

# Ed-Co Jr/Sr High Student Handbook

**2017-2018**

**The mission of the Edgewood-Colesburg School District is to assist and ensure that each student achieves his or her level of educational excellence.**

Welcome to Ed-Co Jr-Sr High School! We are pleased you are here, and want to help you make this a great year! This handbook will help us do just that. It is very important that we all understand the rules and policies Ed-Co has in place. Please take time to read it and if you have any questions regarding the contents, don't hesitate to ask a staff member. We are looking forward to another great school year, and we hope you are too. Veteran and new staff alike are eager to get started. Have a great year, and make the most of this opportunity!

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## **Detach and Return to school**

Your signature below signifies that you have read the following rules the Ed-Co 7-12 building will be guided by for the 2017-2018 school year. It also means you allow your child to attend any class trips or activities during the school day taken in the Ed-Co school district. The handbook can be found on the school website. Thank you.

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

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

Parent Signature: \_\_\_\_\_  
Please circle: mother, father, other guardian

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### Ed-Co Fight Song

Hail to the Victors  
Let us win our fair fight  
and Ed-Co High  
will remain victorious all through the year.

'Rah' Rah' Rah'  
Here's to our high school  
Let us cheer our team onward  
and we'll always be loyal  
to our Ed-Co's Black and Gold.  
'Fight' Fight' Fight'

## **INTRODUCTION**

### **PHILOSOPHY OF EDUCATION FOR THE EDGEWOOD-COLESBURG COMMUNITY SCHOOL DISTRICT**

The Board of Directors of the Edgewood-Colesburg School District is committed to a philosophy of service to children; the objective of this philosophy is to help each child develop into a mature individual and a contributing member of society. The Board believes that this objective can best be met through a school program wide enough in scope to encompass the intellectual, physical, civic, social, and aesthetic education of children. The Board of Directors realizes that an effective public school program must be directed toward common needs of all children; however, the Board believes the emphasis must lie always on the unique needs of each individual child.

The Board of Directors recognizes that the guardianship of public education is a trust and an obligation -- that the goals of education and the goals of democracy are fundamentally the same. For that reason, the Board considers that its philosophy and objectives can best be realized when the educational program is directed through written Board policies, policies that are based on the Constitution, the state statutes, federal and state regulations, and the specific needs of this school district.

### **JURISDICTION**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures. Students may not involve themselves in inappropriate displays of affection.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, or on property within the jurisdiction of the school district. They also apply while on school-owned and/or school-operated buses or vehicles or chartered buses, while attending or engaged in school activities. In addition, they apply while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year.

### **EQUAL EDUCATIONAL OPPORTUNITY**

The school district does not discriminate in its education programs or educational activities on the basis of age, gender, sex, race, religion, color, national origin, gender identity, religion, creed, socioeconomic status, sexual orientation, marital status or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative

Action Coordinator for each building is Mrs. Karla Trenkamp at the elementary. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

### **SCHOOL ALERTS**

Would you like to be notified directly when classes are cancelled? Sign up for Iowa School Alerts. If you were already signed up through School Alerts, you will need to renew your information.

Go to <https://public.govdelivery.com/accounts/IAEDU1989/subscriber/new> and choose email or text. If you desire both, the information will have to be entered twice. These radio stations will be notified: KOEL (Oelwein); KWWL (Waterloo); KCTN (Elkader); WMT (Cedar Rapids); KMCH (Manchester)

### **SCHOOL CLIMATE**

Learning takes place best in a safe and caring environment. In a society that seems to be increasingly violent, Ed-Co High School will always be a place where young people can devote their energies to learning and not worry about being hurt or harassed. The following policies are intended to maintain that environment and will be strictly enforced.

#### **Dangerous Weapons**

Possession of weapons, including guns, explosives, fireworks, bows, sling shots, knives of any size, brass knuckles, or any other object or mechanism that may do bodily harm, may result in immediate suspension or expulsion. State law requires that students who bring guns or explosive devices to school will be expelled for not less than one year. The weapon will be confiscated and parents will be notified. Law enforcement may be notified as well.

#### **Harassment/Bullying**

It is the policy of the Edgewood-Colesburg Community School to maintain a learning and working environment that is free from harassment. No employee, volunteer or student of the district shall be subjected to bullying, hazing, physical/sexual abuse or harassment of any kind based on any of the following actual or perceived traits or characteristics, including but not limited to: age, color, gender, 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 school; 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. Staff and/or students who feel they have been harassed or who feel they have witnessed incidents of harassment are encouraged to contact Mrs. Dowell or Mrs. Voss to file a report. All reports will be kept as confidential as possible, and retaliation will not be tolerated.

Harassment and bullying means any electronic (*“Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or other similar technologies*), 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
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

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

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

Ed-Co Jr/Sr high level one investigator is Mrs. Sara Dowell @ (563) 928-6412 for questions.

**HARASSMENT INVESTIGATION PROCEDURES** - Code No. 403.4R1

**COMPLAINT PROCEDURE**

An employee or student who believes that they have been harassed will notify Mrs. Dowell, the designated investigator. The alternate investigator is the school nurse, Emily Degenford. The investigator may request that the employee or student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible.

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

**INVESTIGATION PROCEDURE**

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

Upon completion of the investigation, the investigator will report the findings of the investigation to the superintendent.

**RESOLUTION OF THE COMPLAINT**

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator’s report. Following the investigator’s report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step, which may include discipline up to and including discharge.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent will file a written report closing the case. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation.

#### POINTS TO REMEMBER IN THE INVESTIGATION

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

#### CONFLICTS

If the investigator is the alleged harasser or a witness to the incident, the alternate investigator is the investigator.

If the alleged harasser is the superintendent, the alternate investigator will take the superintendent's place in the investigation process. The alternate investigator will report the findings to the board.

### SCHOOL PHONE AND CELL PHONES

A phone is available in the office for student use, if the need arises. Cell phones, beepers, and pagers are to be turned off and kept out of sight during the day except for lunch and passing times. They are not to be used during study halls or other scheduled class times unless the instructor has approved their use for instructional purposes. If a student wishes, the item may be kept in a locker/purse, or stored in the office. Students run the risk of having them taken away if the phones are visible during class periods unless the teacher gives permission for educational class use.

