

# **East Sac County CSD**



## **Student and Parent Handbook 2019-20**

## FOREWARD

### To Students:

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts, in the end, it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity.

### To Parents:

You know that you cannot confidently launch your children into today's world unless they are of strong character and well educated in the use of language, science, and mathematics. They must possess a deep respect for intelligence, achievement, and the skills needed to use them for setting goals and for disciplined work. That respect must be accompanied by intolerance for the shoddy and second-rate masquerading as "good enough."

You have the right to demand for your children the best our schools and colleges can provide. Your vigilance and your refusal to be satisfied with less than the best are the imperative first steps. But your right to a proper education for your children carries a double responsibility. As surely as you are your child's first and most influential teacher, your child's ideas about education and its significance begin with you. You should encourage more diligent study and discourage satisfaction with mediocrity and the attitude that says "let it slide." Monitor your child's study; encourage good study habits; nurture your child's curiosity, creativity, and confidence; and be an active participant in the work of the schools. Above all, exhibit a commitment to continue learning in your own life. Finally, help your children understand that excellence in education cannot be achieved without intellectual and moral integrity coupled with hard work and commitment. Children will look to their parents and teachers as models of such virtues.

## GENERAL STANDARDS

All of us want to succeed in life. SELF-DISCIPLINE is the cornerstone of success. If you will practice the character-building skills such as concentration, organization, daily planning, and self-evaluation, your experience at school will be successful and enjoyable.

### LONG RANGE GOALS: East Sac County Schools

Long-range goals define the desired targets to be reached over an extended period of time. These long-range goals serve two purposes: 1.) To meet locally determined student needs, and 2.) To address state and federal student accountability.

Goal 1: All K-12 students will achieve at high levels in reading comprehension, prepared for success beyond HS.

Goal 2: All K-12 students will achieve at high levels in math, prepared for success beyond HS.

Goal 3: All K-12 students will achieve at high levels in science, prepared for success beyond HS.

Goal 4: All grade 2-11 students will score at or above grade level or have made a year's growth in their scores on the social studies assessment.

Goal 5: All K-12 students will achieve at high levels in 21st century skills, prepared for success beyond high school.

### A PUBLIC NOTICE

"It is the policy of the East Sac County Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Amanda Miller, 801 Jackson, Lake View, IA; Phone #: 712-665-5001 or 877-665-5001, Email: amiller@eastsac.k12.ia.us

# STUDENT ATTENDANCE

## **STUDENT ATTENDANCE-EXCUSED (POLICY 501.9)**

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

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include: family death or emergencies, medical appointments with a doctor's note, court appearance, college visit, family trips, school activities or field trips, and state level tournament games.

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

Students who wish to participate in school-sponsored activities must attend school the full day of the activity except for absences due to: school activities or field trips, medical or legal appointments, college visits, funerals, or family emergencies. Absences on a Friday will not affect participation on Saturday.

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

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

## **TRUANCY-UNEXCUSED ABSENCES (POLICY 501.10)**

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

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

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

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

## **NOTIFICATION OF SCHOOL OF ABSENCE/TARDY**

We request that parents of all students in the East Sac County CSD call the school by 9:00 AM whenever their student will be absent. If the office does not receive a note or a call by 9:00 AM, school personnel will attempt to contact the parent. Please use the following numbers for notification of absence:

- Grades Preschool-4 (ESC-Sac Elementary) – 712/662-7200
- Grades Preschool-4 (ESC-Wall Lake Elementary) – 712/664-2627
- Grades 5-8 (ESC-Middle School) – 712/662-3259
- Grades 9-12 (ESC-High School) – 712/665-5001

Following absences in which the parent was not reached, the student will bring a note explaining the reason for the absence and signed by a parent.

#### **NOTIFICATION OF PARENT OF ABSENCE**

Once a student accumulates five (5) **absences** the following procedures will be followed:

- 5 absences - parents notified by mail.
- 7 absences - parents notified by mail and the truant officer may be notified.
- 10 absences - parents notified by mail, truant officer may be notified, and a conference between the parent, counselor, truant officer and the parents may be requested.

\*Calling the truant officer will be at the principal's discretion.

#### **TARDIES**

Students arriving late to school must report to the office and sign in. The student will then receive a pass to be admitted to class, though he/she may be considered tardy.

#### **NOTIFICATION OF PARENTS OF ELEMENTARY STUDENTS OF TARDIES**

Once a K-4<sup>th</sup> student accumulates five (5) **tardies** the following procedures will be followed:

1. 5 tardies-parents notified by mail.
2. 7 tardies-parents notified by mail and the truant officer may be contacted.

\* Calling the truant officer will be at the elementary principal's discretion.

#### **MS/HS TARDIES**

The only tardiness that will be excused will be that from being detained by another teacher (In which case the detaining teacher MAY issue a late pass) or because of a late bus. See the MS and HS handbooks for policies related to tardies.

## **STUDENT HEALTH AND WELL-BEING**

In accordance to the Iowa Code, all students entering school, (Preschool, Transitional Kindergarten or Kindergarten) for the first time, will have a health physical performed by their physician, PA or NP, as well as documentation of blood lead testing, dental screening and current immunization record. These must all be submitted to the school nurse prior to enrollment. (Board Policy 501.4)

#### **STUDENT INSURANCE (POLICY 507.6)**

Students shall have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program shall be the responsibility of the student/guardian/parent.

#### **MEALS**

Breakfast is served each day school is in session except when there is a 2 hour late start. Hot lunch is made available to all students in grades TK-12. One carton of milk is provided with each hot lunch. Additional milk can be purchased.

Your child must bring the money for meal accounts before eating at school. You will be getting a reminder slip via mail or email when their balance is getting low. **Please keep your child's account with a positive balance.**

Beverages/Foods prohibited by the Healthy Kids Act are not allowed in the cafeteria at any time.

#### **EAST SAC COUNTY HEALTH FACTS AND ENROLLMENT INFORMATION**

Iowa law (641.7) requires every child must have a completed immunization record on file at the school by the first day of school.

#### **Requirements for PS and New Kindergarten (not previously in PS) for Admission to School**

1. Iowa law (641-67.1-67.11) requires all incoming kindergarten students to have a lead screening completed prior to the first day of school.
2. Students are required to submit a completed health physical, completed by a health care provider PRIOR to the first day of school (**PS, Kindergarten, Home-schooled, and anyone enrolling in an Iowa school for the first time**).

3. Iowa law (641.51.1) requires any student seeking enrollment to kindergarten and 9<sup>th</sup> grade to have proof of a dental screening. A specific form will need to be completed and signed by your dental provider.
4. Vision screening: Although a vision screening isn't required for enrollment, **the state of Iowa encourages students seeking enrollment for the first time in kindergarten and third grade to have one.**
5. These completed items may be mailed, faxed or dropped off at the elementary building your student will be attending before the first day of class.
6. Requirements for 7<sup>th</sup> Grade-Tdap **and 1 dose of Meningococcal Conjugate Vaccine (A, C, W, Y)**
7. **Requirements for 12<sup>th</sup> Grade-Two (2) doses of Meningococcal Conjugate Vaccine (A, C, W, Y) OR 1 dose if 1 dose was received when the student was 16 years of age or older.**

#### Health Concerns

It is important to inform the school of any health concerns regarding your child that may affect school performance. Examples of health concerns include: asthma, allergies (including food allergies), diabetes, seizures, headaches, ADD/ADHD, etc. If your child had a known food allergy, please make certain to notify the school nurse, cooks, and your child's teacher so precautions may be taken to avoid your child being exposed to these foods.

#### Medication Administration Procedures

Written parental permission is required for all prescription and over-the-counter medications to be given at school. The school nurse or staff members who have completed a medication administration course will administer medications. Antibiotics prescribed for three (3) times a day should be given at home and not sent to school.

#### Communicable Diseases

It is important to inform the school of any communicable diseases that your child has contracted. Examples include: chicken pox, impetigo, strep throat, fifth disease and pinkeye. The nurse will communicate the information with an exposure notice sent home with the students or a post on the school website.

#### When To Keep Your Child Home From School

1. Vomiting or diarrhea within the past 24 hours
2. Persistent cough or expectorant cough
3. Sore, reddened throat, swollen glands
4. Large skin eruptions or rashes, especially if accompanied by a fever
5. Red, watery, or mattering eyes
6. Earache or drainage from ears
7. Temperature of 100.6 degrees or over within the past 24 hours. Students may not return to school until they have been fever-free without taking any fever-reducing medication for 24 hours.

#### **ILLNESS AND INJURY AT SCHOOL (POLICY 507.4)**

If a student becomes ill or is injured at school, the students' parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours an "Accident Report" will be filed in the principal's office.

#### **MEDICATIONS (POLICY 507.2)**

Some students may need prescription and nonprescription medication to participate in their educational program. Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or an authorized practitioner, including, parents. A

medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

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

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

### **HEALTH AND IMMUNIZATION CERTIFICATES (POLICY 507.1)**

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. Students wishing to participate in athletics must have a current physical exam on file in the district.

### **NURSE**

A school nurse is on duty each day in the district. If you have a health-related question concerning your child and school, please contact the school nurse.

### **ATHLETIC PHYSICALS**

Students wishing to participate in athletics must have a current physical exam on file in the district.

### **PHYSICAL EDUCATION**

Doctor excuses should be presented to the PE teacher and school nurse as soon as possible when a medical condition exists preventing a student from physical education participation. Students on extended medical excuse will meet with his/her teacher to determine the level of participation/observation during the term of the medical excuse.

Students are not required to wear a specific physical education uniform. Students are expected to wear clean appropriate clothing. EACH STUDENT MUST HAVE A SECOND PAIR OF TENNIS SHOES that are used only for P.E. class. Cut-off jeans are not acceptable attire for physical education.

### **ABUSE OF STUDENTS BY SCHOOL EMPLOYEES (POLICY 402.3)**

Abuse Reporting - Level I Investigator

The Iowa Department of Education rules (Ch. 281-102, I.A.C.) require all schools to publish the name of Level-one investigators who will determine jurisdiction and investigate all student complaints of physical and sexual abuse by school employees. See the Appendix for the Abuse Complaint Form. The Level-I investigator for the East Sac County Elementary in Sac City is the school counselor Kellie Mueggenberg (662-7200); East Sac County Elementary in Wall Lake is the school counselor, Kellie Mueggenberg (664-2627). The Level-I investigator for the East Sac County Middle School is the school counselor, Megan Dooley (662-3259). The Level-I investigator for the East Sac County High School is the school counselor, Amanda Miller (665-5000). The Level II investigator for all facilities will be School Investigators of Iowa.

