

**EMMETSBURG HIGH SCHOOL  
POLICIES, RULES & REGULATIONS  
2009-2010**

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, on school district property or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

**WHAT WILL YOUR RECORDS SHOW?**

Your record will be important to you in many ways. It becomes the basis for making recommendations concerning future schooling, service in the armed forces, and employment. You are actually drawing a profile of yourself. What kind of picture will you leave for future reference?

**PARENT ACCESS TO JMC**

JMC is the program used for our grading system, report cards, lunch accounts, attendance and student data information. Parents have access to this program through our school website. [www.emmetsburg.k12.ia.us](http://www.emmetsburg.k12.ia.us) On our homepage is a link to **Parent Access**. By clicking on that link you will be able to enter your Parent Username and password. This will give you the choices of checking on your child's attendance, report cards, progress reports, and lunch accounts. There is also a section called Parent Information which allows you to change your contact information. For example, if your address or cell phone number changes, you may edit your contact information by clicking on Parent Information.

The school is asking for parents' assistance in helping to maintain positive lunch account balances. Parents, please take advantage of JMC to monitor your family's account and send appropriate funds when your balance is low. See page 31-32 for high school lunch restrictions.

**OPEN ENROLLMENT NOTIFICATION**

Parents/guardians considering the use of the open enrollment option to enroll their child/children in another public school district in the State of Iowa should be aware of the following dates:

March 1, 2010 – Last day for regular open enrollment requests for the 2010-11 school year.

September 1, 2009 – Last date for open enrollment requests for entering kindergarten students and those students failing under the "good cause" definition for 2009-2010 school year.

Parent/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the school office.

### REQUIREMENTS FOR GRADUATION

Graduation requirements for Emmetsburg High School are based upon the eight semesters of grades 9-12. To graduate with a diploma, a student must earn 44.0 credits (50 credits for the Class of 2011 and beyond). A unit of credit is defined as a credit received upon successful completion of a course that meets the maximum number of days of the scheduling cycle for one period per day for one semester. Credits will be adjusted for those courses, which are scheduled for more or fewer class periods per cycle. Minimum department credits must be earned at Emmetsburg High School (Language Arts, Mathematics, Science, Social Studies, Physical Education).

These minimum units of credit are to be earned as follows:

Language Arts	7.0 credits (8.0 credits for the Class of 2011 & beyond)
Science	4.0 credits (6.0 credits for the Class of 2011 & beyond)
Mathematics	4.0 credits (6.0 credits for the Class of 2011 & beyond)
Social Studies	4.0 credits (6.0 credits for the Class of 2011 & beyond)
Physical Education	4.0 credits
Electives	21.0 credits (20.0 credits for the Class of 2011 & beyond)

The following specific requirements must be fulfilled at Emmetsburg High School:

<u>9th grade</u>	<u>10th grade</u>	<u>11th grade</u>	<u>12th grade</u>
Math Elective	Biology	U.S. History	American Gov*
Freshman English	Sophomore English	Junior English*	Economics*
Freshman Science	Physical Education	Eng Elective*	Eng Elective
Physical Education	See Electives below**	Physical Education	Physical Education
Freshman Applications*		See Electives below**	See Electives below**

\*Indicates a one (1) semester course; other courses meet for two semesters.

\*\*In addition to the above requirements, each student must also elect and pass at least four additional semesters of mathematics and two semesters of social studies and two semesters of science during 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades.

\*\*\*Unless excused for medical reasons upon request of their doctor or for other reasons as prescribed by the Iowa Department of Education, students must enroll in and successfully pass four (4) units of credit in Physical Education.

Some courses are "activity" in nature and are not utilized in determining grade point averages (GPA). Such courses include the following:

Physical Education	Vocal Music	Community Service	Tutoring
Band	Driver Education	Lab Assistants	Resource Room

No more than eight (8) credits (10 credits for the class of 2011 & beyond) which are earned in the above "activity" courses may count toward meeting the 44.0 credits (50 credits for the Class of 2011 & beyond) required for graduation. It is emphasized that students must carry at least five (5)

(six for the class of 2011 & beyond) academic courses each semester (or 4 academic classes and fill 6 class periods (5 and fill 7 periods for the class of 2011 & beyond)) except for seniors, who for certain defined reasons, may carry less. In addition, unless they are excused for a medical reason and present such a request from their doctor, students must register for physical education during each semester.

Students may earn a Level II diploma by completing the academic requirements above for a total of 40 credits. P.E. and other activity credits will not be used in calculating credits for a Level II diploma. If a student desires this type of diploma, a meeting will be held with the student, parents, counselor, and principal to explain the implications of this type of diploma.

Freshmen Applications will be waived for all students who are not here for the first semester of his/her freshmen year.

\*Juniors or seniors may have the PE requirement waived for one semester if they have a full schedule.

Beginning with the class of 2012—Algebra taken in 8<sup>th</sup> grade will not count toward high school graduation requirements.

Semester courses which meet six (6) times during the six (6) day cycle earn one (1) unit of credit.

**GRADING SYSTEM AND GRADE POINTS IN DETERMINATION OF AGPA**

A 12 point scale will be used to determine AGPA as follows:

<b>A</b> 93-100	4.00	<b>B+</b> 87-89	3.33	<b>C+</b> 77-79	2.33	<b>D+</b> 67-69	1.33
<b>A-</b> 90-92	3.67	<b>B</b> 83-86	3.00	<b>C</b> 73-76	2.00	<b>D</b> 63-66	1.00
		<b>B-</b> 80-82	2.67	<b>C-</b> 70-72	1.67	<b>D-</b> 60-62	.67
						<b>F</b> 59 and below	

**Post Secondary and Regional Academy Courses completed at ILCC will be counted in a student's AGPA.**

The following grading system (guideline) is recommended for consistency among departments and teachers for academic courses:

GRADE	CALIBER OF WORK	PERCENTAGE
A	Excellent - Superior	90-100%
B	Good - Above Average	80-89%
C	Average - Below Average	70-79%
D	Barely Passing	60 -69%
F	Failing	Less than 60%

**SECOND GRADE OPTION**

A student may elect to repeat a course in order to better his/her grade. The following rules apply:

1. A student must have earned a "C" or lower in order to repeat the course.

2. The course must be taken at EHS; not the Learning Center at ILCC, nor at the Alternative School, and not through Correspondence Study.
3. If a student has passed or is taking a higher sequential course, they may not use this option. Example--if taking Spanish II or Algebra II, the student may not go back and retake Spanish I or Algebra 1.
4. The student will not get double credit.

In addition, other grading notations are authorized as may be defined in the Registration Handbook.

### **SUMMER SCHOOL**

(603.2r1)

1. Who is eligible to attend: A student's eligibility begins at the end of his/her sophomore year.
2. Enrollment: Is optional. Students may still choose to re-enroll in a high school class after failure at Emmetsburg High School or enroll in classes either at the Success Center or ILCC.
3. Payment: Students will be required to make up all the costs and expenses of the summer school course.
4. Course completion date: Students may begin course work at the end of the regular school year and course work must be completed by the beginning of the first day of student classes at Emmetsburg High School.
5. Attendance eligibility: A student must have been in classroom attendance regularly and still have failed the class to be eligible to take summer school classes.
6. The administration will take into consideration any circumstances that may determine eligibility.