Communication with parents/guardians during class time can be facilitated through the high school office. Students may not be called out of the classroom to take a telephone call. In cases of extreme emergency, calls will be referred to our guidance counselor. Important messages will be given to students at appropriate times.

The use of cell phones in locker rooms, restrooms, and shower facilities is strictly prohibited. Cell phone use by students on buses or other school vehicles is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

If a student cell phone is taken during class time, the following procedures may occur:

**First Offense:** The phone is taken and returned at the end of the day (after 3:13)

**Second Offense:** The phone is taken and returned at the end of the day (after 3:13), a 30-minute detention is given and parents are notified/reminded about the offense and the policy.

**Third Offense:** The phone is taken and released only to a parent/guardian and further discipline actions will be discussed with a parent or guardian.

### BUS AND SCHOOL BEHAVIOR

Water, in any type of container, should not be used inappropriately on school vehicles. Students found to be using water inappropriately may be suspended from riding the bus for 1-3 days for the first offense. The suspension is longer for repeated offenses.

Students should also be aware that surveillance cameras have been installed on school buses. Your behavior may be monitored. Videotapes are subject to the protection offered by the Family Educational Rights and Privacy Act, and will only be viewed by authorized school personnel.

Appropriate school behavior is expected. Consequences for fights, choke holds, or other delinquent behavior may include detention, suspension or restitution. Extra-curricular activities may also be affected per the coach's guidelines.

### DRESS-APPEARANCE

Hats will not be worn during the school day unless approved for a school wide activity. Clothing or other apparel promoting products, which are illegal for use by minors, such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion, is not appropriate. Neither are items of clothing that reveal too much of a student's body, such as halter tops, strapless tops that are too low, or those tops that show a student's midriff. These items are not appropriate for a school setting and the student may be asked to change into something more appropriate and less distracting. While the primary responsibility for appearance rests with the students and their parents, school personnel reserve the right to judge what is and is not proper for a classroom setting.



### **CARE OF SCHOOL PROPERTY**

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement.

### **STUDENT LOCKERS**

Lockers are provided to students for the purpose of keeping their belongings in a safe place—both in the hallways and the locker rooms. These lockers are school property and must be treated with respect. Damage done may result in the student having to pay for repairs. The lockers will be provided with locks, so items placed in them can remain safe. Students are advised to keep their combinations to themselves. Students who elect to disable their lock, or choose to not use their gym lock run the risk of having things stolen. While the school cannot guarantee items will not be stolen, students can take steps to ensure that their belongings are safe and secure by using their locks as intended. Under no circumstances will the school be responsible for items stolen—with locks or without. All students should leave valuables at home, or check them into the office where they can be placed in the vault.

Locker inspections without prior notice may be conducted periodically. Markers, stickers or anything permanent will not be allowed on the lockers at any time.

### **SUSPICION OF STUDENT IMPAIRMENT**

If a school staff member suspects that an individual may be impaired, the staff member should contact the appropriate administrator. The administrator will have the individual escorted to the office.

The administrator will contact the school nurse if it is suspected that an impairment assessment is needed. If the school nurse is available, he/she will conduct an impairment assessment with an adult witness present to evaluate if suspected impairment is possibly medically- vs. substance-related.

\*If the impairment assessment suggests possible medical impairment, the school nurse will evaluate and contact parent/guardian/EMS as needed.

\*If the impairment assessment suggests possible substance impairment, the school nurse will consult with the administrator for further interventions. The administrator will attempt to contact the parent(s)/guardian. If it involves criminal activity on school grounds, the administrator may contact law enforcement.

If the school nurse is unavailable, the administrator will conduct as much of the impairment assessment as possible and contact parent/guardian/EMS as needed. The school nurse will provide a written report to the administrator.

In the event that a suspected impairment is noted outside of school hours but on school grounds or at a school-sponsored function, the administrator will contact parent/guardian, and may contact EMS and/or legal authorities.

### **SUBSTANCE POSSESSION**

The use or possession of tobacco, liquor, or controlled substances on school property is strictly forbidden. This prohibition applies at all school activities and in all school vehicles. Violation of this rule will result in suspension from school for one to ten days. Local law enforcement officials may be notified if students

are found to be using or have in their possession alcohol or controlled substances on the school grounds. Students involved in extra-curricular activities are subject to Good Conduct Rule.

### **OPEN CAMPUS**

Edgewood-Colesburg School has a closed campus policy for all 7-11 grade students. Closed campus means that once the school day has begun, students will not be allowed to leave the campus without permission from the high school office. Any student off campus without permission will have his/her computer removed and a consequence put in place. **Senior students** at Ed-Co High School have open campus privileges **IF they are proficient in reading, math and science on the most recent Iowa Assessments.** Open campus means that senior students are free to leave the school grounds during their lunch shift. Students will lose open campus privileges for violating the agreement signed by the student and parent/guardian. The open campus privilege is granted by the Edgewood-Colesburg Board of Education and may be rescinded at any time.

### **DRIVING AND PARKING**

Bus transportation is provided throughout the district as prescribed by law. It should be utilized whenever possible. For those who choose to drive private vehicles, the vehicles are to be parked in the student section of the parking lot (northern section). While on Ed-Co property, park in the marked spaces on the pavement or in gravel lot (north of the bus barn). Parking spaces along the west side of the gym and administration building are reserved for faculty and visitors. Students who park in areas that are marked “no parking,” or are designated as such with yellow lines, run the risk of being disciplined or towed at the owner’s expense. Students are reminded to use extreme caution when driving in the immediate school area, and are also reminded that cars may enter the parking lot from the south only. Students are not allowed in private motor vehicles during the school day without permission or open campus privileges. Students should enter the parking lot from Highway 3, and exit to the north.

### **ADVISORY/HOMEROOMS**

Each student will be assigned to an advisor when they enter 7<sup>th</sup> grade or when they are new to Ed-Co. This teacher will remain the student’s advisor throughout junior high and high school. The advisory group will meet every day between 6<sup>th</sup> and 8<sup>th</sup> period. There will be occasional advisory activities, with the rest of the time serving as a study hall period. All students are required to attend their advisory. Students will only be able to leave their advisory with a pass from a teacher.