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

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

The education subtitle of the McKinney-Vento Homeless Assistance Act states the following [42 U.S.C. § 11434a(2)]:

The term "homeless children and youths"—

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the

meaning of section 11302 (a)(1) of this title); and

(B) includes—

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 11302 (a)(2)(C) <sup>[1]</sup> of this title);

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 6399 of title 20) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii)

### **MANDATORY CHILD ABUSE REPORTERS**

All certified employees of the East Sac County Schools are mandatory reporters of child abuse under Iowa law and are required to report any incidents of suspected child abuse to the proper authorities. As such, all certified employees have been trained in child abuse identification and reporting.

## **STUDENT BEHAVIOR**

### **All students 3<sup>rd</sup> grade and under must be accompanied by an adult at school events.**

All students and spectators attending East Sac County events are expected to show respect, responsibility, and integrity to the opponents as well as each other. **Students are expected to stay seated during contests and performances.** East Sac County has a no hat policy for all students at indoor events. We also request that visitors remove their hats as well.

### **ALCOHOL, TOBACCO, DRUG USE AND POSSESSION (Policy 502.7)**

The possession and/or use of tobacco, alcohol, and 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 is prohibited. It is the school's position that use of such illegal, unauthorized or contraband materials generally causes 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.

Students in violation of school policy in regard to alcohol, tobacco, and/or drug use or possession shall be punished in accordance with the established discipline code and the Good Conduct Policy, if applicable. Law enforcement authorities may be notified.

### **WEAPONS (Policy 502.6)**

Weapons, other dangerous objects, and/or look-a-like weapons on school district property can cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors.

Weapons and other dangerous objects and look-a-like weapons shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess weapons or dangerous objects or look-a-like on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be

modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objectives or look-alike weapons for educational purposes. Such a display shall also be exempt from this policy.

#### **IN-SCHOOL & OUT-OF-SCHOOL SUSPENSION (POLICY 503.1R1)**

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

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

Notice of suspension shall be mailed no later than the end of the school day following the suspension, to the student's parents, the superintendent, and the board president. A reasonable effort shall be made by the building principal to notify the student's parents by telephone or personal contact, and such effort is documented. 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.

A student whose presence imposes a continuing danger to persons or property or an ongoing threat of disrupting classes, activities, or established school procedures may be immediately removed from school and due process procedures will follow as soon as possible.

#### **EXPULSION (POLICY 503.2)**

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

#### **STUDENT CONDUCT (POLICY 503.1)**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

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

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; conduct which interrupts the maintenance of a disciplined atmosphere; or conduct which violates federal, state and local laws and the rules, regulations and other directives of the District, including all board policy and student handbook provisions. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

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

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



- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

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

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

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

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

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will 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 will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove 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.

Students with current Good Conduct Violations will not be allowed to participate in activities not covered by the Good Conduct Policy during their ineligibility period. Sponsors of activities that do not fall under the Good Conduct Policy will notify students in writing about this guideline. Notification will also occur in the student handbook.

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

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

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

### **ANTI-BULLYING/HARASSMENT (POLICY 106)**

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 other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, staff, and volunteers based on any of the following actual or perceived traits or characteristics, including but not limited to 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.

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 which may include suspension or 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 which may include, 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 which may include, exclusion from school grounds.

“Volunteer” means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, 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:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one’s grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student’s performance.

Sexual harassment of a student by an employee 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 is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student’s academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

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

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

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

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

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

and a copy shall be made to any person at the central administrative offices at 801 Jackson, Lake View, IA.

❖ See the Appendix for the Anti-Bullying/Harassment Complaint Form and Witness Disclosure Form

## **STUDENT RECORDS**

### **STUDENT RECORDS (POLICY 506.1 & 506.2)**

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include, but are not limited to, the following types of records: identification data; attendance data; record of achievement; family background data; aptitude tests; educational and vocational plans; honors and activities; discipline data; objective counselor or teacher ratings and observations, and external agency reports.

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

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;

- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- In connection with a health or safety emergency;
- As directory information; or
- In additional instances as provided by law.

Information from student's educational records, designated as directory information by the school district, may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent in a notice stating their rights under federal law. This notice will be distributed annually. Directory information includes the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information.

#### **TRANSFERS INTO THE DISTRICT (POLICY 501.6)**

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district. The district reserves the right to deny admission to any nonresident student unless the student is complying with open enrollment procedures.

#### **CHANGE OF ADDRESS**

It is important to inform us immediately of changes in address, telephone number, or person to contact in case of emergency. Please notify us in advance if you plan to move. If you are moving out of the District, a form giving us permission to send official school records to your child's new school district will need your signature.

#### **CHILD CUSTODY**

When parents are divorced, both parents may have equal rights where their children are concerned. If a court order exists that limits the rights of one parent in matters as they relate to school concerns, a copy of the court order must be provided to the school. If the court order is not on file at the school, we must provide equal rights to both parents.

## **TRANSPORTATION**

#### **BUS PROCEDURES**

Some students are eligible for school bus transportation. For safety reasons, strict discipline rules must be followed on the bus. Inappropriate behavior will be reported to the Director of Transportation and the Principal. When a student needs to ride a bus other than the one assigned, there must be a written permission that needs to be signed by the office. The bus drivers hand out bus rules to their passengers each fall and review the Bus Referral Policy.

Bus Permits: Any student riding a bus different than their own (regular route or shuttle bus) OR who is not a regular passenger must have a BUS PERMIT from the office. Students must have a note from their parents to obtain a bus permit. The bus will not make any additional stops to get off at a different place on the route.

In the event that rural routes become impassible, Alternate Bus Routes will be run. It will be announced on the radio.

## **GENERAL INFORMATION**

#### **INFORMATION SOURCES**

A monthly district newsletter containing dates, events, and other pertinent information will be available at [www.eastsac.k12.ia.us](http://www.eastsac.k12.ia.us). A voice memo is available for district residents regarding school events, lunch menus, cancellations, and other information. The number to call to reach this service is 712/665-2500 or 712/662-7716; it is available 24 hours per day.

**ATTENDANCE CENTER ASSIGNMENT / PARENTAL REQUEST FOR TEACHER**

As taken from Board Policy 501.5 Attendance Center Assignment / Parental Request For Teacher: “The board will have complete discretion to determine the boundaries for each attendance center, to assign students to the attendance centers, and to assign students to the classrooms within the attendance center. Parental requests for a teacher or class will not be accepted at any grade level or building at East Sac County Community School District. Teachers, administration, interventionist, special education staff, and guidance counselors will work collaboratively in developing/assigning class lists. This collaborative group will consider individual academic, social, and demographic needs in making class assignments. Decisions of this collaborative team will be considered final.”

**CANCELLATION, DELAY OR EARLY DISMISSAL OF SCHOOL**

The regular school schedule will be changed only when a real or potential safety risk exists. In case school must be canceled, delayed, or dismissed early due to weather conditions or other emergencies, announcements will be posted on the school website (www.eastsac.k12.ia.us), made on local radio stations, as well as on the memo lines (662-7716 and 665-2500). Please check the weather on questionable days and listen to the radio for announcements. **It is important for school lines to remain open, so rather than call the school, please listen to these stations:**

KAYL	101.7 FM	Storm Lake
KAYL	990 AM	Storm Lake
KKRL	93.7 FM	Carroll
KCIM	1380 AM	Carroll
KDSN	107.1 FM	Denison
KDSN	1530 AM	Denison
KTIV	Channel 4	Sioux City
KCCI	Channel 8	Des Moines

If school closes during the day, students will be sent to the destination indicated on the “Emergency Dismissal” sheet that you completed at registration (Elementary). **Please be sure your child knows where he/she should go in the case of emergency dismissal. Notify the school anytime these plans change. We will not be able to contact parents by phone and you may be unable to call the school since the lines are often tied up during these times.**

If threatening weather conditions exist at dismissal time, students may be held at school. Announcements will be made on the local radio stations listed above.

**STUDENT APPEARANCE (POLICY 502.1)**

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

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

## **DRILLS**

Fire, tornado, and building lockdown drill, as well as bus evacuation will be held periodically. Posted in each room is an exit procedure. Follow these procedures and the directions of your teacher when the alarm sounds. Students are asked to follow all directions of the supervising teachers and remain as quiet as possible.

## **RADIOS/HEADPHONES/TAPE PLAYERS**

All electronic and battery operated devices (including but not limited to: portable C.D. players, walkman type radios, headphones, gameboys, and cell phones) are prohibited in school during the school day. The school is not responsible for lost or stolen items.

## **SPECIAL SERVICES PROVIDED BY AEA**

1. **Audiologist** – Audiologists and audiometrists check the hearing of each student during the year. If you wish to have your child's hearing tested, contact the Principal. There is no charge for this.
2. **School Psychologist** – Referrals for psychological services can be made by teachers and parents through the Principal. These services can include an evaluation of a child's abilities and/or learning problems.
3. **School Social Worker** – Referrals for social worker services must be made to the Principal. An AEA social worker is not an employee of the Department of Human Services. These services help students and parents deal with family, social, or personal problems.
4. **Speech/Language services** – Referrals for speech and language services can be made by teachers and parents to the Principal. These services include:
  - Identification of communication problems (examples are – articulation, misproducing speech sounds, language difficulty in understanding and/or using words, unusual voice characteristics, hoarseness or loudness, dysfluency, repetitions, blocks or prolongation of words):
  - Remediation of communication problems; and
  - Prevention activities

## **REPORT CARDS & PARENT-TEACHER CONFERENCES (POLICY 505.1)**

Full conferences are held at the end of the 1st nine-week period and the middle of the 3rd quarter. Appointment times are sent to the parents before the conference. Additional conferences may be needed and will be scheduled anytime the parent or teacher feels it is necessary. Please call the teacher if you want to schedule a conference.

Report cards are issued each quarter. Student grades are also available on the district's website using personal passwords.

## **VISITORS**

If visitors plan to eat hot lunch, arrangement should be made in the office early enough in the morning (before 8:30 a.m.) so that the lunch may be ordered.

