



EASTON VALLEY JUNIOR HIGH/HIGH SCHOOL
www.eastonvalleycsd.com

STUDENT/PARENT HANDBOOK

2023-2024

TABLE OF CONTENTS

Parents & Students- Please Take Note of Bolded Entries: The information regarding these topics has been changed/updated in this 2023-2024 Parent/Student Handbook.

	Page
ACTIVITIES	
Activity Programs.....	6
Activity Rules for Trips.....	7
Clubs and Organizations.....	7
National Honor Society.....	7
Extra-Curricular Activities.....	8
Extra-Curricular Bus Riding.....	10
ATTENDANCE	
Compulsory Attendance.....	10
Dual Enrollment Students.....	11
Leaving the Campus.....	11
School Day.....	11
Student Attendance.....	11
Tardies.....	12
Truancy – Unexcused Absences.....	12
CONDUCT AND DISCIPLINE	
Attitude and Conduct.....	13
Relationships.....	14
Care of School Property.....	14
Illegal Items Found in School or in Students’ Possession	14
Smoking, Drinking and Drugs.....	15
Student Expulsion.....	15
Student Bullying and Harassment Policy.....	16
Suspension.....	17
Threats.....	18
DISTRICT TRANSPORTATION	
Buses and Other School District Vehicles.....	19
Regulations Governing Pupil Transportation.....	19
Bus Discipline.....	19
DRESS CODE	
Dress and Appearance.....	21
Dress Code.....	21
Failure to Adhere to Dress Code.....	22

TABLE OF CONTENTS cont....

Parents & Students- Please Take Note of Bolded Entries: The information regarding these topics has been changed/updated in this 2023-2024 Parent/Student Handbook.

	Page
HATS/HOODS/BLANKETS	22
ELECTRONICS	
Cell phones/Headphones/Electronics	23
Social Media Statement.....	23
GENERAL	
Admissions to Buildings.....	24
Announcements and Posters	24
Citizenship.....	24
Closing of School.....	24
Contacting Teachers	24
Emergency Drills.....	25
Fire Protection.....	25
Hall Passes.....	25
JMC Call Center – Telephone Broadcast Service.....	25
Selling and Soliciting.....	25
Open Campus Lunch.....	25
School Breakfast and Lunch/Other Food and Drink...	26
Lunchroom Theft.....	26
School Finance.....	27
School Visitors.....	27
Student Lockers and Desks.....	27
Student Parking.....	27
Visitors to School.....	27
GRADING	
Progress Reports.....	28
Report Cards.....	28
GRADUATION/CLASSES	
Adding Classes.....	28
Correspondence Courses.....	28
Dropping or Changing Classes.....	28
Early Graduation.....	29
GPA and Class Rank.....	29
Grade Level Classification.....	29
Graduation.....	29
Graduation Requirements	29
Honor Roll.....	30

TABLE OF CONTENTS cont....

Parents & Students- Please Take Note of Bolded Entries: The information regarding these topics has been changed/updated in this 2023-2024 Parent/Student Handbook.

	Page
Online Learning.....	30
Online Classes.....	30
Easton Valley College Credit Programs.....	31
 HEALTH	
Communicable and Infectious Diseases.....	33
Illness at School.....	33
Immunizations.....	33
Physical Examinations.....	33
Prescription and Non-Prescription Medications.....	33
School Nurse.....	33
 LEGAL DOCUMENTATION	
Annual Notice.....	34
Asbestos Notification.....	35
Easton Valley School District Student Abuse of District Personnel.....	35
Grievance Procedure.....	35
Notice of Nondiscrimination.....	36
School Safety-Video Policy.....	37
Student and Parental Rights.....	38
 POLICIES	
Cheating and Plagiarism.....	38
Homeless.....	39
Library Books.....	39
The School and the Law.....	39
Student Complaints.....	39
Student Fees.....	40
Student Searches.....	40
Withdrawal.....	40
 PUBLICATIONS	
Student Publications	41
 SERVICES	
Student Services.....	41
Guidance.....	41

TABLE OF CONTENTS cont....

Parents & Students- Please Take Note of Bolded Entries: The information regarding these topics has been changed/updated in this 2023-2024 Parent/Student Handbook.

	Page
TECHNOLOGY	
Appropriate Use of Computers, Computer Network Systems and Internet.....	41
Student Violations, Consequences, and Notifications....	45

STAFF DIRECTORY

District Office

Extension

Crigger, Adam	2112
Fee, Christopher	2113
James, Jason	2114
Jargo, Sharon	2110
Meier, Kathy	2111
Raab, Jeff	5118

High School

Extension

Ash, Matt (Instructional Coach/Curriculum)	5006
Collister, Brooke (At Risk)	5122
Krusey, Brandon (Principal)	5001
Kitchen	5007
Nelson, Sara (Activities Director)	5120
Nurse	5002
Skoff, Marsha (Office)	5000
Wood, Careyanne (Student Services)	5121

Welcome to Easton Valley High School. The purpose of the handbook is to help you understand the expectations and general operation of our school. Please read and become familiar with its contents. Participation within our boundaries of the rules and regulations will make your years at Easton Valley High more memorable and meaningful, and better prepare you for becoming a member of the adult community.

Since each of you is a unique individual with special interests and abilities and come from a variety of home environments, our challenge as educators is to provide you with experiences which will motivate you to reach your maximum potential.

This is a competitive society and correspondingly you must be equal to the demands of competing for jobs and scholarships with other students from different schools. How you prosper in this regard will be determined by your desire to succeed and how well prepared you are academically and vocationally. When viewed in this manner, school becomes a work situation with each learner striving to learn as much as possible. To give each of you a competitive edge is the goal of our teaching staff. Your full cooperation is needed so that you can establish responsible work habits.

During this process you may experience conflicts with peers, anxiety over career or vocational decisions, and problems that may affect you later in life. For this reason your teacher, counselor, and principal are available to help you resolve these problems. It is up to you to take advantage of this support.

ACTIVITIES

ACTIVITY PROGRAMS

The activity calendar is kept in the principal's office. All school functions (curricular and extracurricular) must be scheduled through this office. Calendars are subject to change. Refer to the most recent publications. The calendar will not be changed except by the principal.

The following regulations will be followed for all activities:

1. Dates and meeting places for all activities must be registered with the principal in advance.
2. All groups working during or after school hours must be under teacher supervision at all times. When the principal is presented a request of this type, he/she should be informed as to whom the teacher-sponsor will be.
3. It is an administrative policy that any social activity approved by the school must be under the personal supervision of one or more faculty staff members, and parents may be invited to attend. Names of chaperones must be given to the principal at the time the activity is scheduled.
4. Participation in any activity is a privilege which may be withdrawn at the discretion of the faculty and administration.

ACTIVITY RULES FOR TRIPS

All trips involving any sizeable number of students will be made on school buses driven by regular drivers or by regular substitute drivers. Students who are transported in a school vehicle to an event or place will be expected to return to the home community in the same school vehicle. The only exception to this rule is in case a parent or guardian of a child also attends the same event and personally contacts the teacher in charge and personally assumes responsibility for the return of his or her child to the home community. All school rules and regulations apply equally on school sponsored activities. Emergencies such as injuries will be dealt with on an individual basis.

CLUBS AND ORGANIZATIONS

Easton Valley High School sponsors a number of clubs and organizations for students in grades 9-12. Clubs at Easton Valley are: Student Council, FFA, Students for Educational Services (SES), Spanish Club, Chess Club, Thespians, as well as Music clubs.

NATIONAL HONOR SOCIETY

The Easton Valley National Honor Society Riverhawk Chapter is composed of Easton Valley students who consistently demonstrate the pillars of academics, character, leadership, and service. Juniors and Seniors earning a 3.5/4.0 cumulative GPA are invited to join the chapter the second semester of the school year.

Students interested in being a member of the Easton Valley National Honor Society Riverhawk Chapter are asked to complete the following Petition to Join materials and submit these (electronically, preferred) to the chapter adviser by the published deadline. Details of each item are described below and/or within the four areas of evaluation outlined in this document:

- A cover letter written by the student, addressed to the chapter adviser and Faculty Council members, that describes how the student demonstrates the four pillars of NHS (academics, character, leadership, & service).
- A completed Student Activity Record which details their involvement in school and community activities during their high school career, including work experience.
- Collaboratively completed evaluations of the student's character and leadership from four different individuals, including a teacher, a coach/activity sponsor, a community member, and a fourth person of their choice. This evaluation is to be done in the company of the student being evaluated so that both a written evaluation and a conversational evaluation take place. The evaluator cannot be a relative of the student being evaluated. Official evaluation sheets are available from the adviser once the student has registered the names and contact information of their four evaluators, which must be done within one week of receiving the invitation to join.
- A completed record of the service learning they have completed for the graduation requirement, as outlined in the student handbook, as well as a record of service learning they have completed beyond these requirements.
- A list of leadership positions (elected or appointed) held during their high school years.
- A completed Individual Service Project (ISP) proposal form.
- A completed Signature Form.
- All forms and documents can be found on the school's website.

EXTRA-CURRICULAR ACTIVITIES

1. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year whether at or away from school. Participation in extracurricular activities is a privilege and not a right. It is the policy of our school to establish guidelines for participation in extracurricular activities. These activities include, but are not limited to: athletics, certain ungraded aspects of choir and band, school plays/musicals, cheerleading, contest speech, National Honor Society, FFA, Student Council, Spanish Club, Chess Club, Thespians, as well as Music clubs. All students are encouraged to become members of these extra-curricular groups. You will find that your life as a student will be enriched.
2. Attendance and Behavior: Students must be in attendance by noon for the last half of the school day and have an excused absence for the time they missed if they desire to participate in a practice session or contest that day. The same regulations apply to the student body in attending school sponsored activities. The day following a contest, the student must be in attendance in the morning or the student will not be allowed to dress out for practice. Exceptions will be granted by the principal only. Students participating in extracurricular activities/programs must adhere to the following guidelines:
 - A. Any student who represents the Easton Valley Community School District will be expected to conduct himself/herself, at all times, in a manner that reflects the hard work and pride that has been put forth by the individual, coach/sponsor, team/group, and school.
 - B. The entire student body is expected to represent themselves in a respectful and mature manner at all times. This is your team/group and your school. Always be supportive.
 - C. Students must get assignments ahead of time if they are to be excused for activity trips during the school day. All tests and assignments are expected to be turned in at the regular times.
3. Activity Eligibility: Each student participating in extracurricular activities will be required to pass all classes each quarter. It will be determined as follows:
 - A. High School Eligibility will be figured every quarter. If a student is failing at quarter, they are ineligible for 30 calendar days; at that time, another grade check will occur and if the student is still not at passing, they remain ineligible. Junior High eligibility will be figured every 2 weeks. If the student is not passing at the end of the 2 weeks, they are ineligible for another 2 weeks.
 - B. This ineligibility will remain with the student until the time is served or 1 calendar year.