The purpose of the advisory is to provide students with information that is beneficial to them. The time may also serve to assist students with goal setting, course registration, monitoring of progress in classes, and so forth. It also allows for a more structured study time for students each day.

### **PLAGIARISM/CHEATING**

In the event plagiarism occurs, the parents will be notified, the assignment will be redone and a research paper may be assigned that will require the student to define plagiarism and explain paraphrasing, summarizing and direct quoting. Students turning in work that is not his/her work (either directly from the internet or from another student) may not get credit for the assignment but will be required to turn in his/her own work. A consequence from the instructor may be given.

### **BUILDING ENTRANCES:**

For the safety of Ed-Co students and staff, all exterior doors to the building (except the main entrance by the office and the exterior door by music room) will be locked from 8:30 A.M. until 3:15 P.M. each day, and again at 6:00 P.M. each evening. Nobody is to enter through the kitchen area at any time per the inspector. These doors are to remain locked during those times and should not be propped open for any reason.

### **EMERGENCY DRILLS**

Periodically the school holds emergency fire, tornado, and bomb threat drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedure and proper exit areas are posted in all rooms. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

### **SOCIAL ACTIVITIES**

School-sponsored social events are open to the students enrolled in the school district. Other individuals, such as alumni or out-of-district students, may attend as the date or escort of students enrolled in the school district only with prior approval from the personnel supervising the event. School-sponsored events must have prior approval from the principal and be placed on the school calendar before they are announced publicly.

## **STUDENT FEES**

State law permits public school districts to charge fees for certain services and materials. Qualified students may apply for a waiver of fees. Contact the High School office for a waiver.

### **POLICY FOR DEFICIT MEAL ACCOUNTS**

Edgewood-Colesburg Community School District's school meal program is aimed at safeguarding children's health and wellbeing. We do not want to prevent any child from eating a meal and will diligently work with the child and his/her family to be able to continue to provide a nutritious meal for the child.

To meet the goal of providing a nutritious meal for every child and to continue to make the school food service program viable, we will follow the procedures listed below:

Secondary School:

- If a child's meal account has a negative balance of \$10.00, a letter or email will be sent home. The child will be allowed to continue to eat school meals.
- If the account reaches a negative balance of \$20.00, a phone call or face-to-face visit with the parent will be arranged to set up a payment plan. It will be considered at this time that an alternate meal will be given. School breakfast will not be available to the child.

### **STUDENT PUBLICATIONS**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school

district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from any school administrator.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is: obscene; libelous; slanderous; or encourages students to: commit unlawful acts; violate school district policies, rules or regulations; cause the material and substantial disruption of the orderly and efficient operation of the school or school activity; disrupt or interfere with the education program; interrupt the maintenance of a disciplined atmosphere; or infringe on the rights of others. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

### **DETENTION**

Detention is time served with the staff member who assigned the detention or in the office. The staff member will determine the day, time of the day, and the duration of the detention. The time the detention is served may be before or after school, and will be of a length deemed appropriate by the staff member assigning the detention. Parents will be notified of the detention, the reason for its assignment, and the time to be served. The school may not provide transportation for students assigned a detention. Students who do not appear the first or second time may be suspended from school for one day. Suspension may be in school or out of school. Multiple detentions from the same staff member for the same offense will likely result in a conference with the student, the parent(s), the teacher, and the principal.

## **STUDENT ATTENDANCE AND RIGHTS**

### **ATTENDANCE**

Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. Only through regular attendance and class participation can students achieve the benefits of an educational system.

**Attendance Policy:** All absences will be classified as **excused or unexcused**.

Excused absences shall count as days in attendance for purposes of the truancy law. This type of absence shall include: illness, doctor appointments, family emergencies (determined by administration), recognized religious observances, and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if approved in advance with administration. A maximum of 5 days will be allowed for family trips per year.

Truancy is the act of being absent without a reasonable excuse and will be coded as unexcused. It is the failure to attend school for the minimum number of days established in a school calendar by the school board (40 days each quarter set by The Ed-Co School Board). These absences shall include, but not be

limited to tardiness, shopping, hunting, concerts, preparation/participation in parties and celebrations, and employment or working at home. Extenuating circumstances will be dealt with on a case-by-case situation. Students shall also be considered truant for excessive absences due to illness if a doctor's verification is not provided to the principal. Anything over two days of illness may require a doctor's note.

Unexcused absences are also if a student is absent without parent permission, or a student leaves school or misses a class without prior approval by the principal. Unexcused absences may result in no credit for the day in the class missed, and may result with in-school suspension being assigned. After two unexcused absences, a letter will be sent home. After the third unexcused absence, a meeting with administration will be scheduled.

Students who have **five or more** unexcused absences from a class may be dropped from that class without credit and will fail the course. Students may be readmitted if the student and his or her parents meet with administration and a plan is developed to improve attendance. Any loss of credit can be appealed with the superintendent.

#### **Tardiness:**

Students will be expected to be on time for class. Tardiness is disruptive and a waste of valuable class time. Teachers may assign a detention for three or more tardies.

#### **Extra Curricular Activities:**

Students participating in extra curricular activities must be in attendance the entire day or have prior approval from the principal in order to practice or participate in a game or performance. This means that students may miss **no academic classes**. If late, he/she must be to school by 9:00 to count as being in attendance. Only the principal may make an exception to this rule, and this needs to be taken care of prior to the absence.

#### **MAKE-UP WORK**

Students with absences from school are expected to make up work missed. School policy allows students two days per day absent to make up work or make arrangements with teachers to do so. In most instances, assignments cannot be made up during class time, and it is the student's (not the teacher's) responsibility to make the arrangements. Student permanent attendance records will reflect full and partial days absent and tardy. Students will be allowed to make up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

#### **SEARCH AND SEIZURE**

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

Considering factors such as the following may form reasonable suspicion:

- (1) Eyewitness observations by employees;
- (2) Information received from reliable sources;
- (3) Suspicious behavior by the student; or

(4) The student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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

- the age of the student
- the gender of the student
- the nature of the infraction; and
- the emergency requiring the search without delay

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

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same gender as the student and with another adult witness of the same gender present, when feasible. A more intrusive search, short of a strip search, of the student's clothing, handbag, bookbag, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened.