### **PHYSICAL EDUCATION REQUIREMENT AND CREDIT**

Students are required to take physical education each semester that they are enrolled in high school unless physically unable or unless waived by the principal or Board of Education. The following stipulations must be fulfilled.

1. Students are required to wear appropriate gym suits and shoes as defined by instructors.
2. Students are to attend all physical education classes as scheduled.
3. A student may accumulate three absences, excused or unexcused, during a semester without penalty of make-up.
4. A student may be excused from physical education if he/she has on file in the principal's office a statement from a doctor stating that he/she is unable to participate in such activities. If limited participation or remedial exercises are desired, the doctor should so request. \*THE PHYSICAL EDUCATION INSTRUCTOR MUST BE INFORMED OF ALL DOCTOR'S NOTES.
5. Students are required to make up absences within two weeks of that absence. If the absence(s) is not made up within two weeks, student will receive no credit for the absence(s).

## **REGISTRATION (SCHEDULE) CHANGES**

The master schedule and the assignment of students to that schedule are based upon the initial registration. That registration determines the courses to be offered, the number of sections, and teacher assignments. Later changes in registration are difficult and may not be approved.

Student requested schedule changes shall be initiated and completed so that the student shall be enrolled and in attendance no later than the 6th school day of the semester. To accomplish such changes, students must submit their requests, secure the proper forms and required signatures, and submit the form back to the guidance counselor no later than the end of the 5th period on the 5th day of the semester.

## **DROPPING OF COURSES**

Students will be permitted to drop courses with the following stipulations.

1. The student must have parental approval to drop a course.
2. A course may be dropped until 5 days into the second and fourth quarters without penalty of a failing grade (F or NP) providing the student is still carrying five (5) academic courses or filling six (6) class periods after the drop. Also, a course may be registered as a P/F until 5 days into the second and fourth quarters.
3. A student who drops or is removed from a course after the deadline as indicated above will receive the appropriate failing grade, "F or NP".
4. Any failing grade received by a student for dropping or for being removed from a class will become the final grade for the semester for that course and will be recorded on the student's permanent record. If the failing grade is for an academic course, that grade will be calculated into the student's AGPA and used to determine class ranking.

## **POST SECONDARY ENROLLMENT OPTION**

The Post-Secondary Enrollment Options Act allows 11<sup>th</sup> and 12<sup>th</sup> grade students to enroll part-time at an eligible community college, state university, or private college or university. Students may apply to enroll in one or more courses. The student's high school pays the college or university for the cost of tuition, textbooks, materials, and fees up to \$250. Costs beyond \$250 are paid by the student or the student's family. If a student fails a course, the student is responsible for reimbursing the school \$250. For further information about the Post-Secondary Enrollment Option, see the Guidance Counselor. Minimum department credits must be earned at Emmetsburg High School (Language Arts, Mathematics, Science, Social Studies, Physical Education).

If the student drops the college course, he/she will return to the high school during the time previously excused from high school for the college course even though it may not be possible to re-enroll in a high school course. If a student drops a course under the Post-Secondary Enrollment Options Act after the third week of the semester, the student will be required to refund 60% of the enrollment cost to the Emmetsburg Community Schools.

A senior may apply to take courses at a college but prefer not to enroll under the "Post-Secondary Enrollment Options Act". The same stipulations would exist for such enrollment as under the "Post-Secondary Enrollment Options Act" except that the student or his/her parents would be responsible for paying the tuition and all related expenses to the post-secondary institution.

### **CLEARANCE SLIPS FOR STUDENTS WHO TERMINATE ENROLLMENT**

If for any reason a student terminates his/her enrollment at Emmetsburg High School, that student must secure a "clearance slip from the principal's office, return all school owned materials to each class and fulfill all obligations, present the clearance slip to his/her teachers for their initials and to the librarian and guidance counselor in that order, and then return the slip to the principal's office for final clearance. This must be done before transcripts will be forwarded, recommendations made, or refunds granted.

### **RELEASES FOR GENERAL EDUCATIONAL DEVELOPMENT (G.E.D.) TESTS**

The high school principal will not sign releases for students who drop from high school to pursue a high school equivalency certificate unless one of the following criteria is fulfilled:

1. The student's class (based upon enrollment in the first grade) has graduated from high school.
2. The student has been dropped from high school for one year.
3. The student has submitted a request to the Board of Education and it has been approved.

### **TRANSFER CREDITS**

A student who fails high school courses or who has dropped out of high school may transfer credits to Emmetsburg High School to fulfill graduation requirements. Students must comply with the following:

1. Course(s) selected must have had the prior approval of the high school guidance counselor.
2. Student may transfer four (4) units of credit (four semesters of one unit of credit each) from an approved "Learning Center" or an approved correspondence study. Students attending ILCC Learning Center will be required to take Learning Center classes outside school hours if they are found to have "skipped out" for the day instead of going to the Learning Center.
3. Student or parent must pay the cost of the tuition and fees of such transfer credits.

### **STUDENT CUMULATIVE AND PERMANENT RECORDS**

The Family Education Rights and Privacy Act of 1974 requires school systems to notify and/or have the consent of parents before information relative to students such as that contained in cumulative files and permanent records can be released to other educational institutions or requesting organizations. Parents have the right to inspect such records within time limits upon request. Those students who have reached 18 years of age have the right of consent to release such information and the right to inspect such records.

As an exception to the above, the following information may be released to the public in regard to any student of the school district as necessary or desirability arises. Any student, parent or guardian not wanting this information released to the public must make objection in writing to the principal of the school that the student is attending. It is desirable to renew this objection at the beginning of each school year:

1. Name, address, telephone listing and date and place of birth
2. Dates of attendance, field of study, degrees and awards received
3. Participation in officially recognized activities and sports, weight and height of members of athletic teams.
4. Name of most recent previous school or institution attended by the student.

### **EARLY GRADUATION**

Some students may desire to graduate from high school in three and one-half (3 1/2) years or seven (7) semesters. Consideration will be given to such requests by the principal when they are presented with the approval of the parent. Employment, college enrollment or family responsibilities would justify the consideration of such requests.

The principal will consider requests for early graduation if the following guidelines are followed:

1. Request for early graduation must have approval of parent(s) or guardian.
2. Request must be made in time so that student is enrolled in all required courses as per registration timetable.
3. Student must successfully pass all required courses except that the requirement of the eighth (8<sup>th</sup>) semester of physical education would be waived.
4. Student must accumulate 44.0 units of credit.

### **RIGHTS OF MID-YEAR (END OF FIRST SEMESTER) GRADUATES**

A student who graduates at the end of the first semester of the school year will not be permitted to participate in performance or competitive school activities after completion of graduation requirements if he/she is not in compliance with academic and attendance requirements of "Student Personnel Policy 503.6".

Students who graduate at the end of the first semester will be permitted the following:

1. Use of personal activity ticket until it expires.
2. Participation in prom and graduation exercise (commencement) at end of school year.
3. Consideration for scholarships and awards of recognition.