## **WAIVER OF STUDENT FEES**

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

## **LOCKERS AND LOCKER ASSIGNMENTS (POLICY 502.5)**

Each student will be assigned a hall locker for his/her use during the school year. The lockers will remain, at all times, the property of the school district. Students are expected to use their assigned locker, keep it neat, and avoid causing any damage. It is suggested that money and valuables are not stored in school lockers. The East Sac County Schools assume no responsibility for lost, stolen, or damaged property.

Students will be issued combination locks for physical education lockers. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student lockers periodically. Students are hereby given notification that locker inspections can occur at anytime throughout the school year.

**SEARCH AND SEIZURE (POLICY 502.8)**

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances, and in a manner reasonable in scope to maintain order and discipline in the schools, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to non- prescription controlled substances (such as marijuana, cocaine, amphetamines, barbiturates), apparatus used for the administration of controlled substance, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

**OBJECTION TO INSTRUCTIONAL MATERIALS (POLICY 605.3)**

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered. Objections should be brought to the attention of a staff member and/or the building principal. The district has a procedure to follow under Policy #605.3

# **East Sac County Elementary Schools**



# EAST SAC COUNTY ELEMENTARY DISCIPLINE CODE

## Minor/Level I Problem Behaviors

- \*Inappropriate Language
- \*Physical Contact
- \*Defiance/Disrespect
- \*Disruptive Behavior
- \*Property Misuse
- \*Other Inappropriate Behaviors

Consequences: **All** level I consequences are handled by the staff member writing the referral or in collaboration with the classroom teacher of the student.

As a School-Wide Positive Behavior Intervention and Support School we actively teach all students the behavior expectations for every setting in the elementary buildings. In addition we consider each child as a unique individual. Because we see each child as a unique individual, we work to find natural consequences for problem behavior. When a minor problem behavior occurs, the teacher or team of teachers, considers each individual child and situation when deciding on a consequence. The goal is find a natural consequence that will teach the child to change the problem behavior. The Universal PBIS team monitors the number of minor problem behaviors through our referral process. When a student has 5 or more minor behavior referrals, the universal team refers the student to the Tier 2 team for possible Tier 2 behavior interventions.

## Major/Level II Problem Behaviors

All Major or Level II consequences are handled by the principal

- \*Abusive Language
- \*Fighting/Physical Aggression
- \*Overt Defiance/Disrespect
- \*Harassment/Teasing/Taunting
- \*Overt Disruptive Behavior
- \* Vandalism
- \* Cheating
- \*Other Inappropriate Behaviors

## Consequences

- \* **1<sup>st</sup> Offense:** Administrative Discretion
- \* **2<sup>nd</sup> Offense:** Administrative Discretion
- \* **3<sup>rd</sup> Offense:** Administrative Discretion, student will be referred to Tier II Problem Solving Team.

## Major/Level III Problem Behaviors

\*Storage, possession, or transmission of dangerous weapons or look-a-likes.

\*Storage, possession, or transmission of firearms and/or explosive devices on school property.

\*Possession, distribution, or under the influence of alcohol, tobacco, and/or drugs.

\*Possession of drug paraphernalia at school and/or school activities.

## Consequences

- \*Immediate suspension for up to ten days
- \*Notification of parents, law enforcement and board president.
- \*Confiscation of contraband (drugs, weapons, etc.)
- \*Possible expulsion for up to 1 year.



### **BICYCLES**

We ask that bicycles be put in the bike racks that are provided. For safety reasons, bicycles must be walked on school grounds.

### **CLASS PARTIES**

It is customary that three class parties be held in the classrooms, late p.m., on dates nearest Halloween, Christmas, and Valentine's Day. Times and dates for all three parties will be announced. Food for the Halloween, Christmas, and Valentine's Day class parties will be provided by East Sac County Food Service.

### **PARTY INVITATIONS**

If your child is having a party for a birthday or some other event, we request that invitations not be delivered in school.

### **HOMEWORK**

When a parent calls in to inform us that a student is absent, and the student will be gone for only one day, we will not collect assignments and send them home. The student will have plenty of time to make up the assignments when the student returns to school. If you know a student will be gone 2 days or more, we will then collect assignments.

### **LIBRARY**

Books, tapes, magazines, etc. are available for use by both students and teachers. Some of these resources relate to the subjects and units taught at each grade level. Others are for entertainment and reading for pleasure purposes. Students are informed how the library is arranged and how to locate books and materials. Checked-out books are due two weeks after initial checkout. The parents must pay for any lost or damaged books. Until books are returned or fines paid, students will not be allowed to check out more books.

### **SAFETY IN SCHOOL**

The school continuously emphasizes safety precautions. Parents can help by reinforcing the following rules:

- Pedestrians and children should cross streets at corners and use crosswalks whenever possible
- Bikes are to be walked on school property
- Parents or adults picking up students must park in the parking lot-Sac City Elementary Center

### **ELECTRONIC DEVICES**

Students will be permitted to use electronic devices before and after school. This includes, but is not limited to cellular telephones, electronic games, iPads, iPods, and any other electronic devices. Students are prohibited from using electronic devices during the school day unless permitted by an instructor. Inappropriate use of such devices will result in the item being confiscated and held in the office until such time the device can be taken home. Any use of electronic devices in the classroom will be at the discretion of the classroom teacher.

Cell Phone Policy: Students will be permitted to use cell phones to contact parents after school. Students are prohibited from using cell phones in the classroom unless permitted by the instructor.

### **PLEASE NOTE THE SCHOOL IS NOT RESPONSIBLE FOR LOST/STOLEN ELECTRONIC DEVICES.**

### **PRESCHOOL**

This program is for any child in our district who will be four by September 15. It meets five half-days a week in either morning or afternoon. There are programs at both of the elementary centers. To register or make inquiries call 712/662-7200 (ESC-Sac Elementary) or 712/664-2627 (ESC-Wall Lake Elementary).

### **SPECIAL SERVICES**

The elementary provides Title I, TAG, special education, At-Risk, and guidance to students. The services of a Speech Therapist, Social Worker, Audiologist, and School Psychologist, working from the AEA office at Storm Lake, are available on a limited basis.

### **RETENTION AND PROMOTION (POLICY 505.2)**

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted and a conference will be scheduled to discuss the situation before a final decision is made.

The final decision for retention or promotion of a student rests with the school personnel.

**RECESS/PE**

Regular recesses are scheduled for all PS-4th grade students. In the winter students are expected to have hats, gloves, coats, snow-pants, and boots before they will be allowed to fully participate in recess. The school will follow the Iowa Department of Public Health and National Weather Service guidelines and chart for outside winter recess safety. Students are expected to participate in recess and PE unless a doctor's note advises otherwise.

# **East Sac County Middle School**

## **GRADING SCALE**

The following grading scale will be used for administering grades at report time:

A	92-100
A-	90-91
B+	88-89
B	82-87
B-	80-81
C+	78-79
C	72-77
C-	70-71
D+	68-69
D	62-67
D-	60-61
F	59-below

## **HONOR ROLL**

Honor roll is determined at the end of each grading period for those who achieve a 3.0 GPA to 4.0 GPA. Special recognition will be given for students who achieve the honor roll.

## **ADDING/DROPPING CLASSES**

A student may only add or drop band and/or music the first week of the 1<sup>st</sup> and 2<sup>nd</sup> semester. A student's parent/guardian must contact the school in order for band/choir to be dropped.

## **PROMOTION/RETENTION**

East Sac Middle School students will be promoted to the next grade level unless, in the judgment of the middle school licensed staff and building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted, and a conference will be scheduled to discuss the situation before a final decision is made.

## **8<sup>th</sup> GRADE ALGEBRA 1 REQUIREMENTS**

Algebra I is a high school level course that can be offered at the middle school level if the number of students make it feasible to offer. This determination is made by the middle school administration. Students taking Algebra I in the 8<sup>th</sup> grade will receive high school credit for completing this class, and it will count towards their high school GPA. Being a high school class, there is more responsibility expected from each student. He/she will need to be able to accept this responsibility and be willing to put forth the extra work and time that may be needed to succeed in this class. Algebra I will move at a faster pace and he/she will be required to take semester tests that will count as a percentage of his/her final semester grades. If the student struggles through the year or finishes the year receiving a 75% or below grade average, the student will be required to have the 8<sup>th</sup> grade math teacher's recommendation to move on to Geometry as a freshman.

To be enrolled in Algebra I as an eighth grade student, a minimum of 2 out of the 3 requirements must be met. The 7<sup>th</sup> and 8<sup>th</sup> grade teachers will collect, study, and report the data.

Iowa Assessment at 85% or higher

Iowa Algebra Readiness Test score of 170 or higher

Classroom performance of a B+ average or higher (Level of Learning 3.5 or higher)

A parent/guardian may choose to keep their child in the traditional 8<sup>th</sup> grade class instead.

## **COURSE RECOVERY/REMEDIATION CRITERIA**

Course Recovery is a program in the middle school that allows 7<sup>th</sup> and 8<sup>th</sup> grade students the opportunity to make up semester courses failed. Upon the receipt of a failing grade for a semester in a core course (reading/language arts, math, science, social studies, language arts), the student's schedule is adjusted to accommodate Course Recovery. (Course Recovery can also be done to recover one subject through summer school if offered by the district). In

Course Recovery, students work on curriculum in an independent manner to meet the requirements of the failed semester class. The method of delivery of the curriculum is done in a different manner (independent work with more direct supervision than a normal classroom) so as to better accommodate these students' needs.

Because there is a limit on the number of students who can be in the Course Recovery Program at a time, it is possible for there to be a waiting list. A student's entrance into Course Recovery will be determined primarily upon when there is space available for that student. A student's entrance into the program may also be impacted by the amount of subjects to recover, type of subjects to recovery, the student's history of success in course recovery, etc. It is the discretion of the principal of when to place a student into the Course Recovery Program upon failing a semester course if there is a waiting list.

Parents of students will be notified when the child qualifies for the program and upon completion of the course(s) within the program. Upon a student completing the program, the student will then be placed back into a regular schedule similar to their schedule before entrance into Course Recovery.

A 7<sup>th</sup> grade student who has 5 semester courses to recover before the beginning of the next academic year is deemed to be too far behind academically, and will need to repeat the 7<sup>th</sup> grade. An 8<sup>th</sup> grade student who has more than two courses to recover is deemed too far behind academically to successfully start his/her 9<sup>th</sup> grade year at the high school, and will need to recover courses before beginning high school.