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

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

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

#### **INTERROGATION BY OUTSIDE AGENCY**

As a general rule, individuals from outside the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator

makes the request, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

### **PHYSICAL RESTRAINT AND CORPORAL PUNISHMENT**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide notice to the child’s parent.

### **DUE PROCESS**

As part of school life, students have responsibilities:

1. to become informed or/and adhere to reasonable school regulations
2. to respect other people's rights
3. to refrain from libelous remarks and unnecessary obscenities
4. to be present and punctual
5. to maintain a good level of academic achievement
6. to respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline.

These responsibilities go hand in hand with students' rights to due process, which includes the following basic concepts:

1. rules and regulations are fair and reasonable
2. rules and regulations don't infringe upon Constitutional rights
3. procedural fairness is exercised when disciplinary action is taken, including the following steps:

### **PROCEDURAL DUE PROCESS**

- A. Adequate publishing of policies and rules, penalties, etc.
- B. Adequate notice to students (and parents, if appropriate) of an accusation
- C. Elements of a fair hearing:
  1. presence of the student(s) (and others, if appropriate)
  2. chance to refute charges, present evidence and witnesses
  3. chance to view evidence and cross examine accusers
  4. hearing before an impartial tribunal with decisional powers
  5. record of the proceedings (transcript or tape recording)
  6. opportunity for an appeal to a higher authority
- D. The formality of the hearing should be commensurate with seriousness of the charges.

### **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to

open enroll. Students interested in open enrolling out of the school district must contact the central administrative office for information and forms.

### **STUDENTS RECOGNIZED IN PUBLIC MEDIA**

Ed-Co periodically recognizes students by name and picture in publications such as local newspapers, the school website or school newsletters for their activities and accomplishments. If parents do not want their child recognized by name or picture in these types of media, they should send a written notification to the school at the beginning of each school year.

## **STUDENT INFORMATION**

### **STUDENT RECORDS**

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.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state/local government when auditing and evaluating federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Governmental officials which information is reported under state law adopted prior to Nov. 19,1974.
6. Organizations that process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents and legal guardians of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

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, but is not limited to, 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, date of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to



write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and have the records explained

### **HEALTH/IMMUNIZATION CERTIFICATES**

Students who wish to participate in athletics shall have a physical examination by a licensed physician and provide proof of such an examination to the principal. This certificate of health will be kept on file at the building in which the child is attending. Students enrolling for the first time in the district shall submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

### **INJURIES/MEDICINE**

#### **EMERGENCY FORMS**

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

### **COMMUNICABLE AND INFECTIOUS DISEASES**

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

### **HEALTH SCREENING**

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

### **ADMINISTRATION OF MEDICATION**

No medication shall be dispensed to any student unless the following rules are observed:

1. A licensed medical or osteopathic physician or dentist must prescribe the medication.
2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to aforementioned medication.
3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.

5. The medicine shall be maintained in the original prescription container which shall be labeled with: (A) name of pupil, (B) name of medication, (C) directions for use, (D) name of physician or dentist, (E) name and address of pharmacy, and (F) date of prescription.
6. The medication, while at school, shall be kept in the office, in a locked cabinet or drawer. When required, refrigeration will be provided.
7. In each building access to the medication shall be under the authority of the principal of that building.
8. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
9. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action (if medication is destroyed) should be noted on the pupil's health record.

### **HUMAN GROWTH AND DEVELOPMENT**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

### **STUDENT ILLNESS OR INJURY**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel if necessary and attempt to notify the parents as to where the student has been transported for treatment.

### **ASBESTOS NOTIFICATION**

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

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

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to

minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

## **ACADEMICS**

### **REPORT CARDS/GRADES/PROGRESS REPORTS**

Grade determination for a class taught is the responsibility of the classroom teacher. Each teacher will present his/her grade determination procedures at the beginning of the course. If a student/parent feels there may have been a mistake in a grade, he/she should visit with the classroom teacher first to determine grade criteria before checking with the building principal who will review the grade criteria for possible miscalculations, such as totaling errors, etc. Generally, the principal will not deal with course grade criteria.

Progress reports (via email or folder) will be sent home in the middle of each grading period. These will include reports for all of the students' classes. A parent can check online grades daily if needed.

Report cards will be distributed at the end of each quarter. Semester grades are recorded on the students' permanent transcripts. NOTE: the semester "grade" is not necessarily an average of the quarter grades IF the grade criteria are based on a continuous scale for the entire semester.

In the case of a failing grade or incomplete grade, high school students will be held to the academic eligibility rules described later in this handbook. Junior high students will be ineligible from all activities until the grade becomes passing or when the teacher determines that progress has been made to improve the grade or get caught up. Grades and/or progress will be checked weekly for junior high students to determine eligibility status.

### **POST-SECONDARY ENROLLMENT OPTION – Now called PICC (Placement In College Courses)**

The Post-Secondary Enrollment Options Act (Iowa Code 261C, 1989) was enacted to promote rigorous academic pursuits and to provide wider variety of options to high school students by enabling eleventh and twelfth grade students to enroll part time in nonsectarian courses in eligible post-secondary institutions of higher learning in Iowa.

#### **Student Eligibility**

A student who is enrolled at the beginning of grade 11 may enroll in post-secondary courses for secondary credit for a period of time not to exceed four semesters. A student who first enrolls at the beginning of grade 12 may enroll in post-secondary courses under this policy for secondary credit for a period of time not to exceed two semesters. A student must be proficient on the most recent math, reading and science portions of the Iowa Assessment.

Persons who have graduated from high school are not eligible under this policy. However, students who are eligible for early graduation will be permitted to participate under this policy for the remainder of that regular school year provided that they have not received a diploma prior to the end of the school year.

The Edgewood-Colesburg Community School District may provide counseling services to aid students and parents or guardians in decision-making. These counseling services, to the extent possible, will be structured to do the following:

1. Inform students and parents or guardians about options available in the high school, in post-secondary institutions, and about schedules of course offerings.
2. Aid students to clarify goals.
3. Advise students regarding benefits and risks of participation in post-secondary program, including academic, social, emotional, and other facets of participation under the Act.
4. Encourage joint counseling for students from both our high school and the post-secondary institution counseling staff.
5. Assist students to plan schedules and select courses for the entire year.

