## LEAVING THE SCHOOL BUILDING

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

## MAKE-UP WORK

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

## INCLEMENT WEATHER

In the event that we need to close school for any reason, we have a variety of ways to communicate that information to our families and staff members. In the event of school cancellations, delays, or early outs due to inclement weather, road conditions, emergencies, etc. parents and the community will be notified through the school's messaging system. (i.e., JMC). In addition to JMC, we will post information on: **TV STATIONS** (KCCI TV, WHO-HD Channel 13, FOX 17) **RADIO** (KSIB 101.3. 1520, WHO 1040, 1460 KXNO, The Bus 100.3, KISS 1075) **WEB BASED** (WHOtv.com, 13NOW Smartphone App, Facebook (East Union Community School District), and Twitter.

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

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

## COLLEGE VISITS

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

## STUDENT HEALTH, WELL-BEING AND SAFETY

### SCHOOL DAY

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

### SCHOOL NURSE

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

#### Student Health

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

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

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

### SPECIFIC DUTIES

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

## **IMMUNIZATIONS**

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

## **PHYSICAL EXAMINATIONS**

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

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

## **ADMINISTRATION OF MEDICATION**

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

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

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

## **HAWKI Insurance for Children**

Parents can apply for low or no cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWKI) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (tollfree) or go to the web site at <http://www.hawki.org/> for more information.

## **COMMUNICABLE AND INFECTIOUS DISEASES**

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

## **HEALTH SCREENING**

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

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

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

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

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

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

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

**SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Ms. Joan Gordon and Mr. Josh Vanderflight (641-347-8421).

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

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

**EMERGENCY DRILLS**

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

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

## ASBESTOS NOTIFICATION

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

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

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

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

## STUDENT ACTIVITIES GENERAL STATEMENT

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

## SCHOOL SPONSORED STUDENT ORGANIZATIONS

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

### These athletic teams are planned for high school students:

#### Boys

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

#### Girls

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

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

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

### These athletic teams are planned for middle school students:

#### Boys

Football	Archery	Track
Cross Country	Basketball	Baseball
Drill Team	Wrestling	

#### Girls

Volleyball	Archery	Track
Cross Country	Basketball	Softball
Drill Team	Wrestling	

### Middle school students are encouraged to become active in:

Art Club	Middle School Action Planners	FFA	Drama	Musical
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## ASSEMBLIES

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

## FIELD TRIPS

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

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

## EXTRACURRICULAR BUS

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

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

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

### **HIGH SCHOOL DANCES**

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

1. High school activities are intended for high school students from East Union Community School.
2. Anyone bringing a guest who is not a student at the East Union Community School to an East Union dance will be required to sign in, upon entrance to the dance agreeing that both the East Union student and guest understand the following rules as well as common sense rules of conduct which must be followed
  - a. NO drinking of alcoholic beverages;
  - b. NO use of tobacco/nicotine/vaping products or controlled substances;
  - c. NO leaving and returning to the dance;
  - d. NO use of foul or profane language.

Infraction of the above rules of conduct "a" and "b" will result in authorities and parents/guardians being called. Infraction of the remaining rules will result in the student or guest being asked to leave the dance.

1. All sponsoring groups must see to it that the date and time of an activity is placed on the official school calendar.
2. At least 5 sponsors are to be in attendance to chaperone any dance. The sponsors could be composed of three school sponsors and two community chaperones.
3. The doors to the school will be locked 30 minutes from the scheduled starting time of the dance.

### **MIDDLE SCHOOL PARTIES AND DANCES**

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

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

Selection of Student Council/Class Officers: High school – members of the high school classes elect a president, vice-president, secretary, and treasurer during the month of May. Student Council members are also selected in May. Candidates for membership must request and complete an application containing a series of questions as well as submit two references from either teachers or community members (no relatives or family members). Present Student Council members (not including graduating Seniors) evaluate the applications and references for selection to the Student Council. Student Council members of good standing (as defined by the by-laws of the Student Council Constitution) are retained through their senior year of school.

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

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

Those interested in Middle School Action Planners must request and complete an application containing a series of questions as well as submit two references from teachers (no relatives). A group of middle school teachers will review the applicants and select members based on student responses, references, and student behavior and leadership demonstrated in the classroom. Those selected will elect officers for the Middle School Action Planners. Voting will be done by secret ballot. Students may serve as representatives for not more than three semesters during their middle school years. A person cannot serve in the same office more than once a year, but may be elected to another office. Class officers are president, vice-president, secretary, & treasurer. Representatives and class officers are expected to provide leadership to the student body, good decision making on their behalf, and strategic planning for events and activities.

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

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

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

**1. a.** The Iowa High School Athletic Association and the Iowa Girls High School Athletic Union shall work together to distribute the guidelines of the Centers for Disease Control and prevention of the United States department of health and human services and other pertinent information to inform and educate coaches, students, and the parents and guardians of students of the risks, signs, symptoms, and behaviors consistent with a concussion or brain injury, including the danger of continuing to participate in extracurricular interscholastic activities after suffering a concussion or brain injury and their responsibility to report such signs, symptoms, and behaviors if they occur.

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

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

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

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

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

### Return To Learn Protocol

Definition: The Return To Learn Protocol is a total cognitive and physical rest, also called a complete rest phase. It is potentially a five phase process based on a **physician's medical diagnosis** of a student. Students may be put in anyone of the following diagnosis.

- Phase 1 - No school, no work, no physical activity
- Phase 2 - Limited school attendance, i.e. partial days with full accommodations
- Phase 3 - Full days/partial class attendance, i.e. gradual exposure to loud areas, no physical education/Marching Band, no standardized testing, modified testing (limit 1 exam per day), may enter into Return To Play Protocol with the Licensed Health Care Provider (Physician, ARNP, PA, Chiropractor, Nurse, Physical Therapist, and Athletic Trainer) written order, under the supervision of the school's contracted Athletic Trainer.
- Phase 4 - Full class attendance, with minimal accommodations and able to tolerate 60 continuous minutes of mental exertion, no Physical Education/Marching Band/Show Choir/etc, increase return to normal class workload, moderate homework. May enter into Return To Play Protocol with approval of the Licensed Health Care Provider (Physician, ARNP, PA, Chiropractor, Nurse, Physical Therapist, and Athletic Trainer) written order, under the supervision of the school's contracted Athletic Trainer.
- Phase 5 - Full academics and no accommodations. May enter into Return To Play Protocol with approval of the Licensed Health Care Provider (Physician, ARNP, PA, Chiropractor, Nurse, Physical Therapist, and Athletic Trainer) written order, under the supervision of the school's contracted Athletic Trainer.