At mid-term, if a student is failing and it appears it will not be possible for them to pass the class for the semester, a decision will be made with the parents/guardians, student, administration, and the teacher to determine if they should be moved to Course Recovery before the end of the semester.

### **5<sup>TH</sup>-8<sup>TH</sup> GRADE ACADEMIC ELIGIBILITY**

The goal of East Sac Middle School interscholastic activities such as athletics, band, choir, special events, etc., is to have as many students participate as possible by providing opportunities to explore their gifts and talents in a variety of areas. However, the primary focus of East Sac County Middle School is education. Students must exhibit positive behavior and grades in the classroom to be eligible for interscholastic activities. The following academic guidelines will apply for 7<sup>th</sup> and 8<sup>th</sup> grade students for participating in interscholastic activities:

- Students will be declared ineligible if failing any class (exempt classes from this are band, choir, and PE). Upon being declared ineligible, a student will lose eligibility for all interscholastic events for the following week. Eligibility will be determined on a weekly basis per quarter. Students, parents, coaches, and sponsors will be updated on eligibility by reports from the middle school team(s).
- If a student becomes ineligible, he or she will be required to attend practices; however, the student will not be allowed to suit up to participate in events until his or her eligibility status has changed. The student will likewise not be allowed to leave school early should the athletic team be dismissed from school to travel to a contest.

### **PLAGIARISM**

Plagiarism is the practice of taking someone else's **work, ideas, or visuals/pictures** and passing them off as one's own. If any of the work on your paper is not your own and you have failed to make this clear to your instructor, then you are deliberately defrauding your teacher, and you are guilty of plagiarism. Students who grossly plagiarize will automatically receive a "0" on the plagiarized work.

#### **Consequences:**

1. Any student caught deliberately cheating or grossly plagiarizing on schoolwork will receive a failing score and will have **no** opportunity to submit another piece of work.
2. Any student cooperating in a situation involving cheating or plagiarism is subject to the same consequences.
3. The teacher of the class in which the offense occurred will issue a referral to be kept on file in the principal's office.
4. Parents/guardians will be notified with a letter signed by both the student and the teacher of the class in which the work was plagiarized. Parents/guardians will then sign the letter and the student will return the letter to the teacher.

### **ELECTRONIC DEVICES**

Students are prohibited from possessing electronic devices that may cause a disruption during academic school hours (8:15-3:25). This includes, but is not limited to cellular telephones, MP3's/iPods (and the like), electronic

games, laser pointers, and any other electronic devices. It is highly advised to all students and parents that personal items are kept at home rather than being brought to school. Electronic devices may be used within the classroom at teacher discretion. The school is not responsible for lost or stolen electronic devices.

On the first offense, the student will have the electronic device confiscated and turned into the middle school office. The student may pick up the electronic device after school in the middle school office. The second violation will result in the device being turned into the middle school office. A referral will be issued on the second violation. A third violation will result in the device being turned into the office. A parent or guardian will be required to pick it up in the office and a referral will be issued.

Cell phones with cameras and other portable handheld technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at all times.

### **MIDDLE SCHOOL TARDIES**

The only tardiness that will be excused is from being detained by a teacher or because of a late bus.

To provide for those cases where being late is unavoidable, there will be NO penalty for the first three instances of tardiness per quarter. On the fourth tardy and each succeeding tardy up to six, the student will serve a 30-minute administrative detention. Upon the seventh tardy, student consequence will be considered a Level II consequence according to the East Sac County Middle School Discipline Code. All subsequent tardies will require a meeting involving the student and the principal before the student is admitted to class.

### **USE OF SURVEILLANCE CAMERAS**

East Sac County Middle School is equipped with a video monitoring system to monitor students and visitors while in the building or on school grounds.

### **WORK COMPLETION**

For every day a student misses school, they have two days to make up the work with a maximum of five days. It is the student's responsibility to collect work from teachers after being absent.

Students who do not have their work complete when it is due will be held after school until 4:30 after the teacher has contacted parents. Transportation will be available to Lake View on Monday's, Tuesday's, and Thursday's. Students who choose to not stay after school to complete their late work will receive a zero.

## EAST SAC COUNTY MIDDLE SCHOOL DISCIPLINE CODE

<b>Minor/Level I Problem Behaviors</b>	<b>Consequences:</b>
<ul style="list-style-type: none"> <li>*Inappropriate Language</li> <li>*Physical Contact</li> <li>*Defiance/Disrespect</li> <li>*Disruptive Behavior</li> <li>*Property Misuse</li> <li>*Other Inappropriate Behaviors</li> </ul>	<ul style="list-style-type: none"> <li>*<b>1<sup>st</sup> Offense:</b> Warning and/or detention</li> <li>*<b>2<sup>nd</sup> Offense:</b> 1 or 2 Detentions (15 min./30 min. period of time away from peers)</li> <li>*<b>3<sup>rd</sup> Offense:</b> 2 or 3 Detentions (30 min. total period of time away from peers)</li> <li>*<b>4<sup>th</sup> &amp; Additional Offenses:</b> Move to Level II consequences</li> </ul>

<b>Major/Level II Problem Behaviors</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>*Fighting/Physical</li> <li>*Abusive Language</li> <li>*Aggression</li> <li>*Overt Defiance/Disrespect</li> <li>*Harassment/Taunting</li> <li>*Overt Disruptive Behavior</li> <li>*Vandalism</li> <li>*Cheating</li> <li>*Plagiarism</li> <li>*Failure to serve detentions</li> <li>*Other Inappropriate Behaviors</li> <li>**Profanity/Fighting/Physical Aggression will always result in either ISS or OSS (45 min-5 days)</li> </ul>	<p>All Level II consequences are considered administrative</p> <ul style="list-style-type: none"> <li><b>1<sup>st</sup> Offense:</b> Administrative Detention (45 minute-1/2 day in office)</li> <li><b>2<sup>nd</sup> Offense:</b> Administrative Detention (90 minutes-1 day in office)</li> <li><b>3<sup>rd</sup> Offense:</b> In School or Out of School Suspension (1/2 day of ISS-5 days of OSS)</li> <li><b>4<sup>th</sup> and Additional Offenses:</b> Administrative Discretion</li> </ul>

<b>Major/Level III Problem Behaviors</b>	<b>Consequences:</b>
<ul style="list-style-type: none"> <li>*Fighting/Physical</li> <li>*Harassment/Bullying</li> <li>*Storage, possession, or transmission of dangerous weapons or look-a-likes.</li> <li>*Storage, possession, or transmission of firearms, dangerous weapons, look-a-likes, and/or explosive devises on school property.</li> <li>*Possession, distribution, or under the influence of alcohol, tobacco, and/or drugs.</li> <li>*Possession of drug paraphernalia at school and/or school activities.</li> </ul>	<ul style="list-style-type: none"> <li>*Immediate suspension up to 10 days</li> <li>*Notification of parents, law enforcement, superintendent, and board president.</li> <li>*Confiscation of item(s).</li> <li>*Possible expulsion of up to 1 year.</li> </ul>

When applicable, restitution can be used as an alternative punishment. Students receiving detentions and suspensions may be required to complete additional work assignments, such as work packets, assisting custodians, or providing some other type of service.

Parents will be notified of at least all infractions that reach the administrative level in writing. Personal communication will also be attempted for all suspensions and encouraged for all infractions.

Students who receive an Out-of-School Suspension will be required to have a re-entry meeting with their parents and administration before returning to school.



While we will conform to, and expect this discipline code to be followed by each attending student, and enforced by each staff member at East Sac Middle School, we would like to make certain of the following...we are primarily concerned with improving students and their school behavior, ultimately nurturing better citizens of the future.

# **East Sac County High School**

## EAST SAC COUNTY HIGH SCHOOL DISCIPLINE CODE

<p><b><u>Level I Violations--</u></b></p> <ul style="list-style-type: none"> <li>▪ Horseplay – misbehavior in the hallways or school grounds, running, inappropriate physical contact, loud noises, etc.</li> <li>▪ Throwing objects.</li> <li>▪ Wandering –not being accountable for one’s whereabouts.</li> <li>▪ Inappropriate attire -- as defined in the student handbook.</li> <li>▪ Similar offenses.</li> <li>▪ Defiance/disrespect-failure to follow a school official’s directive, being disobedient, failing to follow a reasonable request, etc</li> <li>▪ Inappropriate Language</li> <li>▪ Physical contact</li> <li>▪ Disruptive Behavior</li> <li>▪ Property Misuse</li> <li>▪ Persistent tardies –four or more in a semester.</li> <li>▪ Book Bags---Permitted as long as they are left in the locker during the school day</li> </ul>	<p><b><u>Consequences--</u></b></p> <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> Offense – warning and/or period of detention.</li> <li>▪ 2<sup>nd</sup> Offense – one to two periods of detention.</li> <li>▪ 3<sup>rd</sup> Offense – two periods of detentions</li> <li>▪ 4<sup>th</sup> &amp; Additional Offenses: Move to Level II consequences</li> <li>▪ Alternative punishment may be used when appropriate.</li> <li>▪ A period of detention may not exceed 45 minutes and may be served before or after school at the discretion of the teacher.</li> <li>▪ Administrative detentions will be served after school</li> <li>▪ The penalty for inappropriate attire will also include removal of the inappropriate article of clothing.</li> </ul> <p>(Level I consequences are issued and administered by staff members)</p>
<p><b><u>Level II Violations--</u></b></p> <ul style="list-style-type: none"> <li>▪ Disrespectful behavior towards others -- inappropriate language and references, obscene acts, etc.</li> <li>▪ Forgery</li> <li>▪ Failure to serve detention(s).</li> <li>▪ Insubordination – failure to follow a school official’s directive; being disobedient; failing to follow a reasonable request, etc.</li> <li>▪ Cheating</li> <li>▪ Physical Aggression</li> <li>▪ Overt Defiance/disrespect</li> <li>▪ Harassment, teasing, taunting</li> <li>▪ Disruptive behavior – repeated acts of disruptive and/or inappropriate behavior.</li> <li>▪ Similar offenses.</li> <li>▪ Skipping class.</li> <li>▪ Abusive Language</li> </ul>	<p><b><u>Consequences--</u></b></p> <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> offense –Two periods of detention to one day of in-school suspension.</li> <li>▪ 2<sup>nd</sup> offense – Four periods of detention to two days of in-school suspension.</li> <li>▪ 3<sup>rd</sup> offense – One to three days of in-school and/or out-of-school suspension.</li> <li>▪ Additional Level II Offenses-Administrative discretion</li> <li>❖ Alternative punishments and/or restitution may be given in place of those listed above.</li> <li>❖ Administrative detention is 40 minutes and must be served after school.</li> <li>❖ Saturday School may be used as an alternative to suspension.</li> <li>❖ Students having 3 founded cases of bullying/harassment in a 9-12 grade career <u>MAY</u> be assigned/placed in an alternative setting including expulsion.</li> </ul>