A student anticipating participation under the Act should inform the guidance department no later than March 15, although the student is not bound by this date. The signatures of the student and parent or guardian are required prior to enrolling in this course. These signatures indicate that the student and parent or guardian received information regarding the program, are aware that counseling is available, and are aware of their responsibilities when participating under the Act. If the student is 18 or older, the student's signature is required.

The Edgewood-Colesburg Community School District shall certify the eligibility of its students for participation under the Act. A student shall not be eligible for participation until the school district completes a certification of eligibility.

### **Type of Credit**

The student will be granted one credit for each course that is successfully completed as determined by the post-secondary institution and approved by the Board of Education. In order for a course to yield one high school credit, it must either be pursued for eighteen weeks for at least two hundred minutes per week or for the equivalent of sixty hours of instruction. If there is a dispute between the school district and the student regarding the credits to be granted, the student may appeal the Board of Education's decision to the State Board of Education.

### **Transportation**

The parent or guardian of an eligible student who has enrolled in and is attending an eligible post-secondary institution under this Act shall furnish transportation to and from the eligible post-secondary institution for the student.

## **Eligible Post-Secondary Courses**

Post-secondary courses eligible for students to enroll in under this Act shall be limited to the following:

1. Nonsectarian courses.
2. Courses that are not comparable to courses offered by the school district.
3. Credit bearing courses that lead to an educational degree.
4. Courses in the discipline areas of mathematics, science, social sciences, humanities and also the courses in career option programs offered by area schools.
5. In addition to the aforementioned limitations, enrollment of students in courses offered by an area school shall be limited to arts and sciences.

## **Payment of Courses**

Students taking post-secondary enrollment classes will be asked to submit \$250 to the school district prior to the start of the class. This money serves as an assurance that the student will complete the class satisfactorily. When the class is satisfactorily completed, the \$250 will be reimbursed to the student, and the school will assume the responsibility of payment to the post-secondary institution for amounts not to exceed \$250. If the student fails to get credit for the class, the money submitted will be forfeited and used to pay expenses incurred. Questions about post-secondary enrollments may be directed to the high school principal or counselor.

## **Ed-Co Academic Eligibility**

### **(Athletics and cheerleading)**

- Contestants must be under 20 years old and meet all state transfer and open enrollment regulations.
- High school students must pass all classes in order to remain eligible.
- If at the end of any grading period a contestant is given a failing grade in any course, the contestant is ineligible to dress for and compete in interscholastic athletic contests and competitions in which the student is a contestant for 30 consecutive calendar days. If a student becomes ineligible while already serving days, the 30 days will be restarted (not tacked on at the end).
- If a student becomes ineligible during a season, the period of ineligibility will take effect immediately. If 30 days are not served, the remaining time will be carried over to the next season in which he/she is a participant. The final day that counts toward ineligibility is the final day Ed-Co competes in the sport.
- If a student becomes ineligible while out of season, the period of ineligibility will take effect beginning on Ed-Co's first date of competition of the next sport he/she competes in, assuming it is within the one-year time frame.
- A student who is already ineligible will only be allowed to enter an activity already in progress under the following:
  - If the first game has not been played, but practices have already started, the student's ineligibility will begin once the number of days missed since the first day of practice has been served. For instance, if a student comes out but has already missed 6 days of practice, the 30 calendar days of ineligibility will begin 6 days after the first scheduled competition.
  - If a student joins a team after the first competition date, the student will be expected to practice and travel with the team, but will not be able to play or use his/her time towards burning any ineligibility.
- If a student is involved in multiple activities and becomes ineligible, the 30 days applies to all.

- If a student is ineligible due to a violation of code of conduct and then becomes academically ineligible, the two ineligibility periods will be served consecutively, not concurrently.
- The 30 calendar days will begin on the day after grades are issued for those students already in a season; this is not the same as the end of the grading period. It will likely be a few days after the quarter ends. Students and parents will be notified.
- If one calendar year expires following a failing grade (with no other Fs in the interim), students are considered eligible without serving the 30 days. For example, if a student receives an F at the end of the third quarter during their freshman year, but does not fail another class or participate in anything until their junior year, they are eligible without serving the 30 days.
- Students will be expected to practice, but cannot dress for performances at any level during their period of ineligibility.
- A student is academically eligible upon entering ninth grade.
- Students who received an “I” for incomplete work will be considered to have failed that class and the policy will be implemented until the work is made up and the grade becomes a passing grade. The student will then be reinstated immediately.
- Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the IEP team, towards their goals and objectives on the student’s IEP or accommodation plan.

**Speech, Music, FBLA, FFA, Student Council, Drama**

- In these activities, the period of ineligibility will be for a period of 30 consecutive calendar days, commencing on the day after grades are issued. It is quite possible that this may or may not coincide with athletic ineligibility.
- Only non-graded activities are affected by this rule. For example, if a student receives a grade for concert participation, they will not be excluded from that event. They will be excluded from competitive or honorary events (ie. state or conference music or speech performances, contests, or festivals).
- Students who participate in music, speech, FFA, FBLA, or student council, in addition to athletics, may have to serve two periods of ineligibility, depending upon individual circumstances.

If the initial time of academic ineligibility has not been completely served and a failing grade is earned, then a new 30-day ineligibility period will begin. The student will not finish out the original 30 days and will begin a new set of days.

Multiple failures at the end of a final grading period does not affect the number of days of ineligibility. A student who fails 3 courses in the same grading period will serve the same period of ineligibility as a student who fails one course.

**GRADUATION**

**EARLY GRADUATION**

1. A student must present a written statement signed by parents and the student requesting early graduation.
2. An early graduate will be considered and treated as a non-student adult in all subsequent school functions. Early graduates will pay adult prices to all school activities. They may not attend dances (unless they are the date of an Ed-Co student), and may not participate in class or club field trips. There will be no refunding of any class dues that have been paid.

3. Early graduates will be allowed to participate in the end-of-year commencement exercises if they so desire, provided they adhere to the rules of behavior expected of the other graduates.