If not passing all classes at the end of a final grading period, the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. Students will also be ineligible if they receive an NC for unexcused absences as well. There is no requirement that the students competed in the sport previously; however, the student must remain in good standing throughout the season in order for their eligibility to be reinstated.
4. Good Conduct Policy
 - A. Any student who admits to, or evidence is able to substantiate a claim, is determined to have or is found guilty of a violation of Local, State or Federal Laws which include but are not limited to the list below, shall be ineligible to represent the school in any performance or event until reinstated by the building administrator according to the schedule below:
 1. Use or possession of any illegal drugs;
 2. Use or possession of alcohol;
 3. Use or possession of any type of tobacco (cigarettes, smokeless tobacco, etc.)
 4. Use of inhalants for recreational purposes;
 5. Stealing;
 6. Fighting;
 7. Damage to Property;
 8. Violation of any board policy or school rule;
 9. Hazing
 10. Unexcused Absence policy

Reinstatement Schedule:

1st Offense: Suspension from squad/individual competition of $\frac{1}{3}$ of the season for HS and JH and continue to be a member of the team in good standing. Students who are NOT involved in extracurricular school activities will miss the following school functions (ex. Homecoming dance, Prom, school trip). Determining a qualifying function will be at the discretion of the administration.

2nd Offense: Suspension from squad/individual competition of $\frac{3}{4}$ of the season for HS and $\frac{2}{3}$ of the season for JH and continue to be a member of the team in good standing. Students who are NOT involved in extracurricular school activities will miss all school functions (ex. Homecoming dance, Prom, school trip). Determining a qualifying function will be at the discretion of the administration. Students must also complete an administrative-approved counseling program at their own cost.

3rd Offense:—Suspension from squad/individual competition of 6 month suspension from all activities and continue to be a member of the team in good standing from the date of the finding of a good conduct violation. Students who are NOT involved in extracurricular school activities will miss all school functions (ex. Homecoming dance, Prom, school trip). Determining a qualifying function will be at the discretion of the administration. Students must also complete an administrative-approved counseling program at their own cost.

4th Offense & Beyond: One year suspension from all activities. Student is prohibited from participating in any performances or events (Homecoming dance or Prom) for the remainder of their high school career.

- B. Any student suspended from school (in or out) for violation of school rules shall be ineligible for extracurricular activities during the time of suspension. This includes any extracurricular activities that evening!
- C. Determination of a Good Conduct Policy Violation
A student is found to have violated the Good Conduct Policy if:
 - 1. found by a court of law;
 - 2. he/she admits to violating one of the standards of the Good Conduct Policy;
 - 3. witnessed breaking the law by law enforcement officials;
 - 4. evidence of the violation of the Good Conduct Policy is provided
- D. Any students declared ineligible are expected to continue to participate in all practices during the suspension, if the student wishes to be eligible at the end of the suspension period.
- E. Students accused of any infraction of the good conduct policy shall be granted due process according to established procedures including:
 - 1. The student is informed of the charges by the building principal or activities director.
 - 2. The student is informed of the opportunity to admit or deny the charges.
 - 3. If the charges are denied, the student is given the opportunity to explain his/her story.
 - 4. Only after 1, 2, and 3 have occurred should a decision be made as to whether or not an infraction of a policy violation occurred.

Note: It is not necessary for an admission by a student or a judicial finding of guilt to constitute a good conduct policy violation. Therefore, an inference of the student's knowledge of wrongdoing is ample.

- F. Appeal Process
 - 1. A student or parent contesting the declared ineligibility of a student, based on these rules, shall be required to state the basis of their objections and a request for an oral hearing in writing. This letter should be addressed to the Superintendent of Schools within five days of the date the said student was declared ineligible.
 - 2. The superintendent, after meeting with the said student and parents, shall render a written decision within five days, mailing a copy to the said student and parents.

3. If the student and parents further contest the findings, the superintendent of schools shall then schedule a meeting of the board of education as soon as possible after receipt of such objections, giving at least five days written notice of said hearing, unless a shorter time is mutually agreeable. The board shall consider the evidence presented, including statements by the student's legal counsel and make written findings of its decision within five days of the hearing, mailing a copy to said student and parents.

Note: A student declared ineligible shall remain ineligible through the appeal process.

Reduction of Penalty: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced to $\frac{1}{4}$ of the season for a first violation or reduced to $\frac{2}{3}$ of a season for a second violation. There is not a reduction allowed on the 3rd violation.

Individual has 48 hours after the offense to self-report in order to receive this reduction

2) Duration: Penalties are for a student's junior high or high school career. If infractions take place in Junior High, they will have a clean slate when beginning high school.

3) Attendance: Penalty for missing practice or rehearsal is left up to each head coach.

HS Sport/Activities	Competition Dates	First Offense		Second Offense	
		Self	1/3	Self	3/4
Football and Football Cheer	9	2	3	6	7
Volleyball	14	4	5	9	11
X-Country	10	3	3	7	8
Basketball and BB Cheer	21	5	7	14	16
Track	12	3	4	8	9
Golf	12	3	4	8	9
Softball (Games)	40	10	13	27	30
Baseball (Games)	40	10	13	27	30

JH Sport/Activities	Competition Dates	First Offense		Second Offense	
		Self	1/3	Self	2/3

Football	6	1	2	2	4
Volleyball	8	2	3	3	5
X-Country	7	1	2	2	4
Basketball	10	2	3	4	6
Track	7	1	2	2	4

EXTRA-CURRICULAR BUS RIDING

The school board is implementing and enforcing the following procedures.

Method I – Prior to the Event

1. On or before the day prior to a Saturday event or on or before the day of the event, prior to 3:15 PM, or the time transportation to the event is scheduled to depart (whichever is earlier), the school must have received instructions from the student’s parent/guardian, in writing or by telephone.
2. The parent/guardian’s instructions must include a request for a transportation exception for the specific event named, include the name of the responsible adult who will assume custody of the student, and release the school and the district from any responsibility.
3. Coaches/Sponsors will be given copies of all written requests from parents/guardians and documentation of all requests received via telephone.
4. Students whose parents have provided written or verbal instructions for a transportation exception prior to the event. (See Steps 1 and 2 above) must check with the coach/sponsor prior to leaving the extracurricular event; they will be required to “sign out” before they leave.

Method II – At the Event

1. A parent/guardian who is in attendance at the extracurricular event may request a transportation exception.
2. The parent/guardian must present themselves personally to the coach/sponsor who will document the request by requiring the parent/guardian to sign a transportation exception form which signature shall be witnessed only by the coach/sponsor or other designated Easton Valley Community District employee.

If there are any questions, please contact Mr. Krusey at the High School office 563/689-4221.

ATTENDANCE

COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age shall not have more than six (6) absences per semester or they may be referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have
- obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationary approved private college preparatory school;
- are attending an accredited nonpublic school;

- are receiving competent private instruction; or,
- are granted excused absence

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

The truancy officer/principal shall investigate the cause for a student's truancy. If the truancy officer/principal is unable to secure the truant student's attendance, the truancy officer/principal should discuss the next step with the superintendent. If the student is still truant, the truancy officer/principal may refer the matter over to the county attorney. The school will participate in mediation if requested by the county attorney. The superintendent/principal shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

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 Principal.

LEAVING THE CAMPUS

Students are not to leave the campus during the school day for any reason without signing in and out of the office.

If a parent wants his/her student to leave the school, the student must bring a note to the principal before school starts giving the time and reason for leaving. The reason must fall within the guidelines in the attendance policy.

Unexpected or emergency requirements to leave school can be arranged by telephone with the principal and a note brought the next day.

Failure to follow the above procedure will result in the student being considered truant.

SCHOOL DAY

Students may be present on school grounds before 7:45 a.m. or after 3:45 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 within 15 minutes of dismissal.

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 can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students who know they will be absent must notify the office prior to the absence. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. If advance notification is not possible, parents must notify the office at 563/689-4221 on the day of the absence prior to 8:30 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is readmitted after an absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence. Upon return from a medical appointment the student must bring a note from the doctor/clinic.

School work missed because of an excused absence must be made up according to the following schedule. The time allowed for make-up work may be extended at the discretion of the principal. The opportunity to makeup work missed due to an unexcused absence is at the discretion of the teacher.

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

EXAMPLE: TWO DAYS MISSED CONSECUTIVELY - You miss Monday and Tuesday, you get your assignments on

Wednesday. Monday's assignment is due Thursday and Tuesday's assignment is due on Friday.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances and school activities. Unexcused absences include, but are not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations and employment. Students are expected to be in class on time.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents.

Students participating in extracurricular activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances, may this rule be waived by the principal.

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork.

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

TARDIES

Students tardy to school will not be admitted to school without the written permission of the principal/or designee. Students tardy to class will not be admitted to class without written permission to enter class from the office or from the school employee responsible for the tardiness. Once a student accumulates three tardies, they serve a detention. Students tardy to class by more than ten minutes will be considered as absent unexcused for that class period.

The opportunity to makeup work missed due to an unexcused tardy or absence is at the discretion of the teacher.

TRUANCY - UNEXCUSED ABSENCES

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. A parental note or phone call does not guarantee that an absence will be excused. The principal ultimately decides whether an absence is excused or unexcused.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse (unexcused absence). Truancy will not be tolerated by the board.

At any point in the school year when a student has missed over 10% of the school days, we will contact parents to set up a plan for improved school attendance. These plans may include attendance contracts or truancy paperwork filed with the Jackson County Attorney.