### EUCSD Return To Learn Practices

- Physician, School Nurse, Athletic Trainer, Activities Director, and Teachers will monitor the student's progress in the Return To Learn Protocol
  - A medical note/documentation from a Licensed Health Care Provider (Physician, ARNP, PA, Chiropractor, Nurse, Physical Therapist, and Athletic Trainer) placing a student into RTL Protocol is required.
    - This note is to specify what the initial entrance phase the student is to be placed.
    - A copy of this note is to be given to both the School Nurse and the Activities Director.
  - Teachers monitor student behaviors while in class and report findings to the school nurse, who will then share the information with the athletic trainer.
- The School Nurse and Athletic Trainer will report to the Activities Director the initial phase that a student is placed into and the appropriate accommodations for the student to be implemented in each academic class.
  - If a student is placed into Phase 1 or Phase 2, the absence will be considered School Related Excused Absences.

## **EAST UNION COMMUNITY SCHOOL DISTRICT – GOOD CONDUCT CODE (Board Policy 503.4)**

**ANY STUDENT, through his/her habits or conduct, who is not able to represent the ideals, principles and standards of East Union CSD may be declared ineligible for activities by the principal or superintendent until he/she is capable of upholding the high ideals and principles of the school. The Good Conduct Rule covers twelve (12 ) months--during activity seasons, between activity seasons and during the summer months. The policy begins on the first day of high school eligibility and continues through the completion of their high school eligibility.**

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

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

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 lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures, up to and including exclusion from participation in school activities.

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

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

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

### **III – DEFINITIONS**

1. Competition/performance – means a specific event that is a component of an extracurricular program whether it is a contest, a social activity (prom), a performance, or a school-sponsored trip that is part of the extracurricular activity.
2. Offense – occurs when a student is determined by a school official to have violated the Good Conduct Code. Such violations shall be counted cumulatively from year to year (grades 6-12), regardless of the specific portion of the Good Conduct Code that is violated. Any offense(s) occurring under the District's previous policy shall count cumulatively toward any offense(s) under this Good Conduct Code. Middle School students must also abide by this Good Conduct Code. However, any violations incurred prior to ninth grade will not be carried forward to ninth grade.
3. Possession – concerning alcohol, drugs, simulated controlled substances, and tobacco/nicotine, possession shall mean under the actual control of or on the student's person, contained in property under the student's personal control, or accessible to the student and the student has knowledge of the prohibited substance's presence
4. School days – shall mean days when school is in session, (i.e., Monday through Friday, except state and/or national holiday.)
5. Student Code of Conduct – is a body of school rules and regulations independent from this Good Conduct Code. Any student behavior, when violates both the student Code of Conduct and this Good Conduct Code, will incur penalties under both sets of rules and regulations
6. Year – as it is used in this policy means one calendar year.

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

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

### **V – CONDUCT REQUIREMENTS**

Students shall:

1. Abide by the Good Conduct Code at all times and in all places.

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

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

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

## **VI – VIOLATIONS**

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

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

## **VII – DETERMINATION**

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

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

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

The penalties listed below are for specific violations of the Good Conduct code. Violations not specially listed will result in similar consequences. Where applicable, the following will be applied along with the specific penalties outlined in the Student Code of Conduct. The coach/sponsor may also impose additional penalties pursuant to their supplementary activity-specific rules. The penalty may be imposed within three (3) school days of the Principal's determination of a violation.

Penalties: The penalty for a violation is ineligibility for a definite number of weeks for the activity the penalty is to be applied to. The student may participate in practices and can travel with the team and sit/stand on the sideline during competitions. If the offense occurs during a time when the student is not participating in an activity and/or athletics, the suspension will begin when practice starts for the next activity and/or athletics they participate in. Students will be ineligible for a minimum of two dates. The student must successfully complete the activity and/or athletics in good standing or the suspension will start over with the next activity and/or athletics they participate in.

When a student violates the Good Conduct code, the following penalties will apply:

- First Offense: A student whose violation of the Good Conduct Code constitutes a first offense will be ineligible to participate in all extracurricular activities for four (4) weeks.
- Second Offense: A student whose violation of the Good Conduct Code constitutes a second offense will be ineligible to participate in all extracurricular activities for twelve (12) weeks.
- Third Offense: A student whose violation of the Good Conduct Code constitutes a third offense will be ineligible to participate in all extracurricular activities for one (1) calendar year.
- Fourth Offense: A student whose violation of the Good conduct Code constitutes a fourth offense will be prohibited from participating in extracurricular activities for the remainder of the student's high school career.
- Penalty Reduction: any student who comes forward and admits to the principal, coach, and/or activity director a violation within twenty-four (24) hours after it occurs and provides complete and accurate facts

about his/her involvement, shall have the penalty that would have been imposed, reduced by one-half (1/2). The Principal will have the sole authority and discretion to determine whether a student has complied with this section and is eligible for a penalty reduction.

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

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

#### **X – STUDENT APPEAL**

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

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

#### **XI – SCHOLASTIC ELIGIBILITY**

Any 6<sup>th</sup>–12<sup>th</sup> grade student who receives any failing grade or receives a zero (0) on a summative assessment in any course in each 4 1/2 week grading period will be considered ineligible to participate in any extracurricular activities (competitions) for a minimum of five (5) days. After the five (5) day minimum, once the student has raised their failing grade or removed the zero, they will regain eligibility. There will be 8 grading periods, 4 each semester. If the course grade is failing, or any summative assessments have scores of zero (0) on the grade report, the student will be considered ineligible. Special education and/or students under a 504 plan will be required to make appropriate progress on the I.E.P. or individual plan. The parent/guardian will be notified of the academic ineligibility for any grading period in a timely fashion by the classroom instructor.

Students that are enrolled in college classes and received a failing grade at a grade check will also be considered ineligible. Students will be required to show the counselor their grades at each grade check using their online gradebook to determine eligibility. Students that do not show their grades to the counselor at grade check will be reported as a zero (0) and will be placed on the ineligibility list until grades are turned in. Students with a failing grade at grade check will be allowed to have the ineligibility removed when the college grade is raised to passing and the grade has been shown to the counselor.

A student may also fall under the rules of scholastic ineligibility as dictated by Iowa High School Athletic Association (IHSAA), Iowa Girls High School Athletic Union (IGHSAU), Iowa High School Music Association (IHSMA), & the Iowa High School Speech Association (IHSSA) if their final course grade is failing. Any student that has a failing grade at the end of a semester in a high school or college course will be deemed ineligible for thirty (30) calendar days per the state eligibility rule.

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

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

#### **GOOD CONDUCT CODE/STUDENT AGREEMENT**

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

## **STUDENT RECORDS**

### **EDUCATIONAL RECORDS**

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

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

### **STUDENT RECRUITMENT OPT-OUT FORM**

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

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **STUDENT LOCKERS**

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

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

### **SEARCH AND SEIZURE**

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

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

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

- a. the nature of the violation for which the search is being instituted;
- b. the age and gender of the students who may be searched;
- c. the objectives to be accomplished by the search; or

- d. the emergency requiring the search without delay.