### **COMMENCEMENT**

The Board of Directors may exclude students from participation for violation of rules established for the orderly governance of the school. Failure of a student to participate in the commencement ceremony will not be reason for withholding the student's final progress report or diploma certifying the student's completion of high school. Commencement shall be a secular ceremony.

### **GRADUATION REQUIREMENTS**

54 credits are required for graduation from Edgewood-Colesburg High School. The following courses must be taken and a passing grade received (D- or above). All courses are one credit per quarter unless they meet only every other day.

1. Physical education- Four years
2. Health- One Credit - 9th Grade
3. Parenting - One Credit- 11th Grade
4. English-8 credits - English 9, English 10, English 11, speech, plus 1 elective credit.
5. Social Studies - 6 Credits –
  - 9<sup>th</sup> - Am. History (2 Credits)
  - 10<sup>th</sup> - World History (2 Credits)
  - 12<sup>th</sup> - Am. Government (1 Credit)
  - 12<sup>th</sup> - Economics (1 Credit)
6. Math - 8 credits (beginning with the class of 2018)
7. Science - 6 credits
  - 9<sup>th</sup> – Conceptual Physics (2 credits)
  - 10<sup>th</sup> – Conceptual Chemistry (2 credits)
  - 11<sup>th</sup> - Biology (2 credits)

Grade Point Average is based on this scale:

A = 4.0	C = 2.00
A- = 3.65	C- = 1.65
B+ = 3.35	D+ = 1.35
B = 3.00	D = 1.00
B- = 2.65	D- = .65
C+ = 2.35	F = 0

## **EXTRA CURRICULAR PARTICIPATION**

### **Ed-Co Good Conduct**

#### **STATEMENT OF PHILOSOPHY**

It is the belief of the Edgewood-Colesburg Community School District that students should conduct themselves as good citizens if they desire to represent the school in any activity sponsored by our school. Not only is it a privilege and honor to be able to participate and represent Edgewood-Colesburg CSD in co-curricular activities, students should realize that they serve as models to many people and that their behavior and attitude have an important impact on themselves and others. In short, directly and indirectly, the conduct of a student reflects on the standards, attitudes, and philosophy of our school.

A student whose habits and conduct in and out of school, during both the school year and summer months, are not consistent with the ideals, principles, and standards of the Edgewood-Colesburg CSD may be declared ineligible for participation in student competitions and performances. This includes any student involvement in public performance, competitions, or attendance as a representative of a specific organization or the school in general. Student activities shall be inclusive with reference to music, drama, speech, athletics, and cheerleading. Some examples of activities that will not be counted are community service activities (blood drive, carnival), sport scrimmages, and state events (unless already qualified). This is not an all-inclusive list and the determination will be made with an administrator and coach/sponsor.

#### **STUDENT NOTICE**

This policy will be printed each year in the student handbook, the faculty handbook and updated in board policy. It is the responsibility of the students to read this policy and direct any questions to the Activities Director or the Principal.

#### **APPLICABLE ACTIVITY PROGRAMS**

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

- a) music
- b) drama
- c) speech
- d) athletics
- e) cheerleading
- f) school-sponsored trips (i.e. 8<sup>th</sup> grade trip)
- g) school sponsored clubs (i.e. FFA, FBLA, student council, art club)

If a student is participating in multiple activities at the time he/she loses privileges under this policy, the loss of privileges is in effect for all activities in which the student participates. A student who is deemed ineligible must still partake in the practices of the activity. He/she should travel in street clothes with the team or group to attend the performance with approval from the Principal.

If at the time of the violation, the student is not currently participating in any activity, then the student's period of ineligibility shall apply to the first activity or activities in which the student participates. A student who is in violation of eligibility rules will not be allowed to enter an activity already in progress.

Disciplinary actions under the Good Conduct Code may carry over from one activity to another and may carry over from one school year to the next.

#### **VIOLATIONS**

Violations of the Good Conduct Code include but are not limited to the following prohibited conduct and actions and as such may lead to a student's activity ineligibility:



- 1) Participate in an act(s) of harassment or bullying and/or encouraging others to do the same or contribute to others activities that constitute harassment or bullying as determined by school officials.
  - 2) Use, possess and/or transmit tobacco or imitation substances.
  - 3) Send electronic messages or pictures that show inappropriate behavior.
  - 4) Attend a function or party where illegal drugs are being used or where minors are using alcohol illegally. <sup>1</sup> (Mere Presence).
  - 5) Damage, destroy, vandalize or steal school property and/or personal property of employees, students, visitors to the school, or district patrons.
- 
- 6) Assault; physically abuse; violation of the District's Anti-Bullying Harassment Policy concerning any person at school or during school activities or coming to and/or going from school or a school activity.
  - 7) Possess, use, or be under the influence of alcoholic beverages.
  - 8) Possess, use or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia.
- 
- 9) Possess, use or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive while on school grounds or while participating in a school-sponsored function.
  - 10) Sell, manufacture or distribute illegal drugs, controlled substances, or imitation controlled substances.

<sup>1</sup> Attendance with parents at a function (family celebration, wedding, graduation, etc.) where alcohol is served legally to adults of age, shall not be considered a violation of the Good Conduct Policy unless alcohol or a controlled substance is consumed by the minor student or the minor student participates with others who are illegally consuming alcohol or drugs and the student knows or reasonably should know that these individuals are minors illegally consuming alcohol and/or individuals (where minors or not) are illegally consuming drugs.

In any incident that involves more than one type of conduct violation, penalties will not be combined but rather the incident involving the most serious violation will be used and the penalty applied to that most serious violation.

### **DETERMINATION OF VIOLATION**

Ed-Co CSD may determine that an incident has been a violation of the Code of Conduct if:

- a) found so by a court of law.
- b) reported to school staff by law enforcement.
- c) the student admits to violating one of the standards.
- d) the student is witnessed breaking one of the standards by a staff member.
- e) information comes via the "rumor route" and the investigation reveals the information to be valid.

**PENALTIES** - The penalty for a violation is ineligibility according to the following criteria:

#### **First Offense:**

Violation of rules 1-5, the student is ineligible for three (3) events but can avoid serving one (1) event ineligibility time if they agree to serve eight (8) community service hours within 30 days of the offense.