Students shall not have more than six (6) unexcused absences per semester. Absences that may be excused by the principal are for illness (absences for three or more consecutive days due to illness require a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations *if the students' work is finished prior to the trip or vacation*. College visits must be approved in advance by returning a college visit permission form prior to the visit in order to count as an excused absence. Three college visits are allowed per school year. Absences that do not fall within the categories listed above may be considered unexcused unless approved by the principal. Parents are expected to contact the school office to report a student's absence prior to 8:30 A.M. on the day of the absence. Parents will also be asked to give the reason why their student will not be attending school on that particular day.

Students are subject to disciplinary action for truancy, including suspension and expulsion. It shall be within the discretion of

the classroom teacher to determine, in light of the circumstances, whether a student may make up work missed because of truancy (unexcused absence). Students receiving special education services may be assigned to supervised study hall or in-school suspension if the goals and objectives of the student's Individualized Education Program are capable of being met.

If a student accumulates more than six (6) absences in a class per semester, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal shall provide the student an opportunity for an informal hearing.

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

If a student loses credit, that fact shall be recorded in the student's record as an NC at the end of the semester if the student fulfills the commitment of attending all classes for the remainder of the term and completes assigned work to a satisfactory level; failure to fulfill these expectations will result in an F recorded on the student's record. Current grade standing will remain the same at quarter.

The administration and guidance staff shall make reasonable efforts to advise and counsel and may impose discipline upon any student after the unexcused absence. Such advice, discipline and counseling includes, but is not limited to, oral or written notice to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival or early dismissal.

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

CONDUCT AND DISCIPLINE

ATTITUDE AND CONDUCT

The board believes inappropriate student conduct causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on the school premises, while on school owned and/or operated school or chartered buses, and while attending or engaged in school activities.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participation, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

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

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

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

Probation means a student is given a conditional suspension of a penalty for a definite period of time, not to exceed ten days, in addition to being warned and/or punished for misconduct. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall invoke the penalty temporarily suspended.

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

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

Examples:

- Refusal to conform to school policies, rules or regulations;
- Conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school or school related activity;
- Refusal to comply with directions from teachers, administrators or other school personnel;
- Physical attack or threats of physical attack to students, teachers, administrators or other school personnel;
- Possession of weapons, contraband or dangerous objects;
- Extortion;
- Criminal or illegal behavior;
- Theft or robbery; altering, injuring, defacing or destruction of any building, fixtures, or tangible property;
- Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property, whether or not any such property is actually damaged or destroyed;
- Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device in or about the school premises or premises where a school sponsored activity will be held;
- Fighting or engaging in disruptive or violent behavior at school or at school events;
- Making noise in the vicinity of the school or school sponsored activities which disrupts the orderly, efficient and disciplined atmosphere of the school or the school sponsored activity.
- Abusive epithets or threatening gestures to other students, teachers, administrators, or other school personnel;
- By words or action initiating or circulating a report or warning of fire, epidemic, or other catastrophe, knowing such report to be false or such warning to be baseless;
- Obstructing school premises or access to school premises or premises where a school activity is being held;
- Possessing or consuming alcoholic liquor or beer on school property or while attending a school activity;
- Possession of a controlled substance or controlled substance look-alike;
- Use of tobacco or any controlled substance;
- Gambling;
- Documented conduct detrimental to the best interest of the school district.

RELATIONSHIPS

For the ladies and gentlemen at school who have developed girlfriend/boyfriend relationships, a sense of social responsibility and common courtesy is necessary. Public displays of affection have no place in school or on the school grounds during regular school hours. Non-students who have boyfriends and girlfriends on campus will not be permitted to come on the campus during the school day. The teachers will enforce disciplinary action at their discretion if they feel the public display of affection is too offensive.

Public displays of affection (also known as PDA) is the physical demonstration of affection for another person of either gender while in the view of others. Such acts are occurring during transition times (hallways, buses, parking lot) here at school and are a violation of conduct and behavior as per our handbook. Faculty and staff members will be enforcing consequences that can range from a verbal warning to a detention and suspension if the behavior is habitual. Students are to refrain from examples such as embracing, kissing, piggy back riding, one arm hugs, hand holding, sitting on laps, massaging, etc. which may be interpreted by others as undue familiarity and improper decorum in a school setting. Exceptions will be made for special circumstances of congratulations and condolences.

CARE OF SCHOOL PROPERTY

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

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; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

SMOKING, DRINKING AND DRUGS

Students shall conduct themselves in accordance with board policy, "Student Conduct." The board believes that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises.

The board prohibits the use of tobacco and the use or possession of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances, by students on school property or at any activities sponsored by the school on or off school property.

Violation of this policy by students will result in disciplinary action. Possession of alcohol, for those under legal age, and/or of a controlled substance may be reported to the local law enforcement authorities.

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

Students are not permitted to be in the building unless they are supervised by school personnel or other authorized adults. Students found in the building without supervision will be subject to school disciplinary action and may be subject to criminal trespass charges.

Articles prohibited at school:

- water pistols
- sling shots
- fireworks of any kind
- caps or cap gun
- is disruptive to the educational process horns or other types of noise makers
- pepper spray
- Knives
- Lighters

STUDENT EXPULSION

Students shall conduct themselves in accordance with board policy, "Student Conduct." Students who fail to abide by that policy may be expelled from school.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness will testify;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel;
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student will be provided with the following procedures:

1. Determine whether the student is actually guilty of the misconduct.

2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.
3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

STUDENT BULLYING AND HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are 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 Anti-Bullying/Harassment Complaint Form for reporting an incident can be picked up in the school office.

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, 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 on 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, or privileges provided by a school.

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the students that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning

environment.

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

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

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

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

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

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

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

Students found in violation of bullying and/or harassment will complete the following:

1st Offense

2 day suspension, one counseling session with school counselor and this 3 module program:

<https://info.firstinspires.org/youth-edi-training>

2nd Offense

5 day suspension and 5 counseling sessions going through "Owning Up" Curriculum

3rd Offense

5 day suspension, Multiple Outside of school group counseling sessions (family resources) and possible referral to school board.

SUSPENSION

A. Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal shall conduct an information investigation of the allegations against the student prior to imposition of probationary status. Such investigation shall include but not be limited to, written or oral notice to the student of the allegations against him and an opportunity to respond. Probationary status will not be imposed for a longer period than ten (10) school days. Written notice of the probation and the reasons therefore shall be sent to the parents.

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

B. In-School Suspension

1. In-School suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal shall conduct an informal investigation of the allegations against the student prior to imposition of an in-school suspension. Such an investigation shall include, but not be limited to, written or oral notice to the student of the allegations against him/her and an opportunity to respond. In-School suspension shall not be imposed for a longer period than ten (10) school days. Written notice of the in-school suspension and the reasons therefore shall be sent to the student's parents.

C. Out of School Suspension

1. Suspension is the removal of a student from the school environment for a period of short duration. Suspension is to be employed when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend such students after conducting an investigation of the charges against the student, giving the student:
 - a. Oral or written notice of the allegations against the student,
 - b. The basis in fact for the charges, and
 - c. The opportunity to respond to those charges.

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

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

D. Suspensions and Special Education Students

1. Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The IEP shall be evaluated to determine whether it needs to be changed or modified in response to the behavior responsible for the suspension. If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.
2. Students who have not been identified as special education students may be referred for evaluation after the student's second out of school suspension to determine whether the student is disabled and in need of special education.

Types of action for which a student may be suspended include:

- repeated truancy
- excessive tardiness
- fighting
- smoking or use of tobacco products on school grounds or buildings
- disrespect towards teachers or other school employees
- possession, use, sale, or being under the influence of alcohol or controlled substance
- possession, or use of weapons or fireworks on the campus
- violations of school rules or regulations
- hazardous or reckless driving in parking areas or access roads
- profanity, illegal or immoral conduct
- willful refusal to follow reasonable instructions
- refusal to serve assigned detentions
- failure to do assigned work in classroom

- other actions which are disruptive to the normal school routine
- use of obscene gestures

THREATS

All threats of violence, whether oral, written, or symbolic, against a student or students, staff, visitors, or toward school facilities are prohibited. All such threats will be promptly investigated upon notice to administration. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion from school with loss of credit for the term of the expulsion.

The following factors may be considered in determining the extent to which a student will be disciplined for threatening, harassing, or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; the degree of cooperation by the student and his/her parent(s) or guardian(s) in the investigation; the existence of the student's criminal or juvenile history; the degree of legitimate alarm or concern in the school community created by the threat or any other relevant information from any credible source.

As soon as a bomb threat is reported to the administration, the school district facility should be cleared immediately. A thorough search will be made by the appropriate school district or law enforcement officials. Employees and students will remain outside the school district facility until it is determined that danger no longer exists.

DISTRICT TRANSPORTATION

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities, or any other destination must comply with school district policies, rules, and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Regulations Governing Pupil Transportation

Riding a school bus is a privilege, not a right. This privilege can be denied at any time for misconduct.

In these days of growing traffic congestion, increasing traffic hazards, and mounting costs, it is essential that school bus drivers receive wholehearted cooperation from students and parents. In general, any activity which worries or distracts the driver is objectionable. The bus driver needs to concentrate on driving and on the traffic situation. If the driver is worried about the activity on the bus, he/she cannot be a safe driver. Students and parents should understand that the students riding the bus must obey all rules and regulations or forfeit the privilege to ride school transportation.

1. Pupils are under the authority of the bus driver.2. Pupils shall not fight on the bus.3. Pupils shall not throw objects about the bus or out the window.4. Pupils shall be on time for the bus both morning and evening. Contrary to popular belief, Iowa law does not require the school bus to wait if it is on time.5. Pupils shall remain seated facing forward while the bus is in motion.6. Pupils shall not extend their hands, arms, or head through the bus windows.7. Pupils shall converse in normal tones; 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.8. Pupils shall not open or close the bus windows without the permission of the driver.9. Pupils shall keep the bus clean, and refrain from damaging it.10. Pupils shall be courteous to the driver, to fellow pupils, and to passersby.11. Pupils shall enter and leave the bus, at school loading stations, and at highway bus stops, in an orderly fashion and in accord with instruction.12. Pupils must refrain from crowding or pushing.13. Pupils shall refrain from talking to the driver while the bus is in motion.14. Each pupil must go directly to his or her seat upon entering the bus.15. Pupils must keep their feet off the seats.16. Pupils must keep sharp objects off the upholstery.17. Pupils must avoid playing or loitering on the highway when waiting for a bus that is late.18. Pupils shall keep the aisles clear.19. Pupils shall not eat or drink on the bus.20. The Good Conduct Rule is in effect.