### **POSTING OF INFORMATION**

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

### **DRESS CODE**

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

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

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, and/or making reference to prohibited conduct or similar displays. Bare feet are not allowed in school, students are expected to have shoes on their feet. Shorts/skirts may be worn only if they are mid-thigh in length or longer. Shirts must cover the entire torso – if a student is standing with arms at their side, if any part of their torso is showing the clothing will be considered inappropriate. Any clothing containing shoulder straps will need to cover undergarments. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The Administration makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or wear school-provided clothing, which will be returned by the student at 3:15 p.m.. Repeat violators may have their parent/guardian called, may be assigned detention, or may be sent home. Caps, hats, head scarves or other such head attire are not appropriate to be worn in school from the hours of 8:00 a.m. to 3:15 p.m. on school days. All of these are to be removed when students enter the building. Hats or headgear may be worn under special circumstances from a request from the Middle School Action Planners and/or Student Council and approved by the Principal.

### **PHYSICAL CONTACT**

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

### **CARE OF SCHOOL PROPERTY**

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

### **DRIVING TO SCHOOL**

Driving to school and parking on school property is a privilege and not a student's right. The school does provide transportation to school and home for each student by way of the school buses.

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

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

#### **General parking rules:**

1. Park in assigned areas. (see parking map on final page, students will be provide a parking permit)
2. Do not return to your vehicle during the day unless given permission by the office.
3. Use only the parking areas on the north side of the school building, unless told by administrative staff.
4. Obey all posted signs and markings.
5. Leave a fire lane open around the building for emergency use. Unless an area is specifically marked for parking don't park your vehicle there. \*\*This includes the area along the baseball field fence from the concession stand to the baseball crowd's nest, along the main student parking lot drive, along the playground, and by the dumpsters.
6. Speeding, squealing tires, riding in the back of pickups and on top of vehicles, and other reckless driving may result in loss of privilege to drive on campus or legal action.
7. Freshman and Sophomore students must park in the area around the football crowd's nest during school hours and not on the paved lot unless given permission by the principal.
8. Students are to yield to moving school buses as the buses are entering and exiting the school parking lots.\*Students who enter the bus line entering or exiting the school parking lot may have a loss of privilege to drive on campus or legal action.
9. Cars parked on school property are subject to search if there is reasonable suspicion of a violation of the student code of conduct. Students should not have weapons, drugs, alcohol, tobacco, pets, or other banned items in their vehicle.

### **HALL PASSES**

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

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

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

## WEAPONS

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

## REGISTRATION FEES

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

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

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

## CHEATING

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

### **Plagiarism:**

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

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

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

## DUAL ENROLLMENT STUDENTS

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

## INTERFERENCES IN SCHOOL

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

## ACCEPTABLE USE POLICY AND INTERNET SAFETY AGREEMENT

### STATEMENT OF PURPOSE

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

### TERMS OF AGREEMENT

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

### ACCEPTABLE USES

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

- a. All users must abide by rules of Network etiquette -Netiquette, including the following:
  - Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - Avoid language and/or graphic representations, which may be offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material, which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - Do not assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- b. Teachers may allow individual students to use email, electronic chat rooms, instant messaging, social networking sites (Twitter) and other forms of direct electronic communications for educational purposes only and with proper supervision. Proper supervision shall include the teachers having the documentation of the students' username password on file and being able to monitor the account. This includes the use of student personal email accounts and personal social networking sites in the school environment. If a student uses his/her personal email account or accesses his/her social networking site on a school computer, the teacher must monitor all communications and have access to the students username password for such an account. In addition, if student personal accounts are accessed through the district Internet, the profile for student personal accounts must not contain identifiable information such as the last name or address of the student .
- c. No personal addresses, personal phone numbers, or last names of students will be permitted to be given out on the Internet.
- d. A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where his/her student goes on the Internet.
- e. Student Photos/Student Work. Publishing student pictures and work on websites promotes learning, collaboration and provides an opportunity to share the achievements of students. Images and products of K-12 students may be included on the website without identifying captions or names. Please note that under no circumstances will K-12 student photos or work be identified with first and last name on any website, including the district, school, or teacher website.

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

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

### FAILURE TO FOLLOW ACCEPTABLE USE POLICY

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

### UNACCEPTABLE USES OF THE NETWORK MAY INCLUDE:

- a. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

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

### **CYBERBULLYING & INTERNET SAFETY**

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

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

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

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

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

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

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

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

## USE OF NEW WEB TOOLS

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

Blogging/Podcasting Terms and Conditions:

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

## TEACHER RESPONSIBILITIES

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

## PRINCIPAL RESPONSIBILITIES

- Include Acceptable Use Policy in student handbook
- Be sure handbooks are distributed to all students
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy
- Permission forms must be kept on file for one year.
- Students who do not have permission to use the Internet must be identified to the teaching staff.

## DISTRICT RESPONSIBILITIES

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

## Staff/Student Computer Usage Guidelines and Consequences

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

## STUDENT BULLYING AND HARASSMENT

### Anti-Bullying/Harassment Policy

Harassment and bullying of students and employees is against federal, state and local policy, and is not tolerated by the board. The board 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 board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

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

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

If after an investigation, a 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 meets 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, privileges provided by a school.

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the 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 proceedings relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.*

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

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

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

The superintendent also is responsible for organizing training programs for 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 board.

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 website,
- (other)

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

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

Individuals who feel that they have been harassed should:

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

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

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

-- tell a teacher, counselor or principal; and

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

including;

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the 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 designated investigator. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

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

### **Investigation Procedure**

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

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

### **Resolution of the Complaint**

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

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

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

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

### **Conflicts**

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

Students who feel that they have been harassed should:

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

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

\*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

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

### **DETENTION**

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

### **STUDENT PUBLICATIONS**

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

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

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

### **STUDENT PERSONNEL SERIES 500**

Policy Title: Student Behavior and Discipline

Definition: “School discipline” is the guidance of the conduct of students in a way, which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, discipline atmosphere to achieve maximum educational benefits for all students.