### **COMMENCEMENT PARTICIPATION**

The Emmetsburg Board of Education has approved the following, Student Personnel Policy 505.6, which pertains to participation in the commencement exercise.

Appropriate exercises will be held at conclusion of each school year upon the recommendation of the administration and board of education. A student who desires to be excused from the

graduation activities may make application to the high school principal stating his/her reasons. Students who will fulfill the requirements for a diploma or certificate of attendance before the beginning of the next school year may participate in the commencement exercise if they first have the approval of the high school principal, superintendent, and board of education.

### **ATTENDANCE AWARD TO GRADUATING SENIORS**

The Emmetsburg High School faculty stresses the importance of good school attendance for the achievement of success in school and in later life. For that reason, the faculty has implemented the "Faculty Attendance Award." This award is presented at commencement to those graduating seniors who have only been absent a total of eight (8) days or less during all of their eight semesters in high school.

### **SPECIAL EDUCATION GRADUATION REQUIREMENTS SELF CONTAINED WITH INTEGRATION (SCI)**

Recognizing that each student is an individual with special needs, the following guidelines are established for the awarding of diplomas to special education students (SCI):

1. The student must have completed four years (eight semesters) of study in the high school program and be at least 18 years of age by the end of the semester in which he/she is to graduate.
2. If entrance into the program is at 17 years of age or older, that individual would have to be 19 years of age and have been enrolled in the special education program for two semesters before being eligible to graduate.
3. Student must have demonstrated ability and responsibility to be a law-abiding citizen. The student's attendance and work record will be utilized to provide partial evidence of such.
4. The student must have a record of successful work experience except for those who will be able to function only in a sheltered workshop.
5. Student must have the recommendation of a committee consisting of the superintendent of schools (or the high school principal if so designated), special education teacher, and the work coordinator.

The above criteria are to be applied to each student on an individual basis. Emphasis is to be placed upon socialization and practical work experience and the student's acceptance of his/her personal limitations.

Due to the wide range of abilities, flexibility will be practiced in the scheduling of courses and in the evaluation of academic achievement. Even though the completion of the program is not to be based upon academic achievement only, emphasis is to be placed upon scheduling the student in the "least restrictive educational environment" consistent with his/her abilities. Academic requirements may include study in the following content areas based upon the individual student's need:

1. Verbal and Written Language
2. Functional Mathematics
3. Social Studies including social concepts and family living
4. Health and Safety
5. Personal Hygiene

6. Occupational Competency and acceptable employment attitudes
7. Physical Education
8. Electives based upon individual needs and interests:
  - a. Industrial Arts/Technology
  - b. Family and Consumer Science
  - c. Driver Education
  - d. Agriculture
  - e. Art
  - f. Other as ability and individual needs warrant

Legal Reference: (Code of Iowa), Revised: 5/20/91

### **CLASS RANK, HONOR CORDS AND HONOR ROLLS**

Before class rank, honor rolls and honor cord recipients can be determined, the grade point averages for each student in the class must first be computed. In determining grade point averages, numerical values are assigned to each grade as follows:

A	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.0
A-	3.67	B	3.00	C	2.00	D	1.00		
		B-	2.67	C-	1.67	D-	.67		

The grade points of a student are then determined by multiplying the appropriate grade value by the number of units of credit that each specific course would earn for the semester. This is done for each credit course that is graded under the 12 point grading scale. All such grade points for individual courses are then added together and that total is divided by the number of units of credit that were attempted during that grading period. This computation will provide the grade point average for the current nine-week grading period for the semester. Such information is used to determine the quarterly and semester honor rolls which are designated as follows:

"First Honor Roll With High Distinction" recognizes students with a 4.00 grade point average for current grading period

"Second Honor Roll With Distinction" recognizes students with a 3.50 grade point average or better

"Third Honor Roll" recognizes students with a 3.00 grade point average or better

To compute the class rank of a student after more than one semester of attendance, the procedure is carried one step further by using all grade points accumulated for semester grades and dividing by the total number of units of credit which have been attempted.

At the time of graduation, this same procedure is used to determine the relative class ranking of seniors and also to identify those students who are presented honor cords for academic recognition as follows:

Graduation With Highest Distinction gold honor cords awarded to graduates with accumulative grade point average of 3.75

Graduation with High Distinction silver honor cords awarded to graduates with accumulative

grade point average of 3.50

Graduation with Distinction blue honor cords awarded to graduates with accumulative grade point average of 3.25

#### Community Service Cords

All students who complete 35 hours of community service each year they attend Emmetsburg High School are eligible to receive a White Cord which may be worn at their graduation ceremony. All students are encouraged to participate. Contact the guidance counselor if you have questions or if you need more details.

### **ACADEMIC LETTER**

Scholarship is the primary objective of our school system. It is our belief that outstanding academic achievement by individual students should receive recognition. The following "academic letter" award system is intended to reward and encourage academic achievement.

#### Criteria for Issuance of Academic Letter:

- a. For initial consideration and first academic letter:

The student must carry at least five (5) full credit academic courses and achieve a 3.20 grade point average (GPA) for each of three (3) consecutive semesters.

- b. Subsequent awards will be presented to students who meet the above guidelines for any two successive semesters after they have earned and received their initial academic letter.

#### Type of Letter Award:

- a. The academic letter award shall be the same as the "athletic letter" except that it shall have "ACADEMIC" imprinted upon the letter.
- b. Students receiving a subsequent academic letter award will receive an appropriate pin symbolic of academic achievement for attachment to the original letter.

#### Procedures:

- a. Academic letter awards will be presented at the annual National Honor Society and Academic Awards Banquet (usually in March or April).
- b. All students who attend Emmetsburg High School are eligible for the academic letter if they meet the criteria in Section 1.
- c. Transfer students to Emmetsburg High School will be eligible for the academic letter if they fulfill the criteria for the two successive semesters before transferring to Emmetsburg High School and for the immediate semester after transferring to Emmetsburg High School. Likewise, they will also be eligible for the academic letter if they met the criteria for the one semester immediately before transferring and for the two successive semesters after transferring.
- d. Students who are eligible for academic letter awards and graduate or transfer before the

academic letters are presented will have their awards sent to them.

- e. Students who receive academic letter awards will receive appropriate recognition through school publications and the local news media.
- f. The Emmetsburg Community School District will defray the cost of the academic letter awards.

**NATIONAL HONOR SOCIETY SELECTION PROCEDURE**

A National Honor Society selection committee of high school faculty members will be appointed by the high school principal. This committee will make its final selection after the end of the first semester. Unless modified at a later date, the following criteria will be utilized in selection of new members to the National Honor Society:

- 1. Grade Point Average: To be eligible for consideration, junior or senior students must have a grade point average (GPA) of 3.40 or better. Each student's GPA will be weighted as follows:

		POINT VALUE
3.85	4.00	4
3.70	3.84	3
3.55	3.69	2
3.40	3.54	1

- 2. Character: Each faculty member will consider the character of the eligible students and rate them on a scale of 0 to 4. The following may be considered in regards to qualifications:
  - a. Exemplifies positive qualities and attitudes.
  - b. Fulfills responsibilities to the school.
  - c. Demonstrates highest standards of honesty and reliability.
  - d. Cooperates with school regulations.
  - e. Demonstrates concern for others, including students and school personnel.