Bus Discipline

Each bus driver shall go over his/her discipline policy with the students he/she transports to school. Students who are disciplined will be made aware of subsequent disciplinary action for future problems.

Class I Offense:

1. Possession of a handgun, knife, or other weapons.
2. Possession of ammunition.
3. Detonation of a pyrotechnic device on the school bus.
4. Possession of alcohol or non-prescription drugs.
5. Assault on the school bus driver.
6. Attempting to ride on the outside of the school bus.
7. Bringing a flammable liquid onto the school bus.
8. Pushing or shoving another student at, or near, a moving school bus.
9. Running out in front of a moving school bus.
10. Violent assault on another student.
11. Tampering with, or vandalism (in excess of \$50) of, the school bus.
12. Opening any emergency exit, or exiting, or attempting to exit, from a moving school bus.

* If a flammable liquid is for a school project, the student must notify the driver in advance and take the precautions advised by the driver.

Class II Offense:

1. Threatening the school bus driver.
2. Interfering with a police officer, District administrator, or safety supervisor.
3. Use of tobacco.
4. Ignition of any type of fire, including matches and lighters.
5. Physical aggression, or the threat of physical aggression, against another person.
6. Fighting.
7. Theft or robbery.
8. Possession of a pyrotechnic device.
9. Possession of a look-a-like weapon.
10. Tampering with emergency equipment including 8 light system, radio, and emergency exits.
11. Extending the head, arms, or legs out of the window while the bus is in motion.
12. Chasing, or running beside, a moving bus.
13. Throwing or shooting an object, or objects, at the bus driver or out of the bus window.
14. Distracting the school bus driver.
15. Bringing dangerous objects onto the school bus (other than weapons or flammable liquids.) *
16. Riding while under suspension of transportation privileges.
17. Pushing or shoving another student in the school bus Danger Zone.
18. Willful damage to property at the school bus stop.
19. Willful damage to the property of other students.
20. Unacceptable sexual conduct.
21. False identification or refusal to provide the driver with the student's name.
22. Failure to follow safe crossing procedures.
23. Vandalism of the school bus.

* Dangerous object by use, not necessarily by design.

Class III Offense

1. Throwing or shooting objects around the school bus.
2. Failure to follow the driver's instructions.
3. Standing while the school bus is in motion.
4. Failure to cross ten feet in front of the bus.
5. Use of obscene or profane gestures or language.
6. Harassment in any form.
7. Riding on a bus other than the assigned route.
8. Boarding or exiting other than the assigned stop.
9. Shouting, yelling, screaming, or excessive noise.
10. Tripping a student.
11. Blocking the school bus aisle.
12. Spitting.
13. Horseplay.
14. Possession of a lighter or matches.

15. Possession of squirt guns, water balloons, liquid containers of any type, shaving cream, or eggs. Possession of cap guns, or other obviously toy weapons.

Class I Offense:

First Offense: Loss of bus service for the remainder of the school year.**

Class II Offense:

First Offense: Written Warning and 1-5 day suspension of transportation privileges, written notification of parent/guardian, a possible safety plan created, and in-building disciplinary consequences if no suspension of transportation privileges.**

Second Offense: 3-5 day suspension of transportation privileges, a possible safety plan created, and parent conference.

Third Offense: 10-day suspension of transportation privileges, a possible safety plan created, and parent conference.

Fourth Offense: 30-day suspension of transportation privileges, a possible safety plan created, and parent conference.

Fifth Offense: Loss of transportation privileges for the remainder of the year. *

Class III Offense

First Offense: Written warning and 0-5 day suspension of transportation privileges, written notification of parent/guardian, a possible safety plan created, and in-building disciplinary consequences if no suspension of transportation privileges.**

Second Offense: 3-5 day suspension of transportation privileges, a possible safety plan created, and parent conference.

Third Offense: 10-day suspension of transportation privileges, a possible safety plan created, and parent conference.

Fourth Offense: 30-day suspension of transportation privileges, a possible safety plan created, and parent conference.

Fifth Offense: Loss of transportation privileges for the remainder of the year. *

If a student commits offenses of different classes during the same incident, the consequences associated with the more serious class of offense will be applied.

* Loss of transportation for the remainder of the year is classified as a minimum of 60 school days. In the event of less than 60 school days left, the remainder of the suspension will be served in subsequent years.

Serious discipline problems will be considered on an individual basis and will probably result in detentions and or loss of transportation privileges. The Principal/Superintendent shall retain the right to increase levels of discipline due to misbehavior on the bus.

DRESS CODE

DRESS AND APPEARANCE

In order to enhance the high standards of Easton Valley High School, the school requires neatness, cleanliness and decency in personal dress and appearance of all students and school personnel. Clothing styles that are revealing are not acceptable. Health requirements demand that shoes be worn at all times. Shorts may be worn, but must be acceptable as far as appearance and decency. Shirts and other clothing with drug, alcohol, tobacco, vulgar messages, or gang related symbols are not allowed. Schools do not permit students to wear hoods and the like because student identity is concealed.

Any student or employee who believes that an individual is maintaining a personal appearance not in keeping with the above guidelines may report it to the principal's office.

Below are some, but not limited to, the following examples:

1. The wearing of shirts and tops exposing bare midribs or bare shoulders, deeply/narrowly cut in the front, back or under the arms, shall not be worn. Example: Students are allowed to wear sleeveless shirts, but the cut-off CANNOT be cut down the sides of the top, only around the seam. At least a (2) inch strap on the shoulder needs to be worn. Shirts and tops must not be halter tops or not be made of see through fabric. All tops must extend to the bottom garment. Clothing must cover the entire buttocks and a modest area of the legs. There needs to be at least a (5) inch inseam in shorts. Clothing that exposes underwear will not be tolerated.
2. No shoes with rollers.
3. Costumes will be allowed on occasion when deemed appropriate by student-planning committees and administration. Example: No masks, capes, face paint, etc.
4. No sunglasses.

Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

FAILURE TO ADHERE TO DRESS CODE

Failure to adhere to regulations regarding dress and grooming may result in the following:

1. Clothing may be confiscated
2. Notification to parents or guardians
3. Sending offending student home to change clothing (unexcused absence/tardy will be levied)
4. Implementing the Student Discipline as appropriate

HATS/HOODS/BLANKETS

There will be no hoods, or blankets permitted in the building. Students will be asked to return them to their vehicles or leave them in the office until the end of the day.

ELECTRONICS

CELL PHONES/HEADPHONES/ELECTRONIC DEVICES

Easton Valley believes in responsible use of cell phones, as well as any new technology developed for similar purposes. Easton Valley extends to students the privilege to possess, display and use cell phones between classes, during meal times and before and after school, including buses. Such devices are NOT to be displayed, activated or used during class time, unless the classroom teacher is encouraging the use of such devices as a part of instruction.

JH

- The JH students will not have access to their cell phones during class and seminar/SOAR every day. They will have access to their phones during their lunch and passing time.
- Phones will be collected once they enter the classroom.

High School

- The HS students will not have access to their cell phones during class and seminar/SOAR every day. They will have access to their phones during their lunch and passing time.
- Phones will be collected once they enter the classroom.

Airpods will be allowed during work and free time at teacher's discretion.

Students will be disciplined for the possession of cell phones with cameras in school locker rooms or restrooms. At no time are students authorized to video, photograph or audio record others in the school building, on buses, or at school activities without the consent of the other party. In cases where a law may be violated, law enforcement may be contacted. It is up to each student to obey policy regarding the above devices without question.

If a student's cell phone has disrupted the learning environment of a class, a teacher may request that the student turn their phone into the office. When this happens, the following consequences will incur:

- 1st offense- device taken and student can pick up at the end of the day.
- 2nd offense- device taken and parent needs to pick up at the end of the day.
- 3rd offense and any thereafter- device taken, detention given, and parent needs to pick up at the end of the day.

If the student will not comply with the cell phone policy, they will be sent home for the day.

SOCIAL MEDIA

Introduction

Easton Valley recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Social Media Statement** outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- Easton Valley makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, Snapchat, Instagram, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

Please do the following:

- Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.
- Be aware that community members, family and potential current and future employers and college admissions offices often access information you place on online social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
- Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like "Google" or "Yahoo" may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
- Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc. is liable for your actions as a minor as well.

Things Students Should Avoid While Using Social Media

- Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers or coaches; student-athletes, administrators or representatives of other schools.
- Demeaning statements about or threats to any third party (including support of demeaning statements and threats). Don't respond to these.
- Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.
- Indicating knowledge of an unreported school or team violation, regardless if the violation was unintentional or intentional. One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.

GENERAL

ADMISSIONS TO BUILDINGS

Students will be admitted to the building at 8:00 each morning unless weather is inclement. Students should be out of the building each day no later than 10 minutes after the end of the school day unless on supervised teacher activities. Students may enter **at 7:45 in the office area** to get admit slips.

Students are not permitted to be in the building unless they are supervised by school personnel or other authorized adults. Students found in the building without supervision will be subject to school disciplinary action and may be subject to criminal trespass charges

ANNOUNCEMENTS AND POSTERS

Each morning announcement of the day's activities will be available in the office. The building secretary will email the announcements to the students by 9:30 a.m. each day. The announcements will also be posted on the bulletin board by the high school office each day. Teachers/Principal/Student Council members will read the announcements to the students at the beginning of their 2nd period classes. Any student responsible for putting notices in the morning report must have the announcements signed by the sponsor and submitted to the office no later than 8:20 a.m. on the morning the announcement is to be made. Posters may be placed in the buildings or on the grounds with the principal's permission. The person who puts up the poster is also responsible for removing the poster and placing it in appropriate trash cans.

Since the announcement information is available to all students, all students are responsible for information contained in the announcement each day.