<p><b><u>Level III Violations--</u></b></p> <ul style="list-style-type: none"> <li>▪ Fighting.</li> <li>▪ Destruction of school and/or personal property.</li> <li>▪ Verbal and/or physical abuse of a person.</li> <li>▪ Repeated disrespectful behavior directed toward a teacher, administrator, or other school employee.</li> <li>▪ Possession, distribution, or under the influence of alcohol, tobacco, and/or drugs.</li> <li>▪ Harmful action directed toward another individual: assault.</li> <li>▪ Possession of drug paraphernalia at school and/or school activities.</li> <li>▪ Engaging in unlawful activities while at school, school activities, or on school property.</li> <li>▪ Extortion.</li> <li>▪ Threats to do great bodily harm or cause injury.</li> <li>▪ Similar offenses.</li> <li>▪ Vandalism—damaging or defacing school or personal property.</li> <li>▪ Offensive language and gestures—profanity.</li> <li>▪ Bullying, threats, and/or intimidation.</li> <li>▪ Theft.</li> </ul>	<p><b><u>Consequences--</u></b></p> <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> offense – three days in-school or out-of school suspension. Written notification of parents. Notification of law enforcement if behavior is unlawful. Notification of the school board president.</li> <li>▪ 2<sup>nd</sup> offense – three to ten days out of school suspension. Possible referral to the school board for further disciplinary action, which may include expulsion.</li> <li>▪ 3<sup>rd</sup> offense –referral to school board with possible recommendation for expulsion.</li> </ul>
<p><b><u>Level IV Violations –</u></b></p> <ul style="list-style-type: none"> <li>▪ Storage, possession, or transmission of dangerous weapons or look-a-likes.</li> <li>▪ Storage, possession, or transmission of firearms and/or explosive devises on school property.</li> <li>▪ Similar offenses.</li> </ul>	<p><b><u>Consequences –</u></b></p> <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> offense and subsequent offenses – immediate suspension for up to ten days. Notification of parents, law enforcement, and school board president. Confiscation of weapon. Possible expulsion of one year.</li> </ul>

\*\*\* Students may serve up to 180 minutes of detention per offense (Board approval 5/2010)

\*\*Referrals will start over at the end of the semester

When applicable, restitution will be used as an alternative punishment. Students receiving detentions and suspensions may be required to complete additional work assignments, such as work packets, assisting custodians, or providing some other type of service.

Parents will be notified of at least all infractions that reach the administrative level in writing. Personal communication will also be attempted for all suspensions and encouraged for all infractions.

While we will conform to, and expect this discipline code to be followed by each attending student, and enforced by each staff member at East Sac County High School, we would like to make certain of the following...we are primarily concerned with improving students and their school behavior, ultimately nurturing better citizens of the future.

**DETENTIONS**

Both teachers and administration may assign detentions. The length of the detention may vary, but it is expected that regardless of the length, it will be served in a timely fashion. At the discretion of the teacher the detention may be served either before or after school. All administrative detentions will be 40 minutes in length. Detentions served with an instructor the length of time will be at teacher's discretion no longer than 40 minutes.

All detentions must be served within three school days. Failure to serve a detention may result in further discipline in line with the behavior code. Once a time is set it is the student's responsibility to see that the time is served. Parents are responsible for transportation after serving a detention.

### **REMOVAL FROM CLASS**

It is the student's responsibility to behave in a respectful and appropriate manner in the classroom. When a

student's behavior warrants being removed from the classroom and referred to the office, the offense will be administered according to the Code of Conduct. In addition, the following steps will be taken regarding the student's status in the class:

#### **First Referral**

- The student will have a conference with the principal.
- The student must meet with the teacher before returning to class at a time convenient to both teacher and student. If the student does not meet with the teacher prior to the next time the class meets, the student will report to the office that period. If the student is not back in class on the second day after removal, all periods will be counted as unexcused and all penalties for unexcused absences will be enforced.
- The teacher must make an attempt to contact the parent via telephone.

#### **Second Referral**

- The student must meet with the teacher and the principal before being allowed to return to class. A plan will be drawn up which will outline minimum behavior guidelines.
- The teacher must make an attempt to contact the parent via telephone.

#### **Third Referral**

- The student may be removed from the class for the remainder of the grading period without credit at the discretion of the principal once all of the information is gathered and both sides have had a chance to be heard. The student will be removed if any part of the plan previously developed is breached, or the student's behavior becomes such that the learning of other students is impaired.
- The parents/guardians will be contacted via telephone and/or in writing from administration.

### **SUSPENSIONS**

Students may be suspended up to ten (10) days either in-school or out-of-school by the principal. Once a suspension is given, the parents will be notified in writing and/or by telephone. If the principal believes that the student's behavior warrants a suspension of more than ten days, or that the student should be expelled from school, the principal will make a recommendation to the Board of Education who will make that decision based upon the established procedures and policies.

When a student is suspended, he/she will be given an opportunity to complete all work assigned during the suspension with no academic penalties, though the student must meet the time lines established by the teacher.

Students who are currently serving suspensions will not be allowed to participate in extra-curricular activities during the suspension time.

### **ELECTRONIC DEVICES**

Students will be permitted to use cell phones or other electronic or handheld technology devices in the hallway during the four minute passing time and during lunch. Students are prohibited from using cell phones in the classroom and study hall unless permitted by the instructor.

Cell phones with cameras and other portable handheld technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at all times.

Students caught using cell phones or other electronic or handheld technology devices during the normal school day (8:15-3:25) in violation of District policy or other handbook provisions will be subject to disciplinary action and as outlined herein. On the first offense, the student will have the electronic device confiscated and turned into the high school office. The student may pick up the cell phone or electronic/handheld technology device after school in the high school office. The second violation will result in the device being turned into the high school office. A referral will be issued on the second violation. A third violation will result in the device being turned into the office. A parent or guardian will be required to pick it up in the office and a referral will be issued.

Staff members may require students to turn in their cell phones as they enter the classroom.

### **USE OF SURVEILLANCE CAMERAS**

East Sac County High School is equipped with a video monitoring system to monitor students and visitors while in the building or on school grounds.

## **STUDENT ACTIVITIES**

### **STUDENT SENATE**

#### **HIGH SCHOOL:**

The student council shall consist of 28 members, 5 from each class.

### **HIGH SCHOOL CLASS OFFICER ELECTIONS**

Each class will elect four class officers: a president, a vice president, a secretary, and a treasurer. These officers will be responsible for representing the class, planning activities, and serving as a liaison between the class and administration.

### **SIGNING IN AND OUT**

A sign-in/sign-out sheet is located in the high school office. Students coming to school late or those that must leave during the day must sign-in or out and record the time. Students may not sign-out without permission from the principal/designee. All sign-outs must present a "permit to leave" slip to the classroom teacher. Students who leave the building without signing out will be subject to penalties under the Discipline Code.

### **EARLY DISMISSAL FOR SENIORS**

Seniors will be allowed a shortened schedule if the following criteria are met: Seniors leaving early must leave the building promptly at the and not remain in the building unless they are under the direct supervision of a teacher. Each student must sign himself or herself out in the office before leaving the building.

- ❖ Seniors enrolled in the college courses will be dismissed from school whenever the courses do not meet, and upon completion of the college term. They will not be required to report to study hall should a class be cancelled or on days when class is not scheduled.

### **STUDENT USE OF MOTOR VEHICLES (Board Policy 502.4)**

Students may drive motor vehicles to school if their parents approve. Students are not to sit in their vehicles during the school day. Students must be properly licensed to bring their cars on the grounds. Motor vehicles should not be used during school hours unless the principal gives special permission. It is expected that all students driving a vehicle to school and on school property use extreme caution and drive in a responsible manner. The principal may withdraw the privilege of driving and/or parking on school property if a student fails to comply with school rules. In addition, the principal may revoke the license of a student driving on a school permit if they fail to meet the guidelines of the permit or fail to comply with school rules.

The school will provide bus transportation for students in the morning and home again at the end of the school day. Students are encouraged to use school transportation to and from school, but it is not required. Students may use other forms of transportation to and from school, but the district assumes no liability for private forms of transportation. Students who are not using school provided transportation should keep their parents informed as to how they are traveling to and from school.

## **ACADEMIC INFORMATION**

## **GRADING SCALE**

The grading scale for all 9-12 grade school students at East Sac County High School is:

A (4.0) 100 - 92	C (2.0) 77-72
A- (3.7) 91-90	C- (1.7) 71 - 70
B+(3.3) 89-88	D+(1.3) 69-68
B (3.0) 87 - 82	D (1.0) 67-62
B- (2.7) 81 - 80	D- (.7) 61 - 60
C+(2.3) 79 - 78	F (0) 59 and below

All courses will receive letter grades.

## **HONOR ROLL**

In order for students to be eligible for the honor roll he/she must have a 3.00 grade point average. The honor roll is figured on a nine week and semester basis. Grades in Special Education, Health Seminar, and Driver's Education, and will not be used in calculating grade point average.

Gold: 3.75-4.00

Silver: 3.35-3.74

Bronze: 3.00-3.34

## **INCOMPLETE GRADES**

Students may receive incomplete grades at the end of each quarter only in the case of an illness or when special arrangements have been made with the teacher. Students earning an incomplete for the quarter or semester will be ineligible for extra-curricular and co-curricular events until all assigned work has been completed and turned into the teacher. Students will have three (3) days from the date grades are released to make up all assignments and tests. Failure to complete all work may result in a failing grade for the semester.

## **ADDING/DROPPING CLASSES**

A student may only add or drop a class the first week (5 days) of the 1<sup>st</sup> and 2<sup>nd</sup> semester. Students who drop a class after the 5 days will be assigned an 'F' for the semester. Special circumstances will be considered with the final decision being made by the administration. The add/drop period for college classes is determined by the college.