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

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

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

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

- a. The purchase, use or possession of tobacco or any tobacco product;
- b. The purchase, use or possession of beer or liquor;
- c. The purchase, use or possession of any controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting during his/her professional practice;
- d. Attendance or participation in any school activity in an intoxicated state or under the influence of a controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting during his/her professional practice;

- e. The distribution of, transmittal of, or sale of any tobacco product, beer or liquor, or controlled substance to other person;
- f. Disruptive Behavior: including, but not limited to, temper tantrums; fighting or rowdy behavior; making loud noises so as to cause interference with other persons; using abusive language or gestures which the student knows or reasonably should know is likely to provoke a violent reaction by another; disruption of meetings, activities, or assemblies of persons by conduct intended to be disrupting; obstructing school premises or access to school premises or places where school functions are to be held, with the intent to prevent or hinder its lawful use by another; or any other behavior intended to interfere with the rights of others;
- g. Defiance: Refusal to conform to policies, rules, regulations, directives or requests of the district or its officers, employees or agents when acting within the scope of their employment or duties;
- h. Disrespect: disrespectful or rude behavior, comments, or actions directed at staff, students, or visitors.
- i. Physical Aggression: physical attack (slapping, pushing/shoving, aggressive physical behavior, rough horseplay leading to injury) to other students, officers, employees, visitors or agents of the district;
- j. Threats: Threatening to harm another student, staff member, or visitor.
- k. Extortion;
- l. Possession or use of dangerous weapons or objects, including look-a-likes;
- m. Display of racial bigotry or intolerance (will be handled under harassment/bullying);
- n. Criminal or illegal behavior;
- o. Committing a theft or robbery or attempting to commit a theft or robbery;
- p. Vandalism: Damaging, altering, injuring, defacing, or destroying any building, fixture, piece of equipment or item, which includes writing, drawing, or making marks on walls, furniture, and fixtures;
- q. Intimidation;
- r. The use of obscene, lewd, or profane language;
- s. Initiating, circulating, or participating in the circulation of a report warning of fire, epidemic, or other catastrophe knowing such;
- t. Threatening to place or placing any incendiary or explosive device or material in any place where it may endanger persons or property;
- u. Truancy: absence from school or assigned classes or activities without a reasonable excuse.
- v. Trespassing on school property; entering upon or into school property without justification or without the permission of school officials or remaining on school property after being notified to leave by school officials;
- w. Joining, becoming a member of, soliciting other students or join, or become a member of, or taking part in forming or organizing a fraternity or society of students without prior approval of the board of directors.
- x. Harassment and/or bullying (see pages 23-25).

#### **SANCTIONS:**

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

- I. FIGHTING** – Fighting on school property (school property will be defined as in the building, school bus and on the school grounds);
  - 1<sup>st</sup> Offense** – Students will be given a 3-day short-term, in school suspension. Parents/guardians and legal authorities will be notified. Students may receive a short-term, up to 5-day out of school suspension if, in the opinion of the school administration, it is in the best interest of the student body that this action takes place.
  - 2<sup>nd</sup> Offense** – Students will be given a 5-day short-term out of school suspension. Conference held with parents/guardians, student body, and principal. Legal authorities and parents/guardians will be contacted.
  - 3<sup>rd</sup> Offense** – Students will be referred to the Board of Directors for disciplinary action.
- II. TOBACCO** – Buy, use or possession of tobacco on school property, school bus, or in the school building.
  - 1<sup>st</sup> Offense** – Students will be given a 3-day short-term in-school suspension. Parents/guardians and legal authorities will be contacted. All contraband will be confiscated and turned over to the legal authorities.
  - 2<sup>nd</sup> Offense** – Students will be given a 5-day short-term, out of school suspension. Legal authorities and parents/guardians will be contacted. All contraband will be confiscated and turned over to the legal authorities.
  - 3<sup>rd</sup> Offense** – Students will be referred to the Board of Directors for disciplinary action.
- III. DRUGS AND ALCOHOL** – Buy, use or possession of illegal drugs and alcohol beverages in the school building, bus and property.
  - 1<sup>st</sup> Offense** – Students will be given a 5-day short-term, out of school suspension. Parents/guardians and legal authorities will be contacted. All contraband will be confiscated and turned over to the legal authorities.
  - 2<sup>nd</sup> Offense** – Students will be given a 9-day short-term, out of school suspension. Student will be referred to special services program. Legal authorities and parents/guardians will be contacted. All contraband will be confiscated and turned over to the legal authorities.
  - 3<sup>rd</sup> Offense** – Students will be referred to the Board of Directors for disciplinary action.
- III. OTHER SANCTIONS**
  - a. Denial of extracurricular activities or privileges;
  - b. Temporary removal from class to the office of the principal or his/her designee for a period normally not to exceed two days. The principal or designee will review the misconduct with the student and the teacher to determine the conditions for readmission to the class or for further disciplinary proceedings;
  - c. Probation: conditional attendance during a trial period;
  - d. Detention: a requirement that a student remain after school, or come to school early, or remain in class during recess periods for purposes of discipline;
  - e. In-school suspension: the temporary isolation of a student from one or more classes while under proper administrative supervision, where the misconduct does not warrant removal from school by suspension;

- f. Removal from class for the remainder of a semester; the isolation of a student from a specific class for the remainder of a semester while under proper administrative supervision where the misconduct does not warrant removal from school by expulsion;
- g. Short-term suspension: the student is prohibited from attending classes or any school activity for a temporary period of time, not to exceed ten school days;
- h. Long-term suspension; the student is prohibited from attending classes or any school activity for a temporary period of time to be determined by the board of directors;
- i. Expulsion: the student is prohibited from attending classes or any school activity for an indefinite period of time;
- j. Referral to other agencies.

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

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

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

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

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

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

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

Written notice of the charges prompting the administrative recommendation of expulsion, notice of the district policy, rule, or regulation alleged to have been violated, and notice of the time, place, and date of the hearing shall be mailed or delivered personally to the parent or guardian. If the student is married or is eighteen years of age or older and is not living with a parent or guardian; notice shall be given to the student. Such notice shall also be given to the board president.

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

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

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

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

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

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

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

## **CORPORAL PUNISHMENT PROHIBITED**

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

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

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

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

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

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

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

### **Appeal:**

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

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **SEMESTER FINALS/PROJECTS**

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

## **STANDARDIZED TESTS**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students, unless excused by the principal, take the Iowa Statewide Assessment of Student Progress (ISASP).

## **HUMAN GROWTH AND DEVELOPMENT**

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

## **OPEN ENROLLMENT**

Iowa's open enrollment law allows students living in one school district to request transfer to another school district upon the parent's/custodial request. Students interested in open enrolling out of the school district should contact the Superintendent for information and possible forms.

## **CLASS LOADS**

High school students must be registered for a class for at least 8 periods per semester/per day unless they meet one of the following eligibility requirements:

- The student is enrolled in concurrent enrollment courses which excludes them from taking a full 8 period load of high school courses (student is expected to work with the counselor to determine credit requirements)
- Juniors are allowed one open period if on track to graduate
- Seniors are allowed up to four open periods if on track to graduate. At least two of the classes must be East Union classes
- Juniors and seniors must turn in a waiver to the high school office, signed by the student and parent/guardian, stating that the student may participate in the student privilege program to sign out for open periods

## **ADDING/DROPPING CLASSES**

High school students who wish to add or drop a class must do so no later than the second day of each semester. It is the student's responsibility to communicate with the teacher to determine what course work must be made up due to the class change.