CITIZENSHIP

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

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

CLOSING OF SCHOOL

A severe storm or other emergency may require school to be canceled or dismissed early. A decision to close the school is generally made by 6:30 a.m. When school is canceled, this information is called to radio stations KMAQ Maquoketa and WCCI Savanna. Easton Valley Schools will also be contacting parents via phone using the JMC Call Center.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally 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.

CONTACTING TEACHERS

1. E-Mail:
first name.last name@eastonvalleycsd.com
2. The teachers can be reached by calling the junior/senior high school office.

EMERGENCY DRILLS

Periodically the school holds emergency fire, tornado and bomb threat drills. At the beginning of each semester, teachers 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, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

FIRE PROTECTION

The fire extinguishers in the halls and classrooms are for the protection of all students. When a student sprays one as a prank, he or she endangers the lives of all students. Therefore, tampering with the fire extinguishers will be considered to be a major disciplinary problem and suspension from school will be imposed. Pulling a fire alarm as a prank falls into this same category.

HALL PASSES

A student may not leave class or be in the hallway during class without a hall pass. A hall pass is obtained from your teacher, initiated by him/her, initiated at your destination, and returned to your teacher. No student should be in the hall without a Hall Pass.

JMC CALL CENTER – TELEPHONE BROADCAST SERVICE

One Call Calls Them All

Dear Parent,

In our efforts to improve communications between parents and Easton Valley Schools uses a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time to time to communicate school announcements or reminders. This service is provided by JMC Call Center which specializes in school to parent communication. Easton Valley Schools will continue to report school closings due to snow or weather on KWQC Channel 6, WCCI FM 100.3, KMAQ 95.1 FM and will use this system as an overlay to the public announcements. The purpose for JMC Call Center for Easton Valley School District is to increase the efficiency of staff time to communicate to parents and students in the district as soon as possible. Messages can only be placed via JMC Call Center when it supports communication about a program of the school or the operation of the school district.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers and buses will be automatically retired twice in 15 minute intervals after the initial call.

[Here is some specific information you should know.](#)

* Caller ID.

The Call ID will display (563-689-4221), which is the main number of Easton Valley High School.

SELLING AND SOLICITING

It is a violation of the state law for anyone, student or non-student, to sell or solicit on the school grounds without permission of the Superintendent or his designee

OPEN CAMPUS LUNCH

Students are allowed to have open campus lunch if they meet the following conditions:

1. Must be a junior or senior
2. Must have a cumulative GPA of 2.5 (Determined at the beginning of 1st and 2nd semester)
3. Must have a signed letter of consent from their parents/guardians
4. Must sign in and sign out of the office

Open campus lunch students may access their car during lunch but are not allowed to leave the town of Preston.

Any violation of the above rules will result in immediate loss of open campus lunch privileges for the rest of the semester.

It will be the responsibility of the 7-12 principal to determine regulations for this rule.

SCHOOL BREAKFAST AND LUNCH/OTHER FOOD AND DRINKS

Easton Valley Schools provides a Hot lunch Program and Breakfast Program at a reasonable rate and it is the right of any student to participate in this program. Students will be notified when their account is running low or out of funds. If a student's account shows a negative balance of \$5.00 or more, the student will not be allowed to charge anything extra. Students who qualify for free meals shall never be denied a reimbursable meal. Every Friday during the school year, lunch account notices are mailed and emailed to parents of students who have \$6.00 or less in their student meal account.

When a family's meal account exceeds a \$100 deficit at the quarter mark of the school year the family will be sent a certified letter. The letter will include the outstanding amount owed, our policy for turning outstanding balances over to a collections agency, and information about how to apply for free or reduced price school meals.

Prices:	Regular Student Lunch (7-12)	\$2.40
	Reduced Price Lunch	\$.40
	Extra Milk	\$.35
	Student Breakfast	\$1.10
	Reduced Price Breakfast	\$.30
	Adult Lunch	\$4.85
	Adult Breakfast	\$1.85

Forms for free or reduced price meals are available in all school offices. Extra milk and ice cream do NOT fall under free lunch guidelines.

The school cafeteria is maintained as a vital part of the health program of this school. To encourage good nutrition, a well-balanced breakfast and lunch are offered at a reasonable price.

The lunchroom management and your fellow students will appreciate your cooperation in the following ways:

1. Depositing your litter in the waste baskets provided for that purpose.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor in a clean condition for others.

Water bottles are permitted in classrooms and hallways. Pop and other drinks are NOT permitted during the school day. Only clear liquids (water) are allowed to be brought into school between the hours of 8 a.m. – 3:20 p.m. Non-clear liquids may be consumed during breakfast and lunch only within the confines of the school cafeteria. Food is NOT permitted in classrooms unless approved for a class party.

LUNCH THEFT

Any additional food items taken beyond the daily posted menu are considered a la carte and must be purchased at a cost per item posted in the lunchroom at the time of your daily meal purchase (they cannot be purchased in advance). Failure to pay for these items is considered theft and will be handled in the following manner:

First offense: Verbal warning and parents will be contacted. Student will be required to either purchase the item (if opened) or given the option to return (only if unopened).

Second offense: Student will be issued a Good Conduct Policy Violation (as noted in Letter A, No. 5 of the Good Conduct Policy Violations Listing) and a detention will also be issued. Parents will be notified.

Third & Continued Offense(s): Student will be issued a Good Conduct Policy Violation (as noted in Letter A, No. 5 of the Good Conduct Policy Violations Listing), law enforcement will be contacted, and a suspension from school will be issued. Parents will be notified.

SCHOOL FINANCE

Any money raised by entertainments, solicitations, plays, sale of tickets, or in any other manner by the students and faculty in the name of the school or any school organization must be deposited in the principal's office. All money raising activities must have been approved by the principal and appropriate sponsor. No money shall be expended without first obtaining a purchase order signed by the principal.

The school principal will keep a separate account for each permanent organization of the school. Funds deposited to the credit of any organization shall be subject to the order of that body and may be withdrawn by voucher approved by the sponsor and signed by the principal.

All proceeds earned from fundraising, etc. are property of the school. Upon graduation the senior class money is kept by the school to be used for future school activities and is not property of that specific senior class.

SCHOOL VISITORS

Students are not allowed to bring visitors to school because of liability implications. Parents are always welcome, but are encouraged to make an appointment to see a teacher, the principal or visit their children's classes.

STUDENT LOCKERS AND DESKS

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectation of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

STUDENT PARKING

Students driving to school should park in designated parking areas only. No student is to occupy his/her car at any time during the school day (including during lunch), except with administrative permission. Failure to obey the above regulations will result in either temporary or permanent loss of driving privileges to be determined by school officials.

VISITORS TO SCHOOL

Individuals are permitted to attend school sponsored or approved activities or visit school buildings only as guests of the

school district and, accordingly as condition of such permission, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with the education program, enjoyment of the students participating, other individuals or with the performance of employees and officials supervising the school sponsored or approved activity.

Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival. Persons who wish to visit a classroom while school is in session shall notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees may not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while on school grounds and/or attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school buildings must be accompanied by a parent or responsible adult.

Conduct including, but not limited to, the following types of conduct will not be tolerated:

Abusive verbal or physical conduct of individuals directed at students, employees, officials or sponsors of sponsored or approved activities or at other individuals.

Verbal or physical conduct of individuals that interferes with the performance of students, employees, officials or sponsors of sponsored or approved activities.

The use of vulgar, obscene or demeaning expression directed at students, employees, officials or sponsors participating in a sponsored or approved activity or at other individuals.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression or in any way interrupts an activity, the individual may be removed from school grounds and/or the event by the individual in charge of the event and the superintendent may recommend the exclusion of the future from school buildings and/or from sponsored or approved activities.

In this handbook, the word "parent" also means "guardian" unless otherwise stated. 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 and vehicles. 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.

GRADING

PROGRESS REPORTS

Students who are working below their capabilities or doing failing work shall receive a progress report mailed to their parents at approximately mid-quarter so the student will have the opportunity to improve before the end of the quarter. Parents should visit with the teacher concerning the information in the progress report. Please call the school and make an appointment with the teacher or teachers involved.

REPORT CARDS

Official grade reports are issued every nine (9) weeks. Grade reports will be sent to parents by regular mail or by electronic mail if an email address is on file. Only semester grades are recorded on a student's cumulative record. Students/Parents may check grades online during the quarter at Easton Valley. You will need to get a password.

GRADUATION/CLASSES

ADDING CLASSES

Students have two days at the beginning of each semester to drop/add classes. With the "block" you need to remember that this means your class will only meet once during those two days.

CORRESPONDENCE COURSES

High School students may take up to three semester classes by correspondence for credit. This will be arranged individually between the student and the guidance counselor.

DROPPING OR CHANGING CLASSES

All students had the opportunity to participate in creating their schedules. Changes will be made only under unusual circumstances with permission of the counselor and the principal.

A student who withdraws from concurrent classes after the drop deadline will receive a W on their college transcript and an F on their High School Transcript. An exemption can be made by administration for health related reasons.

EARLY GRADUATION

Students may graduate prior to the completion of grade twelve if the coursework required for graduation under Easton Valley School Board policy "Graduation Requirements" has been fulfilled. In such cases, the student must have the approval of the superintendent and the principal. Students must arrange with the guidance counselor for early graduation by their junior year.

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

GPA AND CLASS RANK

Any course for which the semester credit value is less than 1.0 will not count toward grade point average and class rank except for band and chorus.

Any student with 25% or more of their courses classified as Pass/Fail will not be counted in class rank.

GRADE LEVEL CLASSIFICATION

After your 9th grade year in school you need to have accumulated 11.5 credits in order to be classified a 10th grader, 23.0 credits to be classified an 11th grader, and 35.5 credits to be classified a 12th grader. You will remain in the class you begin the year in for the entire school year.

GRADUATION

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

P.E. is required during one semester of attendance per year and successful completion of one semester of P.E. is awarded .5 credit.

All students must take a minimum of five full credit classes and may not take more than seven full credit classes per semester. Seniors may take eight full credit classes in certain instances.

Students cannot receive credit for a high school class they have already received credit for.

A student will not be allowed to graduate with fewer than 50 credits without the approval of the board. Special Education students may meet individual graduation requirements as stated in their individual education plan. The board shall have complete discretion to determine extraordinary circumstances.

Transfer students may be granted exemption from Easton Valley graduation requirements if it is impossible to graduate on schedule because of previous school requirements.