Violation of rules 6-8, the student is ineligible for five (5) events but can avoid serving two (2) events ineligibility time if they agree to serve sixteen (16) community service hours within 30 days of the offense.

Violation of rules 9-10, the student will be ineligible to participate in listed activities for eight (8) events.

#### **Second Offense:**

Violation of rules 1-5, the student is ineligible for eight (8) events.

Violation of rules 6-8, the student is ineligible for twelve (12) events.

Violation of rules 9-10, the student will be ineligible to participate in listed activities for sixteen (16) events.

**Third Offense:** A student whose violation of the Good Conduct Code constitutes a third offense will be ineligible in all extra-curricular or co-curricular activities for no less than one (1) year and up to the remainder of the student's high school career.

- \* If 12 months have elapsed, the next violation will carry the same ineligibility as the last violation.
- \* Students who move or transfer into the Ed-Co District and were ineligible because of a violation of their previous school's Good Conduct Policy, will also be ineligible at Ed-Co. The student will be held out for the length of time he/she would have served at the previous school.
- \* If a student quits a sport or activity or does not attend the required practices, the amount of time served in that sport/activity will be null/void and the student will not be credited with time served.
- \* A student who is in violation of code of conduct will only be allowed to enter an activity already in progress:
  - If the first game has not been played, but practices have already started, the student's ineligibility will begin once the number of days missed since the first day of practice has been served. For instance, if a student comes out but has already missed 6 days of practice, the number of days for the code violation will begin 6 days after the first scheduled competition.
  - If a student joins a team after the first competition date, the student will be expected to practice and travel with the team, but will not be able to play or use his/her time towards burning any code violations.

### **PENALTY REDUCTION**

Any student who comes forward and admits to the Principal, coach or sponsor to a violation within twenty-four (24) hours after it occurs and provides complete and accurate facts about his/her involvement, shall have the penalty that would have been imposed reduced by one event. The Principal will have the sole authority and discretion to determine whether a student has complied with this section and is eligible for a penalty reduction.

### **DUE PROCESS**

The following example of due process will be followed and any student held to the code of conduct consequences will be ineligible immediately and throughout the appeal process:

1. Prior to being declared ineligible, a hearing shall be held with the student and principal. During the hearing, the student will be given an opportunity to present his/her side of the story. After the hearing, the student and parents will be given oral and written notice of what he/she is accused of doing, an explanation of the evidence, and a statement of the consequences (if any were given).
2. Following the decision, the student and/or his/her parent(s)/guardian(s) shall be given three (3) school days to file an appeal with the superintendent. The appeal shall be heard at the earliest feasible opportunity, but no later than seven (7) calendar days following the filing.
3. An appeal of the decision of the superintendent may be made to the Board of Education. The appeal must be filed with the Board Secretary within three (3) days of the receipt of the superintendent's decision. The Board will hear the appeal no later than the next regularly scheduled meeting, in closed session, except that the student and/or parent(s)/guardian(s) request that the hearing be in public session. Formal action by the Board must be in an open meeting.

\*Legal counsel may represent the student during any or all phases of the appeal procedure.

### **SCHOOL BUS EXPECTATIONS AND PROCEDURES**

The Board of Education is charged with the responsibility to provide transportation for each entitled student and to properly safeguard the health and safety of the students. Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

The privilege of riding on a school bus is at the discretion of the Board of Education. Students can be deprived of this privilege if their continued presence on the bus would be injurious or dangerous. Any student who continually misbehaves may be denied the opportunity to ride a school bus. These rules and regulations apply to ALL passengers at ALL times on regular routes, excursions, and school sponsored activities.

#### **A. Bus Expectations**

Video recorders are in use on school buses for the safety of the students riding the bus. The content of the recordings may be used to discipline students. Students are not informed when the video cameras are or are not in use. Recordings are subject to the protection offered by the Family Educational Rights and Privacy Act, and will only be viewed by authorized school personnel or law enforcement.

Students are expected to know and practice the following expectations: all posted bus expectations and follow the driver's instructions.

##### Bus Expectations (Students)

1. Riders must be at the designated loading point before the arrival time.
2. Wait in an orderly manner, on the shoulder, not on the traveled portion of the highway. Stay out of the way of traffic when boarding the bus.
3. Maintain a safe distance from the bus unloading zone at bus arrival and departure time
4. Caution: All students shall be received and discharged from the right front entrance of every school bus, and if said students must cross the highway, they shall be required to pass in FRONT of the bus only, look in both directions, and proceed to cross the highway only on SIGNAL from the bus driver. Do not cross the road or highway upon discharge or in preparation to board the bus until the bus has come to a complete STOP with the flasher signals in operation and the STOP SIGNAL ARM extended. Repeat: Wait for signal from the bus driver before crossing. ALL traffic (approaching from either direction) MUST STOP. Be sure that it does STOP before crossing the highway. Do not cross the highway behind the bus. Walk on the left side of the highway facing traffic at all times.
5. Riders must wait until the vehicle comes to a complete stop before attempting to enter.
6. The Emergency Door is to be used only in case of emergency.
7. Board the bus and leave the bus in an orderly fashion.
8. Keep all personal belongings out of the aisle.
9. Stay out of driver's seat and do not play with the bus controls.
10. Keep all parts of your body and objects in the bus at all times.
11. Talk in tones and appropriate volume that will permit the driver to hear any signals or emergency warnings.
12. Remain seated while the vehicle is in motion.
13. Emergency equipment (First Aid Supplies, Fire Extinguisher, etc.) is for emergency use only. Keep hands off.
14. Students may not have anything in their possession (i.e. sticks, firearms, sharp instruments, water pistols, etc.) that may cause injury to another or distract the attention of the driver.
15. Students should be polite and courteous to persons who they pass on the route.
16. Any student assigned to a permanent seat by the driver or school representative must occupy that seat for the period of time designated.
17. Have respect for the rights of fellow passengers. Keep your hands off one another and the personal belongings of others.
18. Students shall not use foul language at any time nor shall anyone make hand gestures considered to be out of place and morally unacceptable.
19. Roughhousing in vehicle is prohibited.
20. Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
21. When leaving the bus, all students shall remain seated until the bus has come to a complete stop.