## **MAKE-UP WORK**

For absences known ahead of time, students are to take a note to the office indicating the dates and reason for the absence. It is the student's responsibility to get the assignments and complete the assignments by the due date. Teachers may require that work must be made up ahead of the time the student will be absent. Arrangements as to completion dates are to be made with each individual teacher. No more time than one day for each absence plus one day will be extended to the student to complete work, and a teacher may require work to be completed before the absence.

Students will receive one day for each day absent, plus one day to complete make-up work. For example, if a student misses school on Monday and returns Tuesday, he/she will have Tuesday and Wednesday to make up the work and must turn it in or have it completed by the end of the day Wednesday. Students with make-up slips will be held to the same number of days. Students who do not complete work on time will not receive credit for that work.

## **LATE WORK POLICY**

If a student does not turn an assignment in on time, the following criteria will be used:

- If the assignment is turned in within the first week (5 school days) after it is due, they will lose 30% of the actual assignment grade.
- If the assignment is not turned in within the first week (5 school days) after it is due, they will lose 50% of the actual assignment grade.

Students are required to turn in all assignments required for the course. If students do not have all assignments turned in at midterm or at the end of the quarter, they will be assigned an incomplete for a grade and are required to come in either before school or after school with teacher until all assignments are complete.

## **PLAGIARISM POLICY**

Plagiarism is the practice of taking someone else's **work, ideas, or visuals/pictures** and passing them off as one's own. If any of the work on your paper is not your own and you have failed to make this clear to your instructor, then you are deliberately defrauding your teacher, and you are guilty of plagiarism. Students who grossly plagiarize will automatically receive a "0" on the plagiarized work.

## **Consequences**

1. Any student caught deliberately cheating or grossly plagiarizing on schoolwork will receive a failing score and will have **no** opportunity to submit another piece of work.
2. Any student cooperating in a situation involving cheating or plagiarism is subject to the same consequences.
3. The teacher of the class in which the offense occurred will issue a referral to be kept on file in the principal's office.
4. Parents/guardians will be notified with a letter signed by both the student and the teacher of the class in which the work was plagiarized. Parents/guardians will then sign the letter and the student will return the letter to the teacher.
5. Parents will be contacted by the classroom teacher.

## **EXTENDED ELECTIVE ABSENCES**

On occasion families may elect to be gone over a period of time that causes a student to miss a number of days of school. It is important that plenty of lead-time is given so that teachers can plan ahead and be certain that the student is given all of the necessary instructions. It is also very important that Advanced Absence Assignment sheets are completed and adhered to. East Sac County High School does not offer correspondence education to students who elect to miss significant amounts of school time. Teachers will not provide advanced work, or carry on in a correspondence type mode, for students who are gone under elective circumstances for an extended period of time. In the event that a student elects to miss school for a period such as this, he/she must either enroll in an accredited correspondence program at the family's expense or enroll in another school where records and courses can be transferred back to East Sac County. The guiding length of time will be elected absences of more than ten school days. Depending on the circumstances, the number of days may be more or less.

## **REGISTRATION, ENROLLMENT, AND DROPPING COURSES**

Students have one week at the beginning of each semester to drop or add a class to their schedule. Any work missed prior to the time the student adds a class must be made up. A student who is removed from a course after the first week of the semester will receive a grade of "F" unless a decision is made administratively to withdraw the student from the class. The exception would be college credit classes that are subject to the rules and regulations of the post secondary institution.

## **GRADUATION REQUIREMENTS**

Students will need 48 credits to be eligible for graduation.

Students may elect to earn a 32-credit diploma. The decision to allow a student to earn a 32-credit diploma will involve the administration, school counselor, instructors, teachers, and parents/guardians.

## **Graduation and students with IEP's**

The Iowa State Board of Education amended Iowa's special education rules to conform with ESSA-required language related to the graduation of individuals eligible for special education. The definition of regular high school diploma now is:

The term "regular high school diploma" means the standard high school diploma awarded to the preponderance of students in the State that is fully aligned with State standards, or a higher diploma, except that a regular high school diploma shall not be aligned to the alternate academic achievement standards described in section 1111(b)(1)(E) of the ESEA. A regular high school diploma does not include a recognized equivalent of a diploma, such as a general equivalency diploma, certificate of completion, certificate of attendance, or similar lesser credential.

This amendment makes clear that a regular high school diploma must be fully aligned to State-required standards. In Iowa's case, that would be the graduation requirements set forth in Iowa Code Section 256.7(26): four years of English, three years of math, three years of social studies, and three years of science ("4-3-3-3"). To earn a regular high school diploma going forward, a child with a disability must complete 4-3-3-3.

It is no longer permissible to award a regular high school diploma based on IEP goal attainment solely. A child may either graduate based on 4-3-3-3 or based on 4-3-3-3 plus IEP goals.



This amendment begins with the Class of 2022.

### **GRADE POINT AVERAGE**

All classes will be counted toward a student's GPA with the exception of:

1. Special Education Courses
2. Flex-Ed Center Courses
3. OdysseyWare
4. Driver's Education

\*\*\*Students taking high school Algebra during their 8<sup>th</sup> grade year will have this class included in their high school grade point average.

Grade point average will be figured quarterly and on a cumulative basis.

### **SEMESTER EXAMS**

All students are required to complete semester exams/projects in all classes at the end of the **first** semester. The exams will be developed and administered by each high school teacher. Student attendance is required during the semester exams. The semester exam grade will count 14% toward the average semester grade issued to the student. For college credit classes, the semester exams and grading in those classes will be determined by the college and/or its instructor.

Senior Semester Tests (1<sup>st</sup> Semester): Seniors with an A for the class and in good standing with the teacher may be allowed to opt out of the 1<sup>st</sup> semester test. An 'A' will include A-. This excludes college credit classes as well as classes requiring a portfolio or project.

Seniors Semester Tests (2<sup>nd</sup> Semester): Seniors with a passing grade and in good standing with the teacher may be allowed to opt out of the 2<sup>nd</sup> semester test. This excludes college credit classes as well as classes requiring a portfolio or project.

### **EARLY GRADUATION (Board Policy 505.6)**

Students may graduate prior to the completion of grade twelve if the course work, required for graduation under the board policy "Graduation Requirement", has been fulfilled. In such cases, the students must have prior approval of the Board and a recommendation by the superintendent and the principal.

#### **Early Graduation Rules**

1. The student shall obtain approval the year preceding desired graduation date. This will be accomplished with a letter to the Board of Education by the May board meeting.
2. The principal may waive the physical education requirement.
3. Students graduating early will be informed that they will be declared ineligible for all extra-curricular activities effective the date that they complete the requirements.

### **COMMENCEMENT**

Any student who has met the requirements for graduation, and follows the rules set by the administration for the ceremony, will be allowed to participate in commencement ceremonies. If, for any reason, a student fails to participate in commencement ceremonies, the student shall still receive his or her final progress report and diploma for completion of graduation requirements. All students participating in commencement ceremonies shall have completed all graduation requirements for East Sac County High School.

### **TRANSCRIPTS OF CREDITS**

When a student leaves East Sac County, a transcript of his/her credits will be requested by the receiving school. Also, transcripts and other pertinent student data will be provided to post high school institutions and prospective employers if such is requested.

### **ACADEMIC LETTERS**

All students at East Sac County High School are eligible for an academic letter. In order to earn a letter, the following criteria and procedures will be followed:

- 1) With a grade point of 3.25 for one semester, the student will receive a certificate recognizing his/her scholarship.
- 2) With a grade point average of 3.25 for two semesters, the student will receive a chenille scholarship emblem.
- 3) For each succeeding semester for which the student has a grade point of 3.25, the student will receive a gold bar.
- 4) If a student receives a 4.00 grade point, one gold star will be given to recognize that accomplishment.

In order to be eligible for this award:

- The student must carry six credits of academic courses-
- The student may receive no failing grades for the semester in any courses.
- Courses taken on a pass/fail basis will not count toward the six credits.

Grade point average is figured for each semester and is not cumulative.

### **NATIONAL HONOR SOCIETY**

At East Sac County juniors and seniors are considered for membership in National Honor Society (NHS). To be eligible, a student must have a minimum grade point average of 3.33. After eligibility based on grade point has been determined, the candidates are given a questionnaire to fill out. This questionnaire does not guarantee selection to NHS but does guarantee non-consideration if the questionnaire is not returned.

STUDENTS MUST:

- Be of junior or senior standing
- Have a minimum cumulative GPA of 3.33
- Have actively participated in, and completed (or still active in) a combination of three school and/or community activities
- Have participated in a minimum of three service projects
- Not have had in the past 18 weeks any behavior incidents that resulted in suspension, expulsion or ineligibility, or had any documented incident of cheating
- Submit a 1-2 page paper stating why they should be inducted into the East Sac County High School National Honor Society

ADDITIONAL INFORMATION

- Grade point averages will not be rounded. Unless a student has a 3.33, he/she is not eligible for membership
- Activities include, but are not limited to athletic teams, membership in fine arts programs, cheerleading, student council, 4-H, scouts, church youth group, or other organizations
- Service activities voluntary efforts that the student has done in or out of school that has benefited others
- Behavior incidents include, but are not limited to discipline referrals, code of conduct violations, or any other action that may have resulted in above stated consequences
- Students may be asked for clarification or verification of any of the information provided to better assist the faculty advisory committee in determining whether requirements have been met.
- Students may be removed from the East Sac County High School National Honor Society should they not maintain the standards established for membership. This includes Good Conduct Violations.
- NHS induction will be during the month of October.

## **SPECIAL PROGRAMS**

### **PROGRAM FOR STUDENTS AT RISK (Board Policy 604.5)**

The board recognizes some students require additional assistance in order to graduate from the regular education program. The board shall provide a program to encourage and provide an opportunity for students at risk to achieve their potential and obtain their high school diploma.

A Flex-Ed program has been developed and implemented to meet the needs of the students who are at-risk of dropping out of school, causing chronic disruptions, experiencing academic deficiencies, etc. More thorough details may be obtained by contacting either the high school principal or guidance counselor.

## **SPECIAL SERVICES**

Special Education teachers are available to help students with specific learning problems. The services of AEA speech therapist, social worker, audiologist, school psychologist, and consultant from the Storm Lake office are available on a limited basis.

## **WORKING LUNCH FOR 9-12 GRADE STUDENTS**

Students not making adequate progress in a class will be placed in working lunch for up to a period of 5 days.