Students that have dropped out of high school for various reasons may have the following options available to them to receive their high school diploma:

1. Take the GED exam which gives the equivalency of finishing high school;
2. Return to the High School and complete the necessary course work;
3. Complete the course work by correspondence according to GED rules.

The required courses of study will be reviewed by the board annually.

GRADUATION REQUIREMENTS

Students must have successfully completed the courses required by the Easton Valley School Board for graduation. Students must successfully complete each grade level, grade one through grade twelve, and complete all the required courses of study prior to graduation as determined by the State Department of Education and the Easton Valley School Board. Bulletins and handbooks will be published that outline and explain in detail the graduation requirements of the school system.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high

school students complete their graduating class's assigned credits. All students from Easton Valley High School will be required to achieve a minimum of 50 credits in order to graduate. The following credits will be required.

8 credits of English: 2 credits of 9th grade English
 2 credits of 10th grade English
 2 credits of 11th grade English (or equivalent)
 2 credits of 12th grade English (or equivalent)

6 credits of Math minimum of 3 years of Core Math

6 credits of Science: 2 credits of Earth Science
 2 credits of Biology
 2 credits of Physical Science/Chemistry/Physics/Anatomy

6 credits of Social Sciences: 2 credits of 9th grade Social Studies
 2 credits of American History
 2 credits of Government – 1 credit Government/1 credit Economics

Any 8th grader that takes HS courses is still required to take the minimum core classes in high school.

Mathematic Course Pathways

1. Algebra, Geometry, Algebra II, Pre-Calc (optional)
2. Pre-Algebra, Algebra, Geometry, Algebra II (optional)
3. Pre-Algebra, Informal Mathematics, Algebra I, Geometry (optional)
4. Pre-Algebra, Informal Mathematics, Principles of Algebra and Geometry
 Pre-Algebra, Informal Mathematics, Algebra I, Geometry (optional)

All students will be required to take and pass a personal finance class and a health class before graduating.

Service Learning Requirement: Students will be required to complete service learning projects, which constitutes the required hours of volunteer service based on your grade, to be served outside of school class time. These service hours may begin during the last month of your 8th grade, Freshman, Sophomore, or Junior year (May). These hours and the oral review (Seniors) must be completed by May 1st of each year. Half of the service hours need to be completed by the end of the first semester in order to be eligible to play any sports (NO EXCEPTIONS). Please contact the Service Learning Coordinator for additional details or questions. The service learning requirements are as follows:

- 10 service hours Freshman year
- 10 service hours Sophomore year
- 20 service hours Junior year
- 20 service hours Senior year

HONOR ROLL

The Honor Roll is figured at the end of each grading period. Students achieving a 3.0 or "B" average, with no grade less than a "C", are considered on an Honor Roll and this Honor Roll shall be published in the local papers (see Authorization of Release of Information). Students achieving a straight "A" or 4.0 average shall receive special recognition when this Honor Roll is published. All courses will be used in determining this Honor Roll in proportion to the amount of credit awarded.

ONLINE LEARNING

If students want to learn online this will be through Edgenuity with no EV teacher assistance.

ONLINE CLASSES

Students are allowed and encouraged to take an online class as long as it is not replacing a course offered at Easton Valley High School. Students need to demonstrate academic abilities to be successful in an online environment as determined by the High School principal. Students will be provided with an online coach to help guide them and provide support while engaged in the course.

EASTON VALLEY COLLEGE CREDIT PROGRAMS

Easton Valley College Credit Programs- these include: courses offered online through Clinton Community College, CTE courses offered through Career Academies (Welding, CNA, Project Lead the Way), courses delivered to EV students during the regular school year on site, or on a college campus, or at night.

**These courses count in your high school GPA and begin your college GPA.

Student Eligibility for any non-CTE college level courses

Students must have and maintain a 3.5 or higher cumulative GPA to qualify for the opportunity to take college-level courses. If the student qualifies and takes college-level courses and then fails a class, the student will not be allowed to take college-level courses for the next following semester. The student could be eligible to take classes again after the 1 semester absence if they meet the previous 3.5 or higher cumulative GPA.

Sophomore students who are interested in college-level courses must also maintain a 3.5 or higher cumulative GPA to qualify for the opportunity to take college-level courses PLUS have an ACT cumulative score of at least 18 or higher as well in the area of reading and writing.

Students who do not meet Easton Valley Schools requirements may contact the Clinton Community College and take courses at the cost to the family that meet their eligibility requirements and take these classes outside of their high school schedule.

Success Tips: Students who struggle to meet the English and/or Reading ACT requirement should take American Literature and Expository Reading and Writing courses and then retest or visit www.act.org and focus on practice tests for the areas you need to strengthen. If you have taken them and had a grade below a C retake the courses and improve your grade. Also always feel free to contact our expert teachers in the areas you need to increase your ACT score in and work one on one prior to the next testing date.

Student Responsibilities: (Check the lines when you have completed)

- _____ Complete your CCC application for admission upon registering for the course.
- _____ Complete the concurrent from Mrs. Wood and turn it in ON TIME.
- _____ You must attend Orientation each year you are enrolled for updates and information on the College Portal.
- _____ Enter the Campus Portal and Navigate the course.

You are responsible for managing your course, deadlines, etc. You must check your online portal for book and syllabus requirements before the course begins, pick up book from EV Library if available or CCC bookstore, and return them upon completion or will be charged.

Students who fail or withdraw will result in financial aid probation and can affect FAFSA.

Students planning to take English Comp 1 and 2 **MUST** complete American Literature and Expository Reading and Writing their junior year.

Parent Requirements and Information-

Because your child is considered a college student, FERPA Laws restrict communication from parents on grades with the college. You may ask your child for access or passwords to view current grades, assignments for monitoring.

2023-2024 National ACT Testing Dates: Visit www.act.org for registration.

<u>ACT Test Date</u>	<u>Registration Deadline</u>	<u>Late Registration Deadline</u>	<u>Standby Deadline</u>
<u>February 11, 2023</u>	<u>January 6, 2023</u>	<u>January 20, 2023</u>	<u>February 3, 2023</u>
<u>April 15, 2023</u>	<u>March 10, 2023</u>	<u>March 24, 2023</u>	<u>April 7, 2023</u>
<u>June 10, 2023</u>	<u>May 5, 2023</u>	<u>May 19, 2023</u>	<u>June 2, 2023</u>
<u>July 15, 2023</u>	<u>June 16, 2023</u>	<u>June 23, 2023</u>	<u>July 7, 2023</u>
<u>ACT Test Date</u>	<u>Registration Deadline</u>	<u>Late Registration Deadline</u>	<u>Standby Deadline</u>
<u>February 11, 2023</u>	<u>January 6, 2023</u>	<u>January 20, 2023</u>	<u>February 3, 2023</u>
<u>April 15, 2023</u>	<u>March 10, 2023</u>	<u>March 24, 2023</u>	<u>April 7, 2023</u>

HEALTH

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 class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox.

ILLNESS AT SCHOOL

Since the school nurse is not here full time, the following procedures will be used if a student becomes ill at school.

A student becoming ill must get permission from his/her teacher and report to the office.

If a student has to stop by the restroom before coming to the office, he/she must report to the office as soon as possible or send someone to notify the office.

Before an ill student can be released from school the school nurse will be contacted (if she is in the district at that time) and then a parent will be contacted.

Failure to follow the above procedures will result in a student being considered truant.

IMMUNIZATIONS

Prior to 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 EXAMINATION

Athletes, at any level, who wish to participate in interscholastic sports are required to submit proof of physical fitness on forms supplied by the school. The examination should be taken care of during the summer, so that the athlete will be covered for the entire school year.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

Whenever a student should have a medication administered by school personnel, authorization and instruction must be provided by a parent or legal guardian. Prescription medication must be prescribed by a physician and must be kept in the prescription container filled by a pharmacist. If accurate information is not given, the medication cannot be administered.

**Forms from the doctor's office or provided by the school must be completed and signed for this purpose.

SCHOOL NURSE

A school nurse is available to students (when on duty) for treatment of minor injuries and the dispensing of physician approved or prescribed medicines. She will also be happy to listen to any health problems you may want to discuss with her.

Any questions regarding Health Services, refer to Board Policies:

507.1 - Student Health and Immunization Certificates

507.2 - Administration of Medication to Students

507.3 - Communicable Diseases-Students

507.4 - Student Illness or Injury at School

507.8 - Student Special Health Services

LEGAL DOCUMENTATION

ANNUAL NOTICE

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AFFORDS PARENTS AND STUDENTS OVER 18 YEARS OF AGE ("ELIGIBLE STUDENTS") CERTAIN RIGHTS WITH RESPECT TO THE STUDENT'S EDUCATION RECORDS. THEY ARE:

1. THE RIGHT TO INSPECT AND REVIEW THE STUDENT'S EDUCATION RECORDS WITHIN 45 DAYS OF THE DAY THE DISTRICT RECEIVES A REQUEST FOR ACCESS.

PARENTS OR ELIGIBLE STUDENTS SHOULD SUBMIT TO THE SCHOOL PRINCIPAL (OR APPROPRIATE SCHOOL OFFICIAL) A WRITTEN REQUEST THAT IDENTIFIES THE RECORD(S) THEY WISH TO INSPECT. THE PRINCIPAL WILL MAKE ARRANGEMENTS FOR ACCESS AND NOTIFY THE PARENT OR ELIGIBLE STUDENT OF THE TIME AND PLACE WHERE THE RECORDS MAY BE INSPECTED.

2. THE RIGHT TO REQUEST THE AMENDMENT OF THE STUDENT'S EDUCATION RECORDS THAT THE PARENT OR ELIGIBLE STUDENT BELIEVES ARE INACCURATE OR MISLEADING OR IN VIOLATION OF THE STUDENT'S PRIVACY RIGHTS.

PARENTS OR ELIGIBLE STUDENTS MAY ASK THE SCHOOL DISTRICT TO AMEND A RECORD THAT THEY BELIEVE IS INACCURATE OR MISLEADING. THEY SHOULD WRITE THE SCHOOL PRINCIPAL, CLEARLY IDENTIFY THE PART OF THE RECORD THEY WANT CHANGED, AND SPECIFY WHY IT IS INACCURATE OR MISLEADING.