- 3. Service and Leadership: The selection committee will review blind applications submitted by the eligible students and will rate them according to their Service and Leadership qualifications. The students will receive a rating for both Service and Leadership. The following may be considered:

- a. Willingness to render service to school when called upon to do so.
- b. Demonstrates positive leadership in the classroom.
- c. Demonstrates positive leadership by promotion of and/or participation in school activities.
- d. Successfully holds school offices or positions of responsibility.

The following scale will be used for the Character, Service and Leadership ratings:

<u>Student's Individual Evaluation</u>	<u>Evaluation Points</u>
Student is outstanding and highly worthy of membership	4
Student is superior and worthy of membership	3
Student is average but worthy of consideration	2
Student is below average and should receive very little consideration	1
Student is below average and should receive no consideration	0

4. Information Provided the Selection Committee: To assist each member of the selection committee, Information such as the following (but not limited to such) will be provided regarding each candidate:
  - a. Questionnaire or application form which will be completed by the student. (Students' names are deleted from the application form before they are given to the Selection Committee.)
  - b. Information from the student's records which will include the following:
    - (1) Grade point average
    - (2) Attendance record
    - (3) Total number of credits earned
    - (4) Type of courses which student has taken
    - (5) Copy of student's latest grade reports which might include teacher comments.
    - (6) Appropriate discipline records
  
5. Determination of Newly Elected Membership to NHS. Following is the final procedure that will be utilized in determining whether or not a student has been selected to membership in the National Honor Society:
  - a. If a member of the faculty does not know a student well enough to evaluate the student on Character, that member may abstain on evaluating that student. HOWEVER, at least 50% of the faculty must evaluate the student if that student is to be considered for membership.
  - b. On the ballot, the student will automatically receive the number of points as indicated in item # 1 for his/her cumulative GPA.
  - c. When all votes or evaluations have been submitted, the student must have an "evaluation average" of at least 2.00 to be elected to membership. That "evaluation average" shall be compiled as follows:

(SAMPLE 1)

Each of the criteria (GPA, Character, Service and Leadership) are given equal consideration when determining eligibility of the student. The Character rating is determined by averaging the ratings given by each of the faculty. Leadership and Scholarship scores are determined by averaging the individual ratings given to the students by the selection committee.

Tom has a GPA of 3.51. Under Item 1 this gives Tom one (1) point. Tom's Character average rating is 2.25, his Service average rating is 2.75 and his Leadership average rating is 2.50 which gives Tom a final score as follows:

$$\frac{1 + 2.25 + 2.75 + 2.50}{4} = 2.13$$

Tom's final rating would be 2.13. Since this is above 2.00, Tom would qualify for membership in the National Honor Society.

(SAMPLE 2)

Dale had a GPA of 3.88 but he only received a rating of 1.25 for Character, 1.00 for Service and 1.25 for Leadership. Dale's final rating would be as follows:

$$\frac{4 + 1.25 + 1.00 + 1.25}{4} = 1.88$$

Dale would not have been selected for membership.

This selection procedure weighs against the student who rates lower in scholarship and who has been rated lower in those traits of leadership, service and character. On the other hand, a higher rating in either scholarship or the other traits may offset a lower rating in the other.

### **ATTENDANCE REQUIREMENTS**

Regular attendance is not only to be encouraged, but it is also deemed essential if students are to make normal progress toward fulfilling graduation requirements as established by the Iowa Department of Education and by the Emmetsburg Community School Board of Education.

The school does recognize the parent's right to remove a child from school, however, the parent must recognize the school's right and responsibility to judge whether this absence is excused or unexcused.

If a student is ill or absent for any unexpected reason, please notify the school by 9:00 a.m.

After being absent from school, a student must bring an excuse from a parent or guardian to be admitted to school if prior contact has not been made on the day of the absence. The principal's office will issue an admit to class. A student's missed assignments are his/her responsibility.

**Until a note is received in the office, or verbal contact has been made with the parent or guardian, the absence is considered unexcused.**

Absences - All absences will fall into two categories: excused and unexcused.

Absences from school will be considered excused for the following:

1. Illness
2. Death or sudden illness in the immediate family
3. Death of a close friend or relative
4. Emergency at home (with a phone call on the day of the absence)
5. Emergency work at home (must attend at least 3 periods in order to participate)
6. Weddings of immediate family or close friends when excess travel is necessary
7. Medical or dental appointments that cannot be made at any time other than school time
8. Secure driver's license **during study hall only**
9. Watch elementary track meet only during study hall with parent's permission note
10. School sponsored field trips
11. College or service visitations within or out of school
12. Religious events
13. Weather conditions when applicable
14. Special circumstances at the discretion of the principal after a conference with the parents.

## Unexcused Absences

All absences from school for reasons other than the listed excused absences will generally be considered unexcused at the principal's discretion. Students with unexcused absences may have their grades reduced for the class periods they miss. Students leaving school during the day without first receiving permission and checking out in the office will be given automatic unexcused absences. Parent excuses of student absences will routinely be accepted unless the student rate of absenteeism approaches an excessive number or a deliberate falsification is discovered.

Any absence not included under excused absences, emergency, or advance make-up, will usually be defined as truancy and shall be designated as an unexcused absence. Students with unexcused absences shall make up any class assignments for non-credit that were missed during unexcused absence, truancy. By Iowa law, truancy can result in a fine for the parents. In addition, the following consequences will result:

### First Offense (during any school year)

Notification of parent by telephone and/or letter of the unexcused absence and a detention may also be given to the student.

### Second Offense (during any school year)

Notification of the parent that their student will not be permitted to attend classes until a personal conference is held involving the student, parent, and principal. The student may also be given a suspension.

### Third Offense (during any school year)

Notification of parent that the student is suspended from classes and a recommendation may be made to the Board of Education that the student be expelled from school for the remainder of the current semester. Any appeal of this recommendation must be made to the Board of Education. \*Examples of unexcused absences – shopping and haircuts.

Attendance at ILCC Summer School classes cannot begin until the regular Emmetsburg Community School year ends.

A Senior Picture Sitting is NOT an excused absence!!

## **ADVANCE MAKE-UP SLIPS**

When a student knows in advance that he/she will need to be absent from school, the parent should request an "advance make-up slip" prior to the day of the absence. This request should state the reason for and the time and day(s) of the absence. Such requests should be submitted for full or partial day(s) and single period absences when there is prior knowledge. Work missed because of an advance make-up is due before the student leaves or immediately upon the student's return. Please attempt to coordinate appointments with study halls.

For more information on advance make-up slips, refer to ATTENDANCE REQUIREMENTS.

## ATTENDANCE REPORTING PROCEDURE

It is necessary that students and faculty understand the attendance reporting procedure. Office personnel will check the attendance report on JMC each period.