## **Academic Eligibility, 36.15(2)**

### **36.15(2) SCHOLARSHIP RULES**

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. To qualify under this rule, a “subject” must meet the requirements of *281—Chapter 12*. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two semester school year.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board, which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- h. No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest.
- i. A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.
- j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate upon return to school if the student is otherwise eligible under these rules.
  - 1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this rule, “grading period” shall mean the period of time at the end of

which a student in grades 9 through 12 at East Sac High School receives an official grade update (quarter, semester). Should a student not be passing all coursework at a grade update during the quarter, the student will become ineligible to participate in school co-curricular or extra curricular activities for the next 15 calendar days. Should a student fail a course at the end of a semester (winter or spring) the student will become ineligible for 30 calendar days if the student is currently participating in an interscholastic activity. If the student is not participating in an interscholastic/athletic activity at the end of the semester, the student will be ineligible for the first 30 calendar days in the next interscholastic/athletic event.

- 2) Should a student receive an incomplete grade at the time of a grade update (quarter or semester), the student will be considered ineligible until all course work has been turned in and graded. All efforts will be made to get all course work completed including staying after school or arriving early. Should a student receive an incomplete grade at the end of the final grade period (semester) the student will be considered ineligible until all course work has been turned in and graded. Should the requirements not be fulfilled the student will then be ineligible to participate in the next event that the student chooses to participate in for 30 calendar days. Exceptions to this policy such as long-term illness will be taken into consideration by the administration and athletic director.
- 3) If a student fails to complete the necessary course work at the end of the quarter the student may fail the course for the semester. The result would be a failing grade for the quarter (15 days) and the semester (30 days).

Example: Student A fails to complete the necessary course work for the 1<sup>st</sup> quarter. Student A would serve 15 days of ineligibility for the 1<sup>st</sup> quarter starting with the day grades are released. Student A would also serve 30 days for failing the semester. The ineligibility for the semester failure would start on the day grades are released for the 1<sup>st</sup> or 2<sup>nd</sup> semester. (If the student is currently participating in a school sponsored sport).

- k. A student must finish the season in order to fulfill his/her ineligibility requirements.

### **HIGH SCHOOL ATTENDANCE POLICY**

Following absences in which the parent was not reached, the student will bring a note explaining the reason for the absence and signed by a parent.

### **HIGH SCHOOL ABSENCE:**

Once a 9<sup>th</sup>-12th student accumulates five (5) **unexcused absences** the following procedures will be followed:

- 5 absences - parents notified by mail.
- 7 absences - parents notified by mail and the truant officer may be notified.
- 10 absences - parents notified by mail, truant officer may be notified, and a conference between the parent, counselor, truant officer and the parents may be requested.

\*Calling the truant officer will be at the secondary principal's discretion.

### **Unexcused Absence & Course Credit**

After receiving 10 unexcused absences in a semester the student will NOT receive credit for the course.

### **Excused absences include the following:**

1. Family death or emergency.
2. Medical appointments that must be made during school time.  
\*A note from the doctors' office must be delivered to the high school office in order to excuse this absence.
3. Court appearance if a summons or subpoena has been issued by the court and the appearance is validated by the Clerk of the Magistrate Court.
4. College visits as long as it does not exceed the approved number of college visits allowed to East Sac County High School students. Juniors are allowed (2) college visit. Seniors are allowed (2) college visits. Carry over from junior to senior year is not allowed.
5. Family trips and other extended absences that can be justified from an educational standpoint. The principal must approve these well in advance and arrangements made with each teacher involved for the make up work to be missed.
6. School related activities/absences. (No parent excuse required).
7. Job Shadowing

## **Unexcused Absences**

1. Any absence not properly excused before the occurrence, or at the time in the case of personal illness. This would include failing to bring a physician's excuse after a medical appointment. All medical excuses are due in a timely manner.
2. Personal illness not requiring medical attention.
3. Haircuts
4. Oversleeping
5. Car trouble (Parental call will help determine if this absence or tardy is excused or unexcused, with the final determination being made the administrator.)
6. Shopping
7. Hunting unless a planned family vacation away from this area that cannot be scheduled for another time.

## **ILLNESS**

A doctor's note is required if a student, for special health reasons, cannot participate in an activity.

A student must be fever free, less than 100 degrees, for 24 hours before they will be able to return to school.

A note will be sent home to notify parents when their child has been exposed to a communicable disease or other health problems.

## **ABSENCES KNOWN IN ADVANCE**

If a student knows in advance that they are going to be absent, they must bring a note from their parents to the building office in advance of the absence. We request that you give us as much lead-time as possible. The student should also notify his/her teachers of the impending absence. The student will be expected to make up his/her work ahead of time in accordance with building level policies.

## **RETURNING TO SCHOOL AFTER AN ABSENCE**

It is the student's responsibility to inquire about make-up work and when this work is due.

Only when a student of majority age (18 years or older, or married) is not residing with the student's parents or guardian, may the student present her/his own excuse of an absence without parent verification. The principal should be notified in advance of any such circumstances. After presenting the excuse the student will receive an "admit slip" that is to be presented to each teacher for their signature and class assignments.

## **PARTICIPATION IN ACTIVITIES AFTER AN ABSENCE**

Students must be in school a full day in order to participate in practice, a contest, or a performance on that day.

Exceptions to this are:

- A. School activities or field trips
- B. Medical or legal appointments
- C. College visits
- D. Funerals
- E. Family emergencies

Absences on a Friday will not affect participation on a Saturday. However, coaches are strongly urged to take into consideration that practice time has been missed and to apply their own team rules to such situations.

All decisions will be made final by the administration.

## **TARDY**

Students arriving late to school must report immediately to the office and sign in. The student will then receive a pass to be admitted to class, though he/she may be considered tardy.

The only tardiness that will be excused will be for being detained from another teacher (In which case the detaining teacher MAY issue a late pass) or because of a late bus.

To provide for those cases where being late is unavoidable, there will be NO penalty for the first three instances of unexcused tardiness per semester. Three unexcused tardies equals one unexcused absence these tardies count towards the 10-day unexcused absence policy. On the fourth tardy and each succeeding tardy up to six, the student will have a forty-minute detention. All subsequent tardies will require a meeting involving the student and the principal before the student is admitted to class.

A student who arrives between the hours of 8:15 to 8:25 will be considered tardy. A student arriving after 8:25 will be considered unexcused for first period and thus unable to participate in extracurricular or co-curricular events.

### **GOOD CONDUCT POLICY (Code No. 503.4)-STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule. It shall be the responsibility of the superintendent to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

The following activities are covered by the board's policy and these rules:

1. Athletics
2. Instrumental and vocal music performances
3. Drama productions
4. Speech contests
5. FFA, FCS
6. National Honor Society
7. All co-curricular clubs, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, graduation escorts, Academic Decathlon, or any other activity where the student represents the school outside the classroom.

#### **I. Good Conduct Rule**

To retain eligibility for participation in East Sac County 7<sup>th</sup>-12<sup>th</sup> grade extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

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

- Possession and/or use of any tobacco product (or lookalike substances that appear to be tobacco products) including the use of e-cigarettes at any time by students regardless of age on the school campus, in the school buses, or while attending school sponsored functions or trips is prohibited;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- possession, use, purchase, or attempted sale/purchase of illegal drugs (or look-a-likes), or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs (or look-a-likes);
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others (including cyber bullying or other inappropriate use of technology). NOTE: This could include group conduct!

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be

ineligible if/when the administration *has knowledge of the fact of the student's misconduct or violation in the previous district.*

## **II. Penalties:**

Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

**First Offense Within the student's 7<sup>th</sup>-12 grade career-four (4) weeks** of ineligibility

**Second Offense Within the student's 7<sup>th</sup>-12 grade career-eight (8) weeks** of ineligibility.

**Third Offense Within the student's 7<sup>th</sup>-12 grade career- sixteen (16) weeks** of ineligibility

**Fourth Offense within the student's 7<sup>th</sup>-12<sup>th</sup> grade career-student** will not be allowed to participate in extracurricular activities for the duration of his/her school career.

1. The period of ineligibility will begin with the first event the student/athlete is scheduled to participate in. For example, the student is participating in football and receives a good conduct violation on August 5. The period of ineligibility will start with the first football game the student is scheduled to participate in.
2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
3. An ineligible student shall attend all practices or rehearsals but may neither "suit up" nor perform/participate.
4. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above. The student will be expected to complete the entire season in order to complete the ineligibility period.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
  - Evaluation and Treatment: A student who has a first or second violation of the alcohol or drug provision of the Good Conduct Rule must seek evaluation and treatment from a recognized substance abuse facility at the student's or student's family's expense. Eligibility will not be retained until the school district receives official notice from the treatment center/agency of the evaluation.

## **III. Violations Occurring During Ineligibility:**

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for four weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

## **IV. Academic Consequences:**

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred

- a) on school grounds
- b) at a school event regardless of location, or
- c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

## **V. Appeals:**

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent in writing, within three (3) days of

being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary within three (3) days of the superintendent's decision. Upon receipt of an appeal the Board will hear the matter as soon as possible, however, a special meeting of the board will not be called unless the appeal is received more than ten (10) days before the next scheduled board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

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

## **VI. Definitions**

1. **Competition/Performance/Contest:** means a specific event that is a component of an extracurricular program whether it is a contest, a social activity held by the program the student belongs to, or a public performance.
2. **Extracurricular Activity:** is any program offered as an optional part of, or in addition to, regular classes in the East Sac Community School District, which includes but is not limited to those programs listed in Section I of this document.
3. **Violation:** occurs when a student is determined by a school official to be in violation of the Student Activity Program Code of Conduct.
4. **School Royalty:** means a student is selected as royalty to preside over a school sponsored activity.
5. **Service as an officer:** means participating in an extracurricular program or in student government, as an elected official of that program.
6. **Year,** as it is used in this policy means 12 months.
7. **Official notification** is when an administrator declares a student ineligible.
8. **Event(s)** means those activities formally scheduled by the School District as part of its master school year calendar (i.e. athletic games or competitions, musical performance or contests, graduation ceremony, homecoming activities, etc.) Informal activities scheduled by each individual program shall not be considered Events for purposes of commencing the ineligibility period.