## **DUAL ENROLLMENT COMMUNITY COLLEGE CLASSES AND CAREER ACADEMIES(28e)**

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

Career Academies are programs of study offered to high school students through an agreement or contract between East Union Schools and Southwestern Community College. They bridge high school and community college CTE programs. Programs offered are: Carpentry, Automotive Technology, Information Technology Systems Networking, Collision Repair, Health Science, and Electrical Technology. These programs are year long and students are expected to complete the entire year long course.

### **DUAL ENROLLMENT /CONTRACTED SWCC COLLEGE CLASSES:**

The Dual Enrollment College Classes is a program intended to promote rigorous academic pursuits and to provide a wider variety of options to high school students. The program allows 11<sup>th</sup> and 12<sup>th</sup> grade students as well as 9<sup>th</sup> and 10<sup>th</sup> grade students, with teacher and principal approval, to enroll in college courses. Through the program, individual students may enroll in a college or university course if the course is **NOT** offered at East Union Schools. Successful completion of the course also generates high school credit and applies toward East Union's graduation requirements.

### **DUAL ENROLLMENT COLLEGE CLASSES STUDENT PROFICIENCY REQUIREMENTS::**

- Acceptance of a student into a course by a post secondary institution is not a guarantee that a student will be enrolled in requested courses. Priority may be given to post secondary students before secondary students are enrolled in courses.
- Students must meet the academic requirements of both the school district and post secondary institution. At the college level, students must meet any assessment requirements of the post secondary institution including any placement exam requirements of the institution. While Iowa community colleges are open access institutions, they usually have college placement exam requirements, often including mandatory minimum cut scores for enrollment in certain courses.
- At the school district level, students must demonstrate proficiency in each of three academic areas — reading, mathematics, and science. Proficiency is determined by using the student's results on the spring ISASP assessments for reading, math and science. Students are determined to be proficient if they score within the proficient or advanced range of the assessment.
- If a student is not proficient in one or more of the content areas of reading, mathematics, and science, the school board may establish alternative but equivalent qualifying performance measures. The school board is not required to establish alternative performance measures, but if it does so, such measures may include but are not limited to portfolios of student work, student performance rubric, end-of-course assessments, additional coursework, or additional administrations of the state assessment.

- It is important to remember that the alternate proficiency requirement was established as a means for students who may not do well on tests or do not have scores from assessments but are able to demonstrate proficiency in their course work through their work and projects.
- If a student has attendance issues at either the high school or college, they may be dropped from the college class.

### **ELIGIBLE POST SECONDARY COURSES**

Eligible courses include: nonsectarian courses, courses that are not comparable to courses offered by East Union Schools, credit-bearing courses that lead to an education degree, courses in the areas of mathematics, science, social sciences, humanities, and vocational-technical education and courses in career option program offered. Students enrolled in an online course are required to stay on East Union's campus and be located in the CLC (Collaborative Learning Center) for one period per online course.

An eligible student must apply to the college as a high school student and fill out all registration information by the deadline. Failure to do this promptly may jeopardize the student's ability to take college courses. Eligible students will be required to meet with the school counselor every two weeks, per the Dual Enrollment Contract that is to be signed by student and parent/guardian prior to the course start date.

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

While colleges may allow the student to withdraw from a course to avoid a failing grade on a transcript, the practice is not encouraged by the East Union Community School District. Students that are having a problem/issue with a post secondary class will need to contact the School Counselor for assistance with the problem/issue. Withdrawal from a post secondary course is only to be used as a last resort and must be approved by the Secondary Principal and School Counselor. Students must withdraw from college courses prior to the first grade check (4 ½ weeks) of the semester, according to the high school schedule, in order to avoid ineligibility. If a student withdraws after the first grade check of the semester, their grade will be considered a failing grade in terms of eligibility and the student will be subject to academic sanctions in the East Union Good Conduct Policy section XI – Scholastic Eligibility. Students will receive a “W” on both their high school and college transcripts if the course is dropped after the first grade check.

### **STANDARDS REFERENCED GRADING SYSTEM**

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

### **THE IOWA CORE STANDARDS**

A great school system begins with a clear and rigorous set of expectations, or standards, that educators help all students to obtain. In Iowa, those academic standards are known as the Iowa Core. The Iowa Core standards describe what students should know and be able to do from kindergarten through 12th grade in math, science, English language arts and social studies. The Iowa Core also sets learning goals for 21st Century skills in areas such as Employability Skills, financial, health and technological literacy. The Iowa Core sets appropriate expectations for all students, regardless of where they live or what school district they attend, and reflects the real-world knowledge and skills students need to graduate from high school prepared for college or to enter the workforce. In content areas not covered by the Iowa Core, appropriate state and national standards will be used to develop clear and consistent course standards to ensure that students in those courses have the best education possible.

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

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

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

### **SUMMATIVE ASSESSMENTS:**

Summative assessments are defined as the assessments that show mastery of the Iowa Core Concepts identified within the course. With the implementation of the Iowa Core, students are expected to show mastery of all required concepts and skills. Because the summative assessments are designed to demonstrate mastery of the Iowa Core, any student who has not received a course grade at or above a 1.0 will not have met the requirements of the course. Grades will be based on summative assessment scores. Students must complete all summative assessments in the courses they take. Teachers reserve the right to require completion of all practice work/homework/formative assessments prior to taking summative assessments.

## EMPLOYABILITY SKILLS:

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

**CALCULATION OF COURSE GRADES:** Summative assessments of content standards will be used to report student progress.. Summative assessment scores will account for 100% of the overall course grade.

## STANDARD REFERENCED GRADES CONVERSION TO LETTER GRADES:

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

4.00 – 3.75	A		
3.74 – 3.50	A-	2.49 – 2.00	C
3.49 – 3.25	B+	1.99 – 1.75	C-
3.24 – 3.00	B	1.74 – 1.50	D+
2.99 – 2.75	B-	1.49 – 1.00	D
2.74 – 2.50	C+	Below 1.0	F

## SUMMATIVE ASSESSMENT RETAKE POLICY:

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

- When a student does not complete the assessment when assigned (projects not done) a zero is entered into the gradebook to indicate the lack of success.
- The instructor notifies the student, parent/guardian, and any other relevant individuals that the student was not successful on the assessment. The instructor will set a specific date for the student to reassess. The student is expected to report to the teacher to determine why the student was not successful on the assessment.
- If a student wishes to reassess on a summative assessment to raise their passing score, they must complete the [Reassessment Form](#) and complete the assigned practice work and take the assessment on the day scheduled with the teacher within one week of the original assessment.