Teachers will receive special instructions regarding those students who are absent from class because they are on school sponsored field trips or who are absent because they are participating in a school sponsored activity. Such absences are not included on the student's record in the office. However, teachers should record such absences in the student's record in the grade book but **NOT** in JMC.

A list of those students who were reported as absent during 1st and/or 2nd class periods and who have not yet presented an excuse in the office for their absence will be duplicated and distributed to the faculty by 10:30 A.M. each day. This list is for informational purposes only. Additional announcements, including list of students with future advance make-up slips as well as large groups of students who are to be excused at a certain time or on a certain day for participation in a school sponsored activity, will be included on the absentee list.

It may be necessary to call students to the office to check their excuses if they were absent the previous day or during 1st and/or 2nd period classes and did not present a written excuse or have their parent phone in an excuse prior to returning to classes.

## ADMITTANCE TO SCHOOL AFTER ABSENCES

Any student who returns to school after being absent for a partial day or for one or more complete days must first report to the Principal's Office unless the student was absent because of illness. Students who return to school at the beginning of the school day and who have been ill should report to the Health Room, Room 124, between 8:00 A.M. and 8:10. Generally, the school nurse is on duty at the high school only between 8:00 A.M. and 8:30 A.M.

It is preferred that the parent notifies the principal's office by telephone of the reason for the absence as soon as possible on the date of the absence. If such notification has not been made, then the student must present a "written excuse" from his/her parent. Such an excuse should include the day(s), time and reason for the absence,

Such an excuse or telephone call will be required from parents for all absences, regardless of the student's age.

An "admit slip" will be issued to the student. If the absence is excused (final determination to be made by the principal), the student will be told to report to his/her next class. If a tardy is also involved, the student will be given an "excused or unexcused tardy slip" to be presented to the teacher for admission into that class. After all teachers have initialed the admit slip, it should be turned back into the office.

For admittance to school after an appointment, the student must provide written documentation of said appointment upon return to school. Failure to provide documentation will result in an unexcused absence.

If the absence is "not excused" the attendance officer will so notify the teachers involved and indicate whether or not credit will be permitted for any assignments or testing missed during the

absence. Generally, parents will also be notified. For more information, see ADVANCE MAKE-UP SLIPS AND ATTENDANCE REQUIREMENTS.

### **ATTENDANCE CONCERNS**

There is a direct correlation between school attendance and success in school. In addition, habits are being formed that will be carried over into later life. In order to give our students the best opportunity for success, the following procedure will be used.

1. If a student misses any class five or more times during a semester, the classroom teacher will send a letter to the parent(s) notifying them of the days missed.
2. If a student misses any class eight or more times during a semester, the classroom teacher will notify the dean of students and a conference will be scheduled with the parents, classroom teacher(s), counselor, and the dean of students and/or principal.
3. If a student misses any class ten or more times during a semester, the classroom teacher will notify the dean of students and a conference will be scheduled with the involved parties and an attendance contract will be created for the rest of the semester.

### **PERMIT TO LEAVE THE BUILDING**

Students who need to leave the building during the day must report to the principal's office to secure a "Permit To Leave The Building" slip. Such requests will be considered but approval will not always be granted. Students should secure advanced makeup slips for scheduled appointments. Requests for the following should not be made:

1. To pick up athletic or physical education equipment, textbooks, assignments or other items that were forgotten at home.
2. To buy material for class projects unless there is a written or phoned request from home.
3. To change clothes because of minor rips or stains.
4. To take other students home.
5. For business that can be taken care of outside the school day.

Students who become ill are to report to the office or send another student to the office for assistance. Normally, if you "must" go home, REPORT TO THE OFFICE FIRST. Parents will be notified or the school nurse called to assist. If parents are unavailable, then other family members/relatives will be notified.

Students who receive a "Permit To Leave The Building" slip must sign out in the office and sign back in when they return if on the same day.

### **STUDENT EXPECTATIONS**

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations 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 obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and

expulsion. Discipline can also include prohibition from participating in extracurricular activities including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

### **TOBACCO FREE ENVIRONMENT**

It is the intention of the Emmetsburg Community School District to provide a healthy learning and working environment for students, employees, and visitors. With this in mind, no student, employee, or visitor may display or use any tobacco product on any school building, property, or vehicle owned or maintained by the district.

School property includes any parking lot, sidewalk, athletic complex, bleachers, or other area that is owned and/or maintained by the Emmetsburg Community School District.

### **SCHOOL BUS POLICY**

Riding **rural** buses is prohibited unless you are assigned to the bus on a permanent basis. A principal must approve of any student riding who has NOT been assigned to the bus. Parents must write a note allowing their student to ride a rural bus route, the principal or office staff will sign the note and the students must give the note to the bus driver. Please read the following complete list of bus rules.

Safety is the primary concern for every child that rides an Emmetsburg Community School District bus. Therefore, every precaution will be taken to see that children arrive at their destination, safely. This can only be accomplished if we have the cooperation of both students and parents. Driving a bus is a difficult and responsible task. The attention of the driver must be on the driving responsibilities, at all times, and any deviation from this task could endanger the safety of all passengers. It is absolutely necessary that students assume responsibility for their behavior, and any infraction of procedures necessary for the safe transportation of students be reported immediately to the appropriate supervisor/principal. The following guidelines will be used to ensure the safe and efficient operation of our buses.

#### **Regulations Governing Pupils Riding School Buses**

1. Students are under the authority of the bus driver.
2. Students shall be on time.
3. Students shall remain seated while the bus is in motion.
4. Students will not swear while riding the bus.
5. Students will not take property from another bus rider.
6. Students will talk in a normal voice and not shout at other students, or the driver.
7. After entering the bus, students will go directly to their seats and remain in those seats until leaving the bus.
8. Students will not destroy property belonging to another student, nor shall the student deface or destroy school property while on the bus.
9. Students will keep their feet on the floor, not on the seats.
10. Students will not threaten or strike another student while on the bus.
11. Students will keep hands and arms inside the bus and will not throw items out of the bus windows.
12. Students will not throw or spit items while on the bus.

13. If an elementary student is to leave school by means other than his/her regular arrangement, a note from the parents will be necessary.
14. No student will be permitted to ride a school bus unless he/she has an assigned seat.  
(Exception: In-town shuttle students)

Unacceptable Behavior

The following list of behaviors shall not be permitted on the Emmetsburg Community School District buses. This list shall include but is not limited to the following: hitting, spitting, profanity, out of seat, throwing objects, obstructing aisles, making loud noises, hanging out of windows, assault, fighting, vandalism, insubordination, possession of a weapon, possession or use of tobacco, and possession or use of alcohol and/or any other controlled substance. All spray and mist products are not to be used on the bus. Sprays and mist products can be a danger to others with allergies and pollute the bus environment. Deodorant, cologne, perfume, hairspray and any other spray or mist product is prohibited.

If the infraction/behavior is a violation of the law, the proper authorities shall be notified and all riding privileges for the student shall be suspended for a period not to exceed the remainder of the school year. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before riding privileges are reinstated.

Consequences for Infractions

First Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator.

Second Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the incident, and may suspend the student's riding privileges for a period not to exceed five (5) school days.