IF THE DISTRICT DECIDES NOT TO AMEND THE RECORD AS REQUESTED BY THE PARENT OR ELIGIBLE STUDENT THE DISTRICT WILL NOTIFY THE PARENT OR ELIGIBLE STUDENT OF THE DECISION AND ADVISE THEM OF THEIR RIGHT TO A HEARING REGARDING THE REQUEST FOR AMENDMENT. ADDITIONAL INFORMATION REGARDING THE HEARING PROCEDURES WILL BE PROVIDED TO THE PARENT OR ELIGIBLE STUDENT WHEN NOTIFIED OF THE RIGHT TO A HEARING.

3. THE RIGHT TO CONSENT TO DISCLOSURES OF PERSONALLY IDENTIFIABLE INFORMATION CONTAINED IN THE STUDENT'S EDUCATION RECORDS, EXCEPT TO THE EXTENT THAT FERPA AUTHORIZES DISCLOSURE WITHOUT CONSENT.

ONE EXCEPTION WHICH PERMITS DISCLOSURE WITHOUT CONSENT IS DISCLOSURE TO SCHOOL OFFICIALS WITH LEGITIMATE EDUCATIONAL INTERESTS. A SCHOOL OFFICIAL IS A PERSON EMPLOYED BY THE DISTRICT AS AN ADMINISTRATOR, SUPERVISOR, INSTRUCTOR, OR SUPPORT STAFF MEMBER (INCLUDING HEALTH OR MEDICAL STAFF AND LAW ENFORCEMENT UNIT PERSONNEL); A PERSON SERVING ON THE SCHOOL BOARD, A PERSON OR COMPANY WITH WHOM THE DISTRICT HAS CONTRACTED TO PERFORM A SPECIAL TASK (SUCH AS AN ATTORNEY, AUDITOR, AEA COMMITTEE, SUCH AS A DISCIPLINARY OR GRIEVANCE COMMITTEE OR STUDENT ASSISTANCE TEAM, OR ASSISTING ANOTHER SCHOOL OFFICIAL IN PERFORMING HIS OR HER TASKS.

A SCHOOL OFFICIAL HAS A LEGITIMATE EDUCATIONAL INTEREST IF THE OFFICIAL NEEDS TO REVIEW AN EDUCATION RECORD IN ORDER TO FULFILL HIS OR HER PROFESSIONAL RESPONSIBILITY.

4. THE RIGHT TO INFORM THE SCHOOL DISTRICT THAT THE PARENT DOES NOT WANT DIRECTORY INFORMATION, AS DEFINED BELOW, TO BE RELEASED. ANY STUDENT OVER THE AGE OF EIGHTEEN OR PARENT NOT WANTING THIS INFORMATION RELEASED TO THE PUBLIC MUST MAKE OBJECTION IN WRITING BY SEPTEMBER 15TH TO THE PRINCIPAL. THE OBJECTION NEEDS TO BE RENEWED ANNUALLY.

NAME; ADDRESS; TELEPHONE LISTING; DATE AND PLACE OF BIRTH; E-MAIL ADDRESS; GRADE LEVEL; ENROLLMENT STATUS; MAJOR FIELD OF STUDY; PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS; WEIGHT AND HEIGHT OF members OF ATHLETIC TEAMS; DATES OF ATTENDANCE; DEGREES AND AWARDS RECEIVED; THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT; PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

5. THE RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION CONCERNING ALLEGED FAILURES BY THE DISTRICT TO COMPLY WITH THE REQUIREMENTS OF FERPA. THE NAME AND ADDRESS OF THE OFFICE THAT ADMINISTERS FERPA IS:

FAMILY POLICY COMPLIANCE OFFICE, U.S. DEPARTMENT OF EDUCATION,
400 MARYLAND AVE., WASHINGTON, DC, 20202-4605

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. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. 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.

EASTON VALLEY SCHOOL DISTRICT STUDENT ABUSE BY DISTRICT PERSONNEL

It is the policy of the Easton Valley Community Schools that school employees and volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students.

It is the policy of the district to respond to allegations of abuse by school employees or volunteers by investigating or arranging for the full investigation of any allegations, and to do so in a reasonably prudent manner.

Anyone believing that a student has been abused by a district employee or volunteer may report the abuse to their building administrator or the Superintendent of Schools.

The entire policy on abuse of students by district personnel is defined in Board policy 402.3 and is available in the Administration Office and each school building office. The Level One Investigator is the Principal at (563)689-4221, ext.5136 and the Level Two Investigator is Police Chief at (563)689-6868.

Code No. 102.R1 GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring nondiscrimination in programs and employment.

Level One - Principal, Immediate Supervisor or Personnel Contact Person
(Informal and Optional - may be bypassed by the grievant)

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

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

Level Two - Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint

will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Superintendent/Administrator

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Curriculum Director

Address: Easton Valley School

Phone Number: 682-7131

Office Hours: 8:00 a.m. – 4:00 p.m.

SECTION 504 NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Easton Valley Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, marital status or disability in admission or access to, or treatment in, its programs and activities. The district will not discriminate based on race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, or SES (for programs).

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact the curriculum director/or designee, P.O. Box 10, Preston, IA 52069 PHONE (563) 689-4221 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, Section 504 and Iowa Code 280.3.

The Kansas City Office for Civil Rights may be reached at:

U.S. Department of Education

Office for Civil Rights

8930 Ward Parkway, Suite 2037

Kansas City, Missouri 64114

Phone: 816-268-0550

Fax: 816-823-1404

Telecommunication Device for the Deaf: 800-437-0833

E-Mail: OCR.KansasCity@ed.gov

Website: <http://www.ed.gov/ocr>

SCHOOL-SAFETY VIDEO POLICY

The School District of Easton Valley approves the use of video cameras to record student behavior in hallways and outside of the school buildings, while on school property. Such video tape shall not be available for viewing by the general public, employees in general, the media, or other individuals or for any other purposes other than those articulated in this policy. Recorded footage shall not be kept except where the educational interest articulated by this policy will be advanced. Only the principal, district administrator or supervisor of technology are authorized to view video tapes for the purpose of documenting a disciplinary problem and determining which students may be involved.

Upon determination students who have been identified as being in the presence of, holding, consuming, sharing or selling substances (alcohol, tobacco, or controlled substances, including prescription drugs, which is being used for purposes other than intended) they will be referred to and required to meet with a substance abuse counselor. Students who meet with a substance abuse counselor, but do not meet the requirement for treatment will be required to Alternative Choices for Teens (ACT) through the Area Substance Abuse Council. Class dates, times and location will be determined between the student and the facilitator. Disciplinary actions will also take place through the good conduct policy/school policies that may apply to the situation.

Monitoring Devices on School Property - Video Surveillance (Video Cameras)

The Easton Valley Board of Education agrees to allow the use of Video Surveillance to promote the safety and security of students and staff, the protection of Board property, deterrence and the prevention of substance use and criminal activities and the enforcement of school rules.

DEFINITIONS

Video Surveillance is a term that refers to video-audio-digital components of multimedia surveillance.

GUIDELINES: VIDEO MONITORING ON SCHOOL PROPERTY

Camera Location, Operation and Control:

- School division buildings and grounds may be equipped with video monitoring devices.
- Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of threats, prior property damages, or security incidents.
- Cameras placed outside shall be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises.
- Surveillance cameras located internally shall not be directed to look through windows to areas outside the building unless necessary to protect external assets or to ensure personal safety of patrons or employees.
- Cameras shall not be used to monitor inside change rooms, locker rooms, and washrooms.
- The supervisor of technology shall be responsible to manage and audit the use and security of monitoring cameras; monitors; hard drive storage; VCR Storage; computers used to store images; computer diskettes and all other video records.
- Only individuals authorized by the Superintendent of Schools in accordance with the policy, shall have access to video monitors, or be permitted to operate the controls.

Notification

- All staff shall be made aware of the Easton Valley Board of Education's video surveillance guidelines and practices.
- At each school or site where video surveillance is employed, the school principal or other site administrator shall inform students, staff, and parents at the beginning of each school year that video surveillance will occur throughout the school year and explain the purpose for such monitoring practice.

Use of Video Recordings

-A video recording of actions by students may be used by the Easton Valley Board of Education or administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about Easton Valley Board of Education property.

-Students violating appropriate conduct of the Easton Valley School District will be disciplined appropriately. Upon substance use identified on school grounds by surveillance cameras students will be referred to and required to meet with a substance abuse counselor in coordination with good conduct policy disciplinary actions based on previous offenses. Students who meet with a substance abuse counselor, but do not meet the requirement for treatment will be required to Alternative Choices for Teens (ACT) through the Area Substance Abuse Council. Class dates, times and location will be determined between the student and the facilitator. Identified substance use will be defined as a student on camera which demonstrates holding,

consuming, sharing or selling substances (alcohol, tobacco, or controlled substances, including prescription drugs, which is being used for purposes other than intended).

Code No. 102.E4 SECTION 504 STUDENT AND PARENTAL RIGHTS

The Easton Valley School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or [Iowa Code § 280.3](#) should be directed to:

Easton Valley
Curriculum Director
563/682-7131

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and [Iowa Code 280.3](#).

POLICIES

CHEATING AND PLAGIARISM

Cheating is defined as the practice of fraud or trickery and/or violation of rules in a dishonest manner. Ex: copying off someone's test.

Plagiarism is defined as stealing or passing off ideas or words of another as your own, without crediting the source. Ex: copying and pasting a term paper off the internet

Our responsibility in education is to foster responsible learning and work practices. With this concept in mind, cheating and plagiarism will not be tolerated. In college these practices are dealt with by course removal with a failing grade or by expulsion. In the work world the result could be dismissal from employment. Infractions at the high school level must be dealt with at the same level; however, there is never a one solution fits all. With this in mind, penalties may range from redoing the work for an equal or lesser score, receiving a zero for the work, losing credit for the course and/or removal from class. This decision will be made by the classroom teacher after possible consultation with the principal and parents.