# APPENDICES

## CHILD ABUSE COMPLAINT FORM ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES Board Policy 402.3E1

Complaint of Injury to or Abuse of a Student by a School District Employee

Please complete the following as fully as possible. If you need assistance, contact the Level I investigator in your school.

Student's name and address: \_\_\_\_\_

Student's telephone no.: \_\_\_\_\_

Student's school: \_\_\_\_\_

Name and place of employment of employee accused of abusing student:

Allegation is of \_\_\_\_\_ physical \_\_\_\_\_ sexual abuse\*

Please describe what happened. Include the date, time and where the incident took place, if known. If physical abuse is alleged, also state the nature of the student's injury:

Were there any witnesses to the incident or are there students or persons who may have information about this incident? yes \_\_\_\_\_ no \_\_\_\_\_

If yes, please list by name, if known, or classification (for example: "third grade class," "fourth period geometry class"):

\*Parents of children who are in pre-kindergarten through sixth grade and whose children are the alleged victims of or witnesses to sexual abuse have the right to see and hear any interviews of their children in this investigation.

Please indicate "yes" if the parent/guardian wishes to exercise this right:

\_\_\_\_\_ Yes \_\_\_\_\_ No Telephone Number \_\_\_\_\_

Has any professional person examined or treated the student as a result of the incident? \_\_\_\_\_ yes \_\_\_\_\_ no  
\_\_\_\_\_ unknown

If yes, please provide the name and address of the professional(s) and the date(s) of examination or treatment, if known: \_\_\_\_\_

Has anyone contacted law enforcement about this incident? \_\_\_\_\_ yes \_\_\_\_\_ no

Please provide any additional information you have which would be helpful to the investigator. Attach additional pages if needed.

Your name, address and telephone number: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

\_\_\_\_\_  
Complaint Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name (please print)

\_\_\_\_\_  
Witness Address

Be advised that you have the right to contact the police or sheriff's office, the county attorney, a private attorney, or the State Board of Educational Examiners (if the accused is a licensed employee) for investigation of this incident. The filing of this report does not deny you that opportunity.

You will receive a copy of this report (if you are the named student's parent or guardian) and a copy of the Investigator's Report within fifteen calendar days of filing this report unless the investigation is turned over to law enforcement

COMPLAINT FORM  
(Discrimination, Anti-Bullying, and Anti-Harassment)

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

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):  
\_\_\_\_\_  
\_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?  
\_\_\_\_\_

Date and place of alleged incident(s):  
\_\_\_\_\_  
\_\_\_\_\_

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

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

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

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

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

Additional information: \_\_\_\_\_

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

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

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

## ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

The East Sac County Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the student in reasonable fear of harm to the student’s person or property.
  - (2) Has a substantial detrimental effect on the student’s physical or mental health.
  - (3) Has the effect of substantially interfering with a student’s academic performance.
  - (4) 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.
- “Trait or characteristic of the student” includes but is not limited to 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.
- “Volunteer” means an individual who has regular, significant contact with students.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building counselor (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment.

If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter “Respondent”) to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

### **Decision**

If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include 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, which may include 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, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may 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.

# **East Sac County Computer Use 3<sup>rd</sup>-12<sup>th</sup> Grade Appropriate Use of Computers, Computer-Like Equipment, Computer Network Systems, and the Internet**

Access to the district's technology, computer network, and Internet shall be available to all students and staff within the district. 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 computers, computer-like equipment, computer network, and the Internet.

Every school supplied computer and/or computer-like equipment in the district having school Internet access shall not be operated unless Internet access from the computer is subject to technology protection measures (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, pornography, or are otherwise harmful to minors.

The Internet is provided for the purposes of obtaining educational resources for school use. Students will be monitored in computer labs, media centers and classrooms. Elementary students will be directly supervised, while middle and high school students will have supervised and independent use of the Internet. Students who do not use the Internet for the educational purposes in which it is intended may lose Internet access and as a result will be subject to appropriate consequences.

The use of the district's technology shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the district's technology devices. The following rules provide guidance to students and staff for the appropriate use of the district's technology. The district's Administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the district's computers/technology includes, but is not limited to a violation of the following:

## **Computer Responsible Use**

- Students will not make or disseminate offensive or harassing statements or use offensive or harassing language including discrimination of others based on 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 or belief, socioeconomic statute, or familial status. Do not swear, use vulgarities or any other inappropriate language.
- Students will not use the district's computers/technology to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.
- Students will not disable or circumvent or attempt to disable or circumvent filtering software.
- Students will not vandalize the district's technology or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment (ex. laptops, Kindle, iPad, desktops) or the computer network and any attempt to harm or destroy data stored on the district's computer equipment, computer-like equipment, or the computer network, or the data of another user.
- Students will 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 such as Pandora or Spotify, unnecessary printing, or staying on the network longer than is necessary to obtain needed information).
  
- Students will not plagiarize information accessed through the district's computer, computer-like equipment, computer network system, 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, network systems and/or the Internet. The East Sac County plagiarism policy will be enforced.

### **Legal and Ethical Use Policies**

- The district has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, 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 computer-like equipment and Internet activity including any logs, data, e-mail, computer disks, and/or other computer related records of any user of the system. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the district's computers, computer-like equipment and computer network systems, including the Internet.
- File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition, BearShare, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).
- Legal file-sharing programs such as Dropbox and Google Docs may be used for sharing of class assignments between students and teachers.

### **Expectations for All Use of Social Media and Other Electronic Communication**

East Sac County recognizes and encourages the use of social media as an education and communication tool. Students communicating through social media such as Facebook, YouTube, Twitter, Instagram, Yik Yak, Snap Chat or similar sites, personal web pages or blogs, email, texting, and instant messaging, whether on a district-owned laptop or other electronic device are expected to use good and sound practices.

- Students should understand that they are personally responsible for the content they post or publish on social media.
- Students should not post or publish content that is deemed defamatory or obscene or could cause imminent violence or a true threat, violates copyright or other intellectual property laws.
- Students accessing social media or other electronic communication through a school-owned computer or other electronic device or network are subject to applicable laws and school policies and rules regarding acceptable use.
- Students should consider that their social media or other electronic communication use may result in disruption at school and the school may need to get involved.

Students found to have engaged in inappropriate use of social media or other electronic communication may be subject to disciplinary action by the District, up to and including expulsion.

### **Students Eligible for 1:1 Laptop Program**

Full time East Sac County students will be issued a laptop at the start of each school year. Students enrolled in the East Sac County Alternative School are not eligible to receive a laptop. Alternative Education students will have laptops provided within the Alternative Education classroom. Students who

enter the Alternative School mid-year will be required to turn in their laptop to the High School office before entering that program.

**Responsibility for Electronic Data:** The student is solely responsible for any data stored on the

computer. It is the sole responsibility of the student to backup such data as necessary. East Sac County will not provide a means for backup beyond providing the school's server (i.e. student's H: drive).

**Allowable Customizations:**

- The Student *is permitted* to alter or add files to customize the assigned computer to their own working styles (i.e. background screens, default icons, and other system enhancements). All customizations of computers need to be school appropriate. Presence of guns, weapons, adult material, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of device privileges.
- The Student *is NOT permitted* to alter, etch, or add any non-removable stickers to the Computer such as skins. Hard plastic removable computer covers and keyboard skins *are permitted* but must be purchased at student's expense.

**Responsibility for Damage:**

The Student is responsible for maintaining a 100% working computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. In the event of damage not covered by the warranty, East Sac County CSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
- Lending equipment to anyone other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using equipment in an unsafe manner.
- Leaving equipment in extreme cold or hot temperatures (ex. car)
- Laptops left unattended may be confiscated by faculty or staff as a protection against theft and turned into the School office. Unattended and unlocked equipment, if stolen, even at school, will be the student's responsibility.

All students are required to return the computer at the end of the school year in the same working condition with all accessories issued. If any accessories (power cord, computer bag) are lost during the school year, the student is financially responsible for replacement.

**Responsibility for Loss:**

In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

**Actions Required in the Event of Damage or Loss:**

Report the problem immediately to the Technology Coordinator or Building Office. If the Computer is stolen or vandalized while not at an East Sac County sponsored event, the Parent shall file a police report.

**Insurance for Broken Equipment:**

School insurance will cover all repairs of broken equipment in cases of accidents or mechanical failure. At school registration in the fall, the collected Instructional Materials fee paid by parents for high school students will help contribute to the cost of laptop repairs. Breakage that occurs due to student vandalism or negligence may result in student paying for repairs.

**Substitution of Equipment:**

In the event the computer is inoperable, East Sac County has a limited number of spare laptops for use while the computer is repaired or replaced. However, there is no guarantee a loaner will be available at all times. Students are allowed to take a loaned laptop home for schoolwork. The school's insurance covers a student while using a loaned laptop. The Student may NOT opt to keep a broken computer to avoid using



the computer in class due to loss or damage. Please note that if a student forgets to bring the computer or power adapter to school, a substitute may not be provided.

### **Recommended Care of Laptops:**

#### **Carrying Device**

Laptops must be in the carrying case provided by the school when moving outside of classroom.

- Carrying cases should not hold other objects. Folders, workbooks, etc. should be carried separately to avoid placing excessive pressure and weight on the device screen.
- Laptop cases may be personalized with anything non-permanent (i.e. keychain, ribbons, luggage tag) but the school ID tag must remain on the bag at all times.

#### **Care of Device at Home**

- Charge the device fully each night. Make sure the laptop is plugged into a surge protector, NOT directly into a wall outlet.
- Store the device on a desk or table - never on the floor.
- Make sure the laptop is well ventilated when in use, never on a blanket on your lap.
- Protect the device from: Extreme heat or cold - food and drinks - small children - pets.
- Never leave the device in a vehicle - especially in extreme cold or heat. (below 40 or above 85 degrees outside temperature).
- In case of theft, an official police report will be required.

## Acknowledgment of Receipt and Understanding

This handbook explains important policies and features of the East Sac County High School. This edition supersedes all previous editions. It is the responsibility of each school family to become familiar with its contents.

It reading this handbook, please remember the content represents policy. This book has been approved by the Board of Educations of East Sac County School and will be treated as an official document.

Receipt of this acknowledgment is necessary before a student is eligible for any co-curricular activities. If any questions arise during your reading of the handbook, please so not hesitate to call your school administrator.

\*\*\*\*\*

I hereby acknowledge I have received and understand the policies and procedures as explained in the 9-12<sup>TH</sup> Grade Handbook for 2019-20.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date