Third Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the incident, and may suspend the student's riding privileges for a period not to exceed fifteen (15) school days.

Any succeeding violations shall result in suspension of all riding privileges for a period not to exceed the remainder of the school year.

If a student performs an act that obviously jeopardizes the safe operation of the bus and endangers the safety of others on the evening route, the driver may suspend the student from riding the bus the next morning. The driver must notify the parent(s) and the appropriate administrator of this action upon completion of the evening route. A written report shall also be filled out and delivered to the appropriate administrator immediately following the next morning's route detailing the incident. Riding privileges cannot be reinstated until a conference is held with the driver, parent(s), student and appropriate administrator.

**GUN-FREE SCHOOLS**

Weapons are not allowed on school grounds or at school activities. Students bringing firearms to school or possessions firearms at school will be expelled for not less than one year. This

includes possessing guns for hunting in the trunk of your car or anywhere in your vehicle. (This is both Federal and State legislation—the school doesn't have any options) Parents of students found in violation of this policy will be contacted and students will be reported to law enforcement officials.

### **INTERROGATIONS**

School officials will cooperate with police officers that need to question students, as long as interviews are conducted according to these general guidelines:

1. If the student is under suspicion for wrongdoing, police will call the student's parents before an interview begins and invite them to be present if they wish.
2. If the police officer has a warrant for arrest or a search warrant, the principal will comply with the officer's request immediately, without first notifying parents of students involved.
3. If a police officer wants to question a student who is not accused of wrong-doing, but who may have information useful to the officer's investigation of some other case, parents will be called if the student requests their presence. If the parents are not called, the principal or other school official will be present during the interview to help protect the student's privacy and dignity, and to reassure the student that he is not under pressure or suspicion.
4. Whenever a police officer requests permission from the principal to interview a student, for any reason, a staff member, not a student, will convey the message to the student with whom the police want to meet.

### **STUDENT CONDUCT/DETENTION: SUSPENSION/EXPULSION**

Proper or acceptable student behavior is important for the efficient and effective operation of Emmetsburg High School. Behavior that interferes with the efficient and effective operation cannot and will not be tolerated.

The following student conduct shall constitute grounds for suspension, expulsion or other disciplinary action, subject to the procedural provisions of this act, when such activity occurs on school grounds or during an education function or event/activity off school ground:

1. Dangerous or disruptive behavior that interferes with the orderly conduct of the school day
2. Violence, force, coercion, threat, intimidation, harassment, or similar conduct
3. Willfully causing or attempting to cause damage/vandalism to property or stealing or attempting to steal property.
4. Willfully injuring or attempting to injure fellow students or employees.
5. Swearing or the use of profane language and gestures toward fellow students, teachers, administrators, or school personnel
6. Threatening or intimidating students to obtain money or valuables
7. Possessing, handling or transmitting weapons.
8. Possession, use, handling, transmitting, selling, dispensing or being under the influence of an illegal controlled substance, alcoholic liquor, or a tobacco product on school grounds, school property, or in school buildings. Violators may be reported to law enforcement officials.
9. Other activities illegal in Iowa which are dangerous or interfere with school purposes.
10. Insubordination (refusal to obey a school rule, regulation, or request of a teacher, administrator or other school personnel)
11. Tardies or trancies, and other activities which interfere with the orderly operation of school.

12. Public displays of affection (P.D.A.) as determined by the administrator
13. Use of cell phones, text messaging, or picture phones in the High School Building.

The nature and extent of the misbehavior will determine how it will be dealt with. This may include formal reprimand, assignment of detention periods, notification and/or conference with parents, or guardians, notification of proper authorities, counseling, restriction of extra-curricular activities, emergency exclusion, short-term suspension (1-10 days), long term suspension (10 days) or even expulsion from school for the remainder of the semester.

A student suspended from school will be allowed to make up assignments during the time of his/her first suspension. The student or parent will be required to get assignments from teachers and work will be completed during the suspension period. All assignments are to be turned in the day the student returns to school; no extra time will be given.

It should be noted that the students will always be accorded due process and their rights as students and human beings protected. All proceedings with conduct instances will be within the regulations of Board of Education policy. We strive for parental understanding and cooperation in these matters for the betterment of the student.

### **DETENTION / IN-SCHOOL SUSPENSION POLICY**

Detention hall will be held from 3:20-4:00 in the assigned teacher's room. If a detention is given, the teacher will notify the student and the procedures for serving the detention. The teacher will also let the office know of the detention. Students will have the opportunity to serve the detention the day of the offense or the next day. Failure to serve the detention within the two-day period of time may result in an additional day of detention assigned. Failure to serve at this point may result in an in-school suspension or a Saturday morning (8:30-11:30) detention.

While under suspension, a student will not be allowed to attend or participate in school activities or functions. During in-school suspension, the student will be isolated from other students, including the lunch period. Teachers will bring assignments/homework to the office in the morning and the student will receive full credit for work completed and turned in. Work that cannot be done during the in-school suspension (labs, etc.) will have to be made up with the teacher at an arranged time.

**Tardiness to class, study hall, or homeroom may lead to detention. Upon the third tardy to a class, study hall or homeroom, a student will be assigned a detention.**

### **STUDENT-TO-STUDENT HARASSMENT**

#### **Initiations, Hazing, Bullying or Harassment**

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

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

- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - ✓ tell a teacher, counselor or principal; and
  - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- 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.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

**TITLE VI AND VII (1966 CIVIL RIGHTS ACT), TITLE IX (1972 EDUCATIONAL AMENDMENTS, AND SECTION 504 (FEDERAL REHABILITATION ACT OF 1973)**

Students, parents, employees and others doing business with or performing services for the Emmetsburg Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, marital status or disability. In admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII,

Title IX, the Americans with Disabilities Act (ADA), § 504, or Iowa Code § 280.3 is directed to contact the Superintendent of Schools, Equity Coordinator at Emmetsburg High School, Emmetsburg, Iowa 50536. His telephone number is 852-3201. The superintendent has been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, or Iowa Code § 280.3.

The following GRIEVANCE PROCEDURE may be used by students and parents relative to questions or complaints regarding educational equity:

1. Definition: A "Grievance" shall mean a complaint, which has been filed by a student or student's parent, on his/her behalf, dealing specifically with educational equity. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state laws or in which the Board is without authority to act. Normal channels of communication, from student to teacher to administrator to Board of Education, shall be used, when feasible, in seeking clarification of concern to the student before the grievance procedure is utilized.
2. Purpose: The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a claim or complaint, if the claim is justifiable. The proceedings shall be kept confidential at each level of the procedure.
3. Time: The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.
4. Level One: A student with a complaint shall first (Level One--A) present it orally and informally to his/her teacher. If the complaint is not promptly resolved, he/she may (Level One--B) present a formal claim in writing (including all supporting statements and evidence) to his/her school grievance committee. Within five school days after receiving the written complaint, the grievance committee shall state its decision in writing, with all supporting reasons and evidence.
5. Level Two: Within five school days after receiving the decision at Level One, the complainant may appeal the decision to the Principal of the school. This appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence, and decisions. The Principal shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the appeal.
6. Level Three: If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Two, he/she may within ten (10) school days file his/her complaint with the Superintendent. The Superintendent shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the appeal.
7. Level Four: If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Three (3), he/she may within ten (10) school days file his/her complaint with the Board of Education.

Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Education, for consideration at the next regular meeting of the Board, and a final determination

shall be made within thirty (30) calendar days from said meeting.

8. Withdrawal: A complaint may be withdrawn by the complainant at any level without prejudice or record.
9. Hearings and Decisions: At each of the above four levels the complainant shall be given the opportunity to be present and to be heard. All decisions at each level (with the exception of Level One--A) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.
10. Reprisals: No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.
11. Preservation of Records: All proceedings external to the decision of the Board of Education shall be destroyed. However, any complainant who wishes the proceedings (relative to his/her complaint) to be placed in his/her school records may achieve such action by filing a written request therefor.
12. Disclaimer: In the adoption and implementation of this grievance procedure, it shall be understood that the Board of Education is not a court of law and that rules of jurisprudence shall not apply.

### **LOCKER SEARCHES / INSPECTION**

School lockers are school property and the Iowa Legislature has eliminated the 23 hour notice for locker maintenance inspections. The law allows a school district to periodically inspect all lockers or a random selection of lockers without prior notice. The standards for locker searches remain otherwise unchanged. A school official must have a reasonable and articulable suspicion that a school rule or policy has been violated in order to search a particular student's locker. Also, a student or other person must be present during the inspection of their locker.

### **LOCKERS -- STUDENT AND PHYSICAL EDUCATION**

Students are assigned to specific lockers in which to keep their personal and school materials. They are also assigned a locker in the locker room for their physical education and athletic equipment. These lockers are loaned to the student by the school system.

Students are required to keep their personal belongings and school materials in their personal lockers and to keep them locked at all times. Only you and your locker mate should know the combination of your locker. For your protection, the combinations on all student lockers are changed each summer.

Students are responsible for the lockers to which they have been assigned. It shall be the responsibility of each student to keep the student's lockers clean and undamaged. If necessary, locker assignments can be changed for good cause with the approval of the principal and the change must be recorded in the office. Students are not to trade locker mates on their own. Many students will be participating in after-school activities. If you are, you should take your coats and books with you from your student locker after school if you want them for that night. The classroom wing will be locked after 4:00 P.M. and you will not be able to get back to your

locker after that time.

Also keep in mind that the locker rooms are locked over the weekends. If you need your physical equipment for open gym on Sundays or for other reasons, you should be sure to take that equipment home with you at the end of the school day on Friday.

**REMEMBER!** Keep your locker LOCKED at all times, even while you are in the shower. Unfortunately, far too many thefts have been reported in the past. We can greatly reduce this opportunity by being more "security conscious" about our personal belongings.

One last thought - - too many students leave their books in the student center or on top of the lockers. PUT THEM AWAY!!

### **SEARCH AND SEIZURE**

School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school sponsored function.

1. Authority to Conduct a Search – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable and articulable suspicion that a particular student is in possession of something prohibited by school rules or by law.
2. General Inspection – School authorities will be making general inspections of lockers or desks for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable particularized suspicion exists.
3. Locker/Desk/Storage Area Inspections – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unproved locks shall be removed and destroyed.
4. Personal Searches – A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched when a school authority has reasonable and articulable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
5. Motor Vehicle Searches – Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reason.
6. Drug sniffing animals may be used by school officials to assist in searches.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate.

### **STUDENT AUTOMOBILE USE**

Students who drive motor vehicles to school must know and obey the following rules:

1. Speeding or careless driving on the school grounds and adjacent streets is not permitted.
2. Parking on lawns, sidewalks, and other undesignated areas is not allowed. Parking as to block other cars may result in the vehicle being towed at the owner's expense.
3. Stay between the lines when parking.
4. Drivers and passengers must exercise caution when carrying passengers in open pickup trucks.
5. Parking in staff areas, guest, reserved, and handicapped stalls is not permitted.

### **AUTOMOBILE / VEHICLE SEARCHES**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside. Drug sniffing animals may be used by school officials to assist in searches. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

### **ANNOUNCEMENTS / POSTERS**

Announcements of coming events will be made daily in the morning over the intercom and posted in the high school office. You may have announcements made through approval of the principal's office. The Principal must approve all posters announcing upcoming events before being displayed. Posters must pertain to Emmetsburg School District related activities or community announcements.

### **ILLNESS AND MEDICATION**

Students may become ill or injured during the school day. Following are the procedures when such emergencies occur:

1. Students who become ill or injured **ARE NOT TO LEAVE THE SCHOOL WITHOUT FIRST REPORTING TO OR NOTIFYING THE PRINCIPAL'S OFFICE.** If the student is unable to report to the office, then another student or staff member should report the emergency or situation to an office staff member.
2. If the illness or injury appears to be temporary, the student may be permitted to rest in the office or Health Room.

3. If the illness or injury appears to be more serious, every effort will be made to contact the school nurse and/or parents for permission for the student to go home or for further instructions. If the parents cannot be contacted, then other family members/relatives will be notified.
4. For extreme emergencies, school officials will exercise their judgment in making the necessary decisions.
5. If a student becomes ill frequently at school and misses school, accordingly, parents will be requested to have the student see a doctor.

Some students may require MEDICATION while at school. Medication of any kind that is to be given to a student by the school nurse or any other specified person at the request of the parent, must be brought to school by the parent along with the prescription for the medication from the doctor. All such medication shall be in the original prescription bottle. Such medication will be maintained and stored in the office vault.

### **CHEATING / PLAGIARISM**

Students who use plagiarized papers or projects or who willfully use or copy or attempt to use or copy another person's work with the intent to present that other person's work as their own, will be subject to reduction in grades and/or disciplinary action.

### **LIBRARY**

Students have access to the high school library and are expected to become familiar with and observe the rules pertaining to the use of the library. Those students who are unable to comply with the library routine will be restricted to the use of the library before and after school until they have demonstrated adequate conduct and responsibility.

Supervised study halls will be assigned to the library only as needed. Students assigned to other study halls will be permitted to sign out to the library according to prevailing policy.

The library is open before, during and after school, between the hours of 8:00 A.M. and 4:00 P.M. including all lunch periods, during assigned study halls, during scheduled class periods when the teacher has assigned and made arrangements for students to work in the library.

### **STUDENT USE OF COMPUTERS/LAPTOPS, AND INTERNET**

Use of computers and the Internet is a privilege and students are expected to follow the guidelines outlined in the Internet Parent Approval form that both the parent and student sign at the beginning of the year. A copy of the form is found at the back of this booklet. When the signed form is turned into the library, the student may use a computer for school related assignments. In addition to the guidelines listed on the form, below are some important details.

1. A student will adhere to all district computer use guidelines.
2. Laptop must be used for school curriculum only. (No games)
3. Laptop will be used only in classes where appropriate

4. Teacher may tell student to discontinue use of the computer if the student is disrupting others or student is not on task.
5. Security of the laptop is the student's responsibility.
6. Teachers may allow students to send/receive e-mail pertaining to a class assignment on the teacher's machine only and logged on as the teacher.
7. Violation of any of the guidelines will result in five weeks of no computer privileges except during computer class. This may be carried over into the following year.