## PROCESS FOR COMMUNICATING SCORES TO STUDENTS AND PARENTS/GUARDIANS:

1. **Formative assessments:**
  - a. Teachers will communicate with parents/guardians through the JMC student management system. When the lack of success in formative assessments jeopardizes the student's ability to be successful on the summative assessment parents/guardians will be notified.
2. **Summative Assessments and Employability Skills:**
  - a. All scores placed in the JMC student management system, will use the 4 point scale. Unit proficiency scoring scales that will be used to determine the appropriate evidence-based score will be provided to students prior to beginning the unit. No percentage grades or other reporting formats will be used by any teacher.
  - b. The score awarded to the student will describe the level of proficiency as evidenced by the student's performance as it is associated with standards.
  - c. Teachers will communicate with parents when the student has scored below 1.0 as soon as the score is entered into the JMC student management system.
3. Teachers will communicate with parents prior to a reporting period if the student may become academically ineligible.

## GRADE REPORTS

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

Score	Description
4	I clearly understand the learning target and can apply, explain, or justify my thinking
3	I understand the learning target
2	I understand parts of the learning target, but I need help with others
1	I am unable to complete level 2 tasks without additional support

0	Assessment not completed/no demonstrated understanding of concepts
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### **PASS/FAIL**

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

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

### **HONOR ROLL**

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

### **ACADEMIC ACHIEVEMENT AWARDS**

At the end of each year, students have the opportunity to earn academic honors. Students can qualify for Academic Achievement or Distinguished Academic Achievement. For seniors, juniors, and sophomores, these awards are calculated based on the average GPA of the spring semester from the previous academic year and the fall semester of the current academic year. Freshman scores will be calculated using only the average GPA from spring semester of their freshman year. Students earning a 3.0-3.49 GPA will earn the Academic Achievement Award. Students earning a 3.5-4.0 GPA will earn the Distinguished Academic Achievement Award.

### **EARLY GRADUATION**

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

### **PHYSICAL EDUCATION**

Every student is required by law to participate in physical education (for 120 minutes per week) unless excused by a doctor for medical reason, or for another Department of Education approved reason. If for some reason a student has permission from a doctor to not take Physical Education, an alternative program will be developed by the instructor and the student to meet state requirements. All students should wear appropriate physical education clothing. (Wearing street clothing or shoes in physical education is not allowed; physical education clothing is not acceptable outside the physical education classroom). All physically able students in grades six through twelve shall be required to engage in a physical activity for a minimum of 120 minutes per week. A student participating in an organized and supervised athletic program or non-school sponsored extracurricular activity which requires the student to participate in physical activity for a minimum of 120 minutes per week may be granted exemption from the physical education requirement with principal permission.

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

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

### **WORK EXPERIENCE PROGRAM**

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

### **SERVICE LEARNING PROGRAM**

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

## DRIVER'S EDUCATION

Students who desire to be enrolled in drivers' education classes need to sign up in the office by the set deadline.

Students who fail to meet this deadline may not be allowed to take the class.

Guidelines to follow concerning driver's education classes:

1. The student must have a driver's permit in order to sign up for enrollment.
2. Students will be required to pay the fee for Driver's Education when enrolling or provide evidence from the Superintendent's office waiving the fee.
3. Drivers Education Course will be pass/fail. No East Union graduation credit will be given for successfully passing this course. A student that completes and passes the Iowa DOT requirements for Driver's Education will receive a certificate of completion.

## SCHOOL COUNSELING

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

Testing;	Educational problems	Academic Skills
Scheduling and course selection	Personal problems	College & Career Readiness
Occupational-vocational problems	Social/Emotional Health	

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

## GRADUATION REQUIREMENTS

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

<u>Subject</u>	<u>Credit</u>	<u>Classes to Meet Requirements</u>
Mathematics	6.0	Math 1, Math 2, One Additional Year of Math
English Language Arts	8.0	ELA 9, ELA 10, ELA 11, One Additional Year of ELA
Science	6.0	Physical Science, Biology, One Addition Year of Science
Social Studies	6.0	World History, American History, American Government/Economics
Physical Education	2.0	
21st Century Skills	2.0	
Total required subjects	30.0	
Total elective credits Required	24.0	<i>Courses offered in the areas of Agricultural Education, Human Services, Business, Marketing, Art, Spanish, Chorus, Band, Physical Education, College Classes and any course taken in Math, Science, English, &amp; Social Studies that is beyond the graduation requirement listed above.</i>
<b>Total credits required</b>	<b>54.0</b>	

## **VOLUNTEER COMMUNITY SERVICE GRADUATION REQUIREMENT**

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

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

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

## **COMMUNITY SERVICE PROGRAM**

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

## **MISCELLANEOUS**

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

Students are allowed to carry their cell phones on their person during the school day. Students are to have their cell phones on silent and placed in their computer bags during class unless otherwise instructed by the teacher. Teachers can give a warning or confiscate the cell phone if the cell phone is disruptive in the classroom. If the disruption continues in the class the cell phone will be turned into the office. Students will be required to serve a (30) thirty minute detention if their phone is sent to the office. They will have (24) twenty-four hours to serve the detention before it will double to (1) one hour detention. Repeat offenders will lose the phone privileges. Individual teachers may have a stricter cell phone policy for their classrooms that students will be expected to follow. **Cell phones are not to be used in restrooms and/or locker room areas due to the concern of having cameras in these locations.** If students are caught with phones in locker rooms or restrooms, the phone will be confiscated for the remainder of the day and detention may be assigned. Students are not allowed to make/take phone calls during the school day unless they are in the office. **Students may use their cell phones during breakfast, lunch, and passing periods.** Students that are repeatedly tardy due to phone use during passing period may lose the privilege.

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

### **VISITORS/GUESTS**

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

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

### **LEGAL STATUS OF STUDENT**

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

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

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

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

No food is allowed in classrooms. Water is the only drink allowed in the classroom. Students may chew gum unless this privilege is abused. No open containers are allowed in hallways.

### **LUNCHROOM**

Behavior in the lunchroom will be closely supervised. Students are expected to clean up after themselves. Students who are cutting in line will be sent to the end of the line or possibly kept after school for detention. With the use of our computerized

lunch program, parents/guardians staff are able to deposit any amount of money into the family account and it may be used for breakfast, lunch, and extra milk.