A clean and orderly bus is a safe bus. It is the responsibility of students to maintain a clean bus. The driver is responsible for the orderly conduct of the passengers. While on the bus, the student is under the authority and directly responsibility to the bus driver. Whenever a student's conduct is inappropriate while being transported to or from school, the following disciplinary steps will be enforced.

## **B. Bus Discipline Procedure**

In the event a student's conduct is inappropriate while being transported under the school's authority, the following actions could result:

1. A student/driver conference will be held centering on the student's behavior, what the violation was, and the expectations for the future. The school office will be notified of the incident.
2. Any future incidences that occur will require a school representative contacting the parents of the student, either by phone or by letter, to help improve the student responsibilities on the bus. The school may take discipline measures as well.
3. The student may be suspended from riding the bus for repeated offenses, or immediately if the offense jeopardizes the safety of other students or the bus driver.

## **TECHNOLOGY**

### **IMC Standards and Policies**

*The mission of the Ed-Co Jr/Sr High School Instructional Media Center is to provide the resources and assistance students need to find information for supporting class work, expanding their knowledge, and accessing materials for pleasure reading in an effective, efficient and ethical manner.*

In compliance with standards established by the State of Iowa, Ed-Co Jr/Sr High School has an articulated, sequential K-12 library program. The program was developed with reference to the recommendations of the American Association of School Libraries, and aligns with the Iowa Core. Ed-Co's information literacy standards at the jr/sr high school include:

1. Inquire, think critically, and gain knowledge
2. Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge
3. Share knowledge and participate ethically and productively as members of our democratic society
4. Pursue personal and aesthetic growth

### **Policies Regarding Ed-Co IMC Resources**

The IMC of Ed-Co Jr/Sr High School provides a variety of print and electronic resources to support student and faculty work. In a school community, shared property such as library resources are to be treated with respect. Checkout periods vary depending on the type of resource borrowed, and borrowers are expected to follow those limits out of courtesy to the school community. If a student loses or destroys items from the IMC, it is that student's responsibility to pay replacement costs for the item(s). To facilitate respectful use of IMC resources, the following procedures will be observed:

- Students who exceed the checkout period for an item will be alerted to the overdue status by an electronically generated e-mail.
- Students who ignore the overdue reminders for four weeks or more will be assigned a detention.
- Students may resolve the problem and avoid the detention by renewing, returning or paying for the item before the detention is to be served.

Payments for lost items can be refunded if the item is found within 30 days of payment.

### **INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY**

Internet access is available to the students and staff of the Ed-Co School District. This technology is an important part of both the information and communication resources of our world. To provide our students with the very best educational experiences possible, the Ed-Co School District is pleased to offer this resource to its students. Such a privilege requires responsible behavior on the part of students. To ensure the smooth operation of the school information network, and to protect the best interests of Ed-Co students, the following guidelines have been developed to establish efficient, equitable, ethical, and legal usage. Parents may deny unsupervised access to these resources by completing a form available from the high school office.

### **Acceptable Use**

Ed-Co's Internet/Technology resources will be used to support Ed-Co educational objectives. Transmissions that violate any district, state, or US regulations are prohibited. Use of these resources for commercial activities, product advertisement, or political lobbying is prohibited. Specifically prohibited are Internet activities that do not directly support the curriculum including, but not limited to, games, and non-educational chat rooms, or downloading unauthorized software/programs/applications/disk images. Also prohibited is accessing online radio or TV stations during the school day unless directed by the instructor. The use of interactive software through which live communication can be sent or received is prohibited during the school day without prior specific approval by a school authority. The non-educational use of this interactive software during the school day is strictly prohibited. Such software includes instant messenger software, chat room software, or any other software by which two or more persons can communicate directly via the Internet.

The use of Ed-Co's Internet/Technology resources is a privilege. Abuse of that privilege will result in a suspension of its use. The first offense will be for the remainder of the day and the entire day following. The suspension is longer for repeated offenses. Students are expected to observe the generally accepted rules of network etiquette.

- Students will use a polite, non-abusive tone in their communications. "Flaming", or the use of obscenities, swearing, or vulgar language is not acceptable.
- Users will not reveal the name, address, and personal likeness or phone number of themselves or anyone else while using the Internet, unless permitted by a faculty member.
- Illegal activities are forbidden including, but not limited to, threats, harassment, stalking and fraud.
- Other users should not use the network in such a way that would cause disruption of the network.
- Students will respect intellectual property of others by crediting sources and respecting copyright laws.
- Students are not to tamper with the system's security mechanisms. Attempts to damage or destroy hardware, software, data or the network system will be grounds for serious disciplinary action.
- The display screen on a computer monitor should not contain anything that is offensive by community standards.
- Social media sites are prohibited at Ed-Co except under the direction of the instructor. Using a hot-spot to bypass the system is strictly prohibited. Violators will have the computer removed.

Ed-Co provides no warranties for information accessed on the Internet. The district is also not responsible for damages incurred or financial obligations while using the Internet, including loss of data.

Students should understand that e-mail is not private and may be reviewed by others. Information downloads and server storage is subject to review and monitoring.

Any student wishing to access information which is blocked by the network filter, or which may be offensive to some members of the community, but which is considered necessary for educational purposes, shall request that the technology coordinator bypass the network filter. The technology coordinator and instructor of the class will review the request. Permission to access such sites may be granted on a case-by-case basis.

All Internet activity is monitored by a filtering system designed to restrict access to inappropriate sites as defined by the Ed-Co Technology Committee. Since filtering systems, by nature, are less than 100% effective, some inappropriate sites can still be accessed. A site is not considered appropriate simply because it passes through the filter.

If an inappropriate site is encountered, the student should immediately leave the site and contact a staff person in the area. Failure to report such instances to a staff person can lead to disciplinary action.

Students are reminded that all computer operations can and will be monitored for appropriate use. A computer can and will be taken if misconduct occurs even if the student has paid the deposit. Students should not allow others to access their accounts. Student account passwords are confidential, and students should take precautions to prevent others from acquiring them. Since access to student accounts is password protected, any inappropriate activity on a student account is the sole responsibility of the student account holder. Passwords can be changed for good cause by contacting Mr. Wright.