The following list comes from the University of Iowa's student handbook:

You are plagiarizing or cheating if you do the following:

- Present the ideas of others as your own without giving credit to the source
- Use direct quotations without quotation marks and without giving credit to the source
- Paraphrase without crediting source
- Participate in a group project that presents plagiarized materials
- Accept credit for a group project without doing one's share.
- Fail to provide adequate citations from materials obtained through electronic research
- Download and submit work from electronic databases without citation
- Submit materials written by someone else as your own. This includes purchasing a term or research paper.
- Allow someone to copy and submit one's own work as his or her own, including sharing of materials for others to access for information
- Copy someone else's exam, graded homework, or laboratory work
- Submit the same paper in more than one course without the knowledge and approval of the instructors
- Using notes or other materials during a test or exam without authorization
- Not following guidelines specified by the instructor for a "take-home" test or exam

HOMELESS

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

LIBRARY BOOKS

Books will be checked out for two (2) weeks with privilege to renew them for two (2) weeks. Magazines may be checked out overnight.

Books and magazines that are lost or damaged will be paid for by the person who has checked them out.

Encyclopedias and other reference books cannot be removed from the library at any time.

All returned books and magazines are to be placed on the desk so that the librarian can put them away.

Books placed on reserve may be used only in the library. They may be checked out overnight on a first-come, first-serve basis after 3:15 and are due before 8:45 the next morning.

Library privileges may be suspended by any teacher for a period of time not to exceed two (2) weeks provided there is a good cause.

Students who have fines not paid or books overdue more than two (2) weeks will be denied all privileges.

THE SCHOOL AND THE LAW

An unlawful act taking place on school grounds, the building, or at school sponsored activities will make the student subject to penalties which the courts may prescribe, and will also result in severe disciplinary action from the school.

STUDENT COMPLAINTS

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 3 *school days* of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 3 *school days* of the employee's response or the incident;

- If unsatisfied with the principal's response, talk to the superintendent within 3 *school days* of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within 3 *school days* of the superintendent's response. The board determines whether it will address the complaint.

STUDENT FEES

There is a registration fee for the use of books, lockers, and other facilities. The registration fee is to be paid during school registration or the first nine (9) weeks of the school year. Supplies for some classes such as art, family consumer science, and shop are not included in the registration fee and will be paid by the individual student depending upon when the supplies are needed. Inquire in the school office about student fee waivers and reduction procedures if you feel you qualify.

STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and,
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

WITHDRAWAL

Students wishing to withdraw from school or transfer must stop in the office and give official notification, and shall be reimbursed according to board policy. Students transferring must have their parents notify the office and fill out a form so that records may be sent immediately.

PUBLICATIONS
STUDENT PUBLICATIONS
Iowa Code 280.22

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 are not limited to, the school newspaper and yearbook. Expression made by students, including student expression 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. Copies of the school district publication code can be obtained from the superintendent.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. 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 and efficient operation of the school or school activity;
 - ✓ disrupt or interfere with the education program;
 - ✓ interrupt the maintenance of a disciplined atmosphere; or
 - ✓ infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

SERVICES

STUDENT SERVICES

Easton Valley School District is within Area Educational Agency #9 (Mississippi Bend Area Education Agency) and the students may receive any special services not provided by the local psychological testing and counseling staff.

GUIDANCE

Each student enrolled in Easton Valley Jr.-Sr. High School has available to him/her a guidance counselor/dean of students to help him/her determine educational planning and personal goals. The guidance service is available for personal counseling to meet each individual's needs.

TECHNOLOGY

APPROPRIATE USE OF COMPUTERS, COMPUTER NETWORK SYSTEMS AND THE INTERNET

The Board of Directors of the Easton Valley Community School District is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the Internet. The goal in providing this technology and access is to support the educational objectives and mission of the Easton Valley Community School District and to promote resource sharing, innovation, problem solving, and communication.

Access to the District's computers, computer network systems, and the Internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer network systems, and the Internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer network systems, and the Internet, they may still be exposed to information from the District's computers, computer network systems, and/or the Internet in guided curricular activities at the discretion of their teachers.

Every computer in the District having Internet access shall not be operated unless Internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The use of the District's computers, computer network systems, and Internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems, and Internet access. Students' and staff members' use of the District's computers, computer network systems, and Internet access shall also comply with all District policies and regulations. Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer network systems, and the Internet. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer network systems, and the Internet.

The following are rules for appropriate use by the District's students and staff of the District's computers, computer network systems, and the Internet:

-Do not make offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.

-Do not send or solicit sexually oriented messages or images.

-Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer. Do not publish personal or private information about yourself or others on the Internet without prior written permission. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.

-Do not use the District's computers and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.

-Do not subscribe to Listservs, bulletin boards, online services, email services or other similar services without prior permission from the technology coordinator or other appropriate personnel.

-Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.

-Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from either a floppy disk, CD-ROM, DVD or other storage media or alter or modify any data files stored on the District's computers or computer network systems without prior permission and supervision from the technology coordinator or other appropriate personnel.

-Do not download any programs or files from the Internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the Internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.

-Do not use any encryption software from any access point within the District.

-Do not access the Internet from a District computer using a non-District Internet account.

-Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.

-Do not access the District's computers or computer network systems or use the District's Internet connection from a non-District computer without prior authorization from the technology coordinator or other appropriate personnel.

-Do not use an instant messenger service or program, Internet Relay Chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer network systems, and/or the District's Internet connection.

-Do not disable or circumvent or attempt to disable or circumvent filtering software.

-Do not play any games that are not related to the District's educational program.

-Do not vandalize the District's computers or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy data stored on the District's computer equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.

-Do not commit or attempt to commit any act that disrupts the operation of the District's computers or computer network systems or any network connected to the Internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful inappropriate activities online. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.

-Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to Internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).

-Do not use the District's computers and/or computer network systems for any commercial or for-profit purposes, personal or private business (including but not limited to shopping or job searching), product advertisement or political lobbying.

-Do not use computer accessories (including, but limited to, digital cameras, camcorders and printers) for inappropriate content or to be used in any way other than for educational purposes and school related events.

-Do not use the District's computers, computer network systems, and/or the Internet to access, download, and/or transmit any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam emails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately

terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.

-Do not bring computers and/or accessories with network capability from outside the district, such as personal notebooks or laptops, to connect to the network without permission from the technology director.

-Do not plagiarize information accessed through the District's computer, computer network systems, and/or the Internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the Internet.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the District's computers and computer network systems, including use of the Internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will not be issued to students. Students will not be allowed to use email except under very specific, limited educational circumstances. If a student has an

electronic mail address that has been set up outside of school, the student will not be permitted to access that email account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer network systems, and the Internet. Students and staff members will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers and computer network systems, that they will comply with the policies and regulations, and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the Internet, the District will obtain written permission from the student's parents to do so.

The District has the right, but not the obligation, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students and staff visit on the Internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and Internet activity including any logs, data, email, computer disks and/or other computer related records of any user of the system. The use of email is limited to District and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send or receive on the District's computers and computer network systems, including the Internet.

No warranties, expressed or implied, are made by the District for the computer technology and Internet access being provided. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, mis-deliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District also is not responsible for the accuracy of information users access on the Internet. Any risk and/or damages resulting from information obtained from the District's computers, computer network systems, and/or Internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, computer network systems, and the Internet.

The interpretation, application, and modification of this policy are within the sole discretion of the Easton Valley School District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The Board of Directors will review and update this policy as necessary.

EASTON VALLEY SCHOOL DISTRICT IMPLEMENTATION OF TECHNOLOGY PROTECTION MEASURES REGARDING THE USE OF THE DISTRICT'S COMPUTERS, COMPUTER NETWORK SYSTEMS, AND INTERNET ACCESS

The purpose of this policy is to provide a safe environment for students through the use of technology protection measures (i.e. filtering software) to enhance education in the Easton Valley School District.

The Internet is an ever expanding resource that adds large quantities of content on a daily basis. However, some of the content is inappropriate for student use and may even be harmful to students' health, safety and welfare. Therefore, the Easton Valley School District has determined that it will establish this policy to limit student access to certain undesirable topics, including but not limited to, information and images that are obscene, constitute child pornography or are otherwise harmful to minors. Since it is not feasible for the District to continually monitor the content of the Internet, the Easton Valley School District will employ technology protection measures in the form of Internet filtering software in an attempt to block access to these types of harmful and inappropriate materials.

The District's implementation of Internet filtering software does not guarantee that students will be prevented from accessing materials that may be considered inappropriate and/or harmful. However, it is a meaningful effort on the part of the District to prevent students from accessing inappropriate and/or harmful materials on the Internet. The District makes no guarantee that the filtering software will be available at all times or that the filtering software will block all inappropriate and/or harmful material.

If there is an accessible Uniform Resource Locator [URL] that may be inappropriate, students, staff, and parents may request a review by designated District personnel, by completing an Add URL to Blocked Status form. Upon review, the technology coordinator or other appropriate personnel will make a determination about blocking access to that site. If there is an educationally valuable URL that is blocked, students, staff, and parents may fill out the Remove URL from Blocked Status grievance form. The technology coordinator or other appropriate personnel will review the request and make a determination about unblocking the site.

Staff members may request that the Internet filtering software be disabled for bona fide research or other lawful purposes. A bona fide research form will need to be filled out and reviewed by the technology coordinator or other appropriate personnel before the Internet filtering software is disabled.

STUDENT VIOLATIONS-CONSEQUENCES AND NOTIFICATIONS.

Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the following consequences:

First Violation – A verbal or written “warning” notice will be issued to the student. The student may lose Internet access for a period of 3 weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student’s parent and a copy provided to the building principal.

Second Violation-A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of 9 weeks.

Third Violation-A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for 12 months or for the balance of the school year.

When a student is on probation or suspended from use of technology at school based on an infraction or incident of abusing or misusing the Internet, this should include being able to have a cell phone, IPOD, or MP3 player for the length of the period or suspension.

If a student is caught misusing or abusing.....

The student will be prohibited from using a computer and or the Internet for a period of time and a letter will be sent home. In-school suspension for a period of time may also be incurred. The student will also not be allowed to use school laptops, or computers without being monitored by school personnel.

The www.eastonvalleycsd.com website is an information source for parents, students, and faculty. Sources for information include district policies, school events, daily announcements, school newsletter, staff contacts and course information. All NHS forms and appendices can be found in the NHS folder of documents tab.