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

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

### **FAMILY NIGHT**

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

### **BUS TRANSPORTATION GUIDELINES**

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

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

1. Bus riders shall be at the designated loading point before the bus arrival time. Contrary to popular belief, Iowa does not require the driver to wait if the school bus is on time. students must avoid roughhousing or loitering when waiting for the bus.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter. Each student must go directly to his or her assigned seat upon entering the bus.
3. Riders must not extend arms or heads out of the window at any time.
4. Aisles must be kept clear at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. The driver will assign a rider a seat.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation. Loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks. Riders shall refrain from talking to the driver while the bus is in motion.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. students shall assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions, and continue to cross the road or highway only on signal from the driver.
16. students shall not throw objects out the windows or inside the vehicle.
17. Shooting paper wads squirt guns or other material in the vehicle is not permissible.
18. students shall keep feet off the seats.
19. Rough housing on the vehicle is prohibited.
20. students shall refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco or look alike substances is prohibited in the vehicle.
22. There shall be no open pop or liquid containers on the bus, and all unopened pop or liquid containers should be in a gym/book bag or lunch box.
23. The Good Conduct Rule is in effect.

### **Bus report slips**

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

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

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

### **East Union Computer Responsibilities and Terms Agreement**

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

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

Iowa Code and Board Policy allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the District Property is

a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by East Union Community School.

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

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

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

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

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

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

<b>Monday, Tuesday, Wednesday Bell Schedule</b>		
<b>1st Period</b>	<b>8:10 a.m. - 8:56 a.m.</b>	<b>46 minutes</b>
Passing Time		2 minutes
<b>Breakfast</b>	<b>8:58 a.m. - 9:08 a.m.</b>	<b>10 minutes</b>
Passing Time		4 minutes
<b>2nd Period</b>	<b>9:12 a.m. - 9:57 a.m.</b>	<b>45 minutes</b>
Passing Time		4 minutes
<b>3rd Period</b>	<b>10:01 a.m. - 10:46 a.m.</b>	<b>45 minutes</b>
Passing Time		4 minutes
<b>4th Period</b>	<b>10:50 a.m. - 11:35 a.m.</b>	<b>45 minutes</b>
Passing Time		4 minutes
<b>5th Period</b>	<b>11:39 a.m. - 12:24 p.m.</b>	<b>45 minutes</b>
Passing Time		4 minutes
<b>Lunch</b>	<b>12:27 p.m. - 12:47 p.m.</b>	<b>20 minutes</b>
Passing Time		4 minutes
<b>6th Period</b>	<b>12:51 p.m. - 1:35 p.m.</b>	<b>46 minutes</b>

Passing Time		4 minutes
<b>7th Period</b>	<b>1:39 p.m. - 2:25 p.m.</b>	<b>46 minutes</b>
Passing Time		4 minutes
<b>8th Period</b>	<b>2:29 p.m. - 3:15 p.m.</b>	<b>46 minutes</b>

<b>Thursday &amp; Friday Bell Schedule</b>		
<b>1st Period</b>	<b>8:10 a.m. - 8:50 a.m.</b>	<b>40 minutes</b>
Passing Time		3 minutes
<b>Breakfast</b>	<b>8:53 a.m. - 9:03 a.m.</b>	<b>10 minutes</b>
Passing Time		4 minutes
<b>2nd Period</b>	<b>9:07 a.m. - 9:46 a.m.</b>	<b>39 minutes</b>
Passing Time		4 minutes
<b>3rd Period</b>	<b>9:51 a.m. - 10:30 a.m.</b>	<b>39 minutes</b>
Passing Time		4 minutes
<b>4th Period</b>	<b>10:35 a.m. - 11:15 a.m.</b>	<b>40 minutes</b>
Passing Time		4 minutes
<b>5th Period</b>	<b>11:19 a.m. - 12:00 p.m.</b>	<b>41 minutes</b>
Passing Time		4 minutes
<b>Lunch</b>	<b>12:04 p.m. - 12:24 p.m.</b>	<b>20 minutes</b>
Passing Time		3 minutes
<b>6th Period</b>	<b>12:27 p.m. - 1:07 p.m.</b>	<b>40 minutes</b>

Passing Time		4 minutes
<b>Success Time</b>	<b>1:11 p.m. - 1:46 p.m.</b>	<b>35 minutes</b>
Passing Time		4 minutes
<b>7th Period</b>	<b>1:50 p.m. - 2:31 p.m.</b>	<b>41 minutes</b>
Passing Time		4 minutes
<b>8th Period</b>	<b>2:35 p.m. - 3:15 p.m.</b>	<b>40 minutes</b>

<b>1:30 p.m. Dismissal</b>		
<b>1st Period</b>	<b>8:10 a.m. - 8:41 a.m.</b>	<b>31 minutes</b>
Passing Time		4 minutes
<b>2nd Period</b>	<b>8:45 a.m. - 9:16 a.m.</b>	<b>31 minutes</b>
Passing Time		4 minutes
<b>3rd Period</b>	<b>9:20 a.m. - 9:51 a.m.</b>	<b>31 minutes</b>
Passing Time		2 minutes
<b>Breakfast</b>	<b>9:53 a.m. - 10:05 a.m.</b>	<b>12 minutes</b>
Passing Time		5 minutes
<b>4th Period</b>	<b>10:10 a.m. - 10:41 a.m.</b>	<b>31 minutes</b>
Passing Time		4 minutes
<b>5th Period</b>	<b>10:45 a.m. - 11:16 a.m.</b>	<b>31 minutes</b>
Passing Time		4 minutes
<b>6th Period</b>	<b>11:20 a.m. - 11:51 a.m.</b>	<b>31 minutes</b>
Passing Time		4 minutes
<b>7th Period</b>	<b>11:55 a.m. - 12:26 p.m.</b>	<b>31 minutes</b>

Passing Time		4 minutes
<b>Lunch</b>	<b>12:30 p.m. - 12:51 p.m.</b>	<b>21 minutes</b>
Passing Time		4 minutes
<b>8th Period</b>	<b>12:55 p.m. - 1:30 p.m.</b>	<b>35 minutes</b>

<b>2 Hour Late Start</b>		
<b>1st Period</b>	<b>10:10 a.m. - 10:41 a.m.</b>	<b>31 minutes</b>
Passing Time		4 minutes
<b>2nd Period</b>	<b>10:45 a.m. - 11:16 a.m.</b>	<b>31 minutes</b>
Passing Time		4 minutes
<b>3rd Period</b>	<b>11:20 a.m. - 11:51 a.m.</b>	<b>31 minutes</b>
Passing Time		4 minutes
<b>4th Period</b>	<b>11:55 a.m. - 12:26 p.m.</b>	<b>31 minutes</b>
Passing Time		4 minutes
<b>Lunch</b>	<b>12:30 p.m. - 12:50 p.m.</b>	<b>20 minutes</b>
Passing Time		4 minutes
<b>5th Period</b>	<b>12:54 p.m. - 1:25 p.m.</b>	<b>31 minutes</b>
Passing Time		4 minutes
<b>6th Period</b>	<b>1:29 p.m. - 2:00 p.m.</b>	<b>31 minutes</b>
Passing Time		4 minutes
<b>7th Period</b>	<b>2:04 p.m. - 2:37 p.m.</b>	<b>33 minutes</b>

Passing Time		4 minutes
<b>8th Period</b>	<b>2:41 p.m. - 3:15 p.m.</b>	<b>34 minutes</b>

<b>12:30 p.m. Dismissal</b>		
<b>1st Period</b>	<b>8:10 a.m. - 8:34 a.m.</b>	<b>24 minutes</b>
Passing Time		4 minutes
<b>2nd Period</b>	<b>8:38 a.m. - 9:02 a.m.</b>	<b>24 minutes</b>
Passing Time		4 minutes
<b>3rd Period</b>	<b>9:06 a.m. - 9:30 a.m.</b>	<b>24 minutes</b>
Passing Time		1 minute
<b>Breakfast</b>	<b>9:31 a.m. - 9:41 a.m.</b>	<b>10 minutes</b>
Passing Time		4 minutes
<b>4th Period</b>	<b>9:45 a.m. - 10:09 a.m.</b>	<b>24 minutes</b>
Passing Time		4 minutes
<b>5th Period</b>	<b>10:13 a.m. - 10:37 a.m.</b>	<b>24 minutes</b>
Passing Time		4 minutes
<b>6th Period</b>	<b>10:41 a.m. - 11:05 a.m.</b>	<b>24 minutes</b>
Passing Time		4 minutes
<b>7th Period</b>	<b>11:09 a.m. - 11:33 a.m.</b>	<b>24 minutes</b>

Passing Time		4 minutes
<b>8th Period</b>	<b>11:37 a.m. - 12:05 p.m.</b>	<b>28 minutes</b>
Passing Time		-
<b>Lunch</b>	<b>12:05 p.m. - 12:30 p.m.</b>	<b>25 minutes</b>

**East Union Community School  
Student Privileges Contract**

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**The Privilege:** To be able to leave the building and sign out during your **open period(s) and lunch.**

**Privileges are contingent on behavior, grades, and attendance. Discipline referrals that occur once privileges begin will result in a loss of privileges for a time. A pattern of tardy behavior or absences will delay or cancel privileges. All juniors and seniors must be passing all courses to be eligible for the privilege. Open period is defined as not being enrolled in a high school, college, or online class during that period. Students enrolled in an online course are required to stay on East Union's campus and be located in the CLC (Collaborative Learning Center) for one period per online course.**

1. The principal reserves the right to revoke privileges at any time.
2. Freshmen and sophomores are not eligible for the privilege.
3. All juniors and seniors must be passing all of their courses to qualify for the privilege. The privilege will run on the 4 ½ week grade report generated by the high school secretary. Any student who is failing any course at the time of the grade report will not be eligible for the privilege for a minimum of 5 days or until the grade is brought up to passing.
4. **Students that are enrolled in SWCC courses of any type, will be required to report grades to the school counselor every two weeks. Failure to do so will result in loss of sign out privileges.**
5. A pattern of tardy behavior or absences will delay or cancel privileges. Students who have 3 or more unexcused absences during a semester will lose the privilege for the remainder of the semester. Any student who is late for their next class following the sign out will get one warning. Any further tardies will result in losing the privilege for the remainder of the week. If attendance is an issue, the principal reserves the right to revoke the privilege at any time.
6. A discipline referral with a consequence of suspension will be addressed as follows:
  - a. An ISS results in the loss of privileges for the remainder of the quarter.
  - b. An OSS results in the loss of privileges for the remainder of the current quarter and the next quarter.
7. You must leave the building after you sign out. No loitering in the building, locker room, weight room, gym, library, etc. If you are found loitering you will be given one warning and then you will lose the privilege for the remainder of the semester.
8. You do not have to participate. You do not have to sign out. In this case, you must report to your assigned location during open period and work.
9. When students are leaving from or returning to school they must sign out/in with the high school office. If you leave without signing out, you will be considered truant and you will lose the privilege the remainder of the semester.

The following signatures indicate that students and parents/guardians have read and understand the responsibilities of this student privilege. It also gives parental permission to release the student during **open period(s) and lunch**.

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Student Name

Date

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Parent/Guardian Name

Date

## East Union HS/MS Reassessment Form

Second chance learning is a strategy which provides *additional* opportunities to learn and demonstrate what a student knows and can do when assessments indicate that the essential knowledge or skills have **not** been demonstrated. The intent is for students to master the content. Every effort will be made to allow students the opportunity to demonstrate their understanding of the concepts and skills.

### Second Chance Learning:

- Students will have the opportunity to redo/retake summative assessments
- Redo/retake grade will **take the place** of the original grade unless it is lower (no averaging of scores)
- In order to identify gaps in learning, students **MUST** return a completed redo/retake reflection form
- Alternative practice work or assessments may be given that will cover the same material but may be in a different format
- Redo and retakes will not be given during the student's regular class period, specific retake dates will be determined by the teacher
- Redo and retakes are not meant to be used as a regular practice by a student or as a substitute for effort
- Students are **NOT** eligible for a retake until they have completed the items assigned by the teacher that are required to retake the assessment
- All retakes must be completed during the time scheduled by the teacher, within a week of the original assessment date

### Steps to Retake an Assessment

- Complete the retake reflection form
- Complete all practice work relating to the assessment or complete alternate assignments given by the teacher
- Attend a **minimum** of one tutoring session with your teacher or another teacher in the content area
- Turn in the retake reflection form and the practice work to the teacher
- Retake the assessment on the designated retake day

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

Students are required to turn in a form if they want to complete a redo/retake. All forms must be signed by a parent/guardian and turned in prior to retaking the assessment.

**Rationale/Reflection:**

Previous Score: \_\_\_\_\_

Summative Assessment you would like to redo: \_\_\_\_\_

What is the reason you did not master the material? Please check all that apply:

- I did not study.
- I did not take good notes in class or participate fully in class activities.
- I did not understand the concepts.
- I did not complete the homework/practice problems.
- I did not come in for tutoring.
- I did not understand the directions.
- Other \_\_\_\_\_

Why should you be given the opportunity to redo the assignment/test? (complete sentences)

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**Steps to Retake an Assessment**

- Complete the retake reflection form
- Complete all practice work relating to the assessment or complete alternate assignments given by the teacher
- Attend a **minimum** of one tutoring session with your teacher
- Turn in the retake reflection form and the practice work to the teacher

- Retake the assessment on the designated retake day

**Request:**

I request the opportunity to reassess on this concept. I have completed all parts of the form as well as all assignments for this standard.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

*Signing this form acknowledges that your child has requested to retake an assessment. Before signing, please read both sides of this form and discuss with your child ways to avoid this in the future.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_