### **STUDENT ATTIRE AND APPEARANCE**

A student's attire and appearance becomes the concern of school officials if and when that attire tends to disrupt the study within a class. If, in the opinion of the principal, a student's attire and appearance detracts from attention to school work, the student will be counseled to appear at school in the future in more appropriate attire and may be required to change to a more appropriate dress before going back to class.

School officials recognize the "fashion" of the times and therefore no rigid code is indicated. However, past experience indicates that the following guidelines are in order.

1. Students must wear some kind of reasonable footwear, appropriate to the activity or season.
2. The wearing of clothing, decorations or jewelry bearing profane language or with pornographic overtones or sexual innuendo is prohibited. Shirts, T-shirts, and sweatshirts with inappropriate slang, slogans, or with advertisements are not acceptable school attire. Also, clothing or jewelry that promotes the use of substances or activities (drugs, alcohol, tobacco) which are illegal for minors to use or participate in is prohibited.
3. Because of the danger involved in the operation of industrial arts equipment, students with long hair may be required to wear hair nets while operating that equipment. Students may also be required to wear protective goggles and other appropriate protective devices in laboratory classes. Students in these classes will be expected to adhere to other requirements as directed by the teachers involved.
4. Any style of dress or article of clothing that interferes with or disrupts the maintenance of a learning atmosphere is unacceptable. Girls' tops/blouses must have straps that go over the shoulders and cover their undergarments. Girls tops/blouses must also cover the midriff and navel. For hygiene purposes, boys are not to wear tank tops or sleeveless shirts.
5. Hats, caps, visors, headbands, bandanas, sunglasses, gloves, hand coverings, armbands, or wristbands are unsuitable school attire unless necessary for a specific class or activity; when required for a class activity, they must be worn only during the time that the activity takes place.
6. Students not dressed appropriately will be required to change, and may be counted unexcused in their absence from class while they find acceptable clothing. This may include being sent home. Should a student need to ask if clothing is acceptable, it probably is not. Use common sense and good judgment in selecting clothing for school each morning.

Should a disagreement arise, the administration shall make the final decision.

### **ELECTRONIC DEVICES**

Unless required for a specific class or activity, no radios, cell phones, beepers, walkie-talkies or electronic devices are allowed in the classrooms, library, lunch, study hall, gym, hallways, locker

rooms, or restrooms between the hours of 8:13 a.m. and 3:15 p.m. Students are to leave cell phones/electronic devices in their lockers, cars, or at home. **Possession/use of a cell phone during the day will result in the following:**

1<sup>st</sup> Offense – Cell phone will be taken away and returned to the student after detention has been served.

2<sup>nd</sup> and Subsequent Offenses - Parents will need to meet with the principal and pick up their child's cell phone.

### **WATER BOTTLES AND BEVERAGES**

Plain unflavored water is the only beverage that is allowed outside of the student center. In addition, it must be in a reasonably sized bottle that is clear and allows the contents to be easily seen. Water bottles are not allowed in the library or computer labs at any time. **Gallon jugs of water and Camel Bak type devices are not allowed.**

### **BOOK BAGS / BACK PACKS**

Book bags/back packs may be carried or worn to and from school. Once in the school building, book bags/back packs must be stored in student's lockers. Book bags/back packs are not allowed in classrooms and study halls. Girls may carry small purses and boys may carry small pencil boxes. Small belt packs are also allowed.

### **INJURY REPORTS**

All injury reports should be reported to the student's teacher, sponsor, coach, or principal's office as soon as possible. This is especially true if the student is covered under one of the insurance programs that are available through the school system. School officials must be able to verify that the injury did occur if the student is under the jurisdiction of the school at the time of the injury.

The supervising faculty member should also file an injury report in the principal's office (whether or not the student is covered by school insurance) as soon as possible so that there is a record of the injury for future reference and so that insurance claims can be processed.

### **INSURANCE**

Various types of insurance are available through an insurance carrier for the school system. These include school time, 24-hour coverage, dental, sports insurance and football insurance. Students and parents should have received insurance brochures at the time that school fees were paid. If they did not receive such brochures, they are available in the principal's office.

If the student is going to participate in an activity later in the school year that may require insurance coverage, that student is encouraged to pay the premium for that insurance at the start of the school year so that he/she can enjoy the benefit of insurance coverage for the full school year.

Premiums that are paid for insurance are not refundable. However, such school insurance is transferable if the student should transfer to another school.

### **INSURANCE WAIVER**

Parents often indicate that they have adequate insurance to cover their children for school activities. Those parents will not be required to carry additional insurance that is available through the school system. However, they will be required to sign an "insurance waiver" form that indicates that the family does have adequate insurance to cover such injuries.

These "waivers" are kept on file in the principal's office for that school year and they, along with insurance premiums, are carefully checked at the beginning of each activity season to be sure that each participating student does have the required insurance or waiver.

### **LUNCH PERIOD**

Because of "closed campus," students will not be permitted to leave the school building or grounds, or go to the parking lot or cars during lunch periods or at any time within the school day other than dismissal or arriving, without permission from the principal's office. In addition, students should be aware of the following general policies in regard to the lunch periods:

1. Students may visit their lockers only during the passing period at the beginning or end of their lunch phases.
2. Students who run or who are disorderly in the lunch line or in the lunchroom will eat last and be assigned to supervised detention during part or all their lunch phase.
3. Students should remove trays, silverware, milk cartons, napkins, etc., from lunch tables and dispose of them properly. Food and drinks will be consumed in the lunchroom and not taken to another area unless approved.
4. Only the rest rooms near the gym will be used during lunch phases.

### **STUDENT USE OF GYM AND OTHER FACILITIES**

School officials are responsible for the safety of students and the care of equipment and facilities. Therefore, it is necessary that the following precautions are exercised at all times.

1. The gymnasium or other rooms and facilities within the building may be used for recreational and other activities only when approved by the administration and supervised by a faculty member.
2. Street shoes are not to be used on the gym floor except at approved activities.
3. Students are not to climb upon the roof of the high school building at any time to retrieve athletic or physical education equipment. The student, coach or teacher should seek the assistance of a custodian.
4. The gym is not to be used as a hallway while going to or from the music department, to or from the physical education department, or while coming to or leaving school. You are to

use the corridor by the locker rooms.

### **STUDENT USE OF TELEPHONE AND MESSAGES**

Student Messages: Only in the event of an emergency will a student be called from a class for a telephone call or a message. Messages and calls from friends and of convenience are not necessarily to be considered as emergencies.

At times students may be instructed to call back the party between classes or during study halls. The office staff will generally ask for the name and telephone number of the party who is calling.

### **VISITORS TO EMMETSBURG HIGH SCHOOL**

All visitors to the building or school grounds, including salesmen, are to report to the principal's office before visiting students, faculty or classes. Those who have approval will be given a pass or escorted to their destination.

Students are to request approval from the principal before bringing visitors to school. If the activity within a classroom on a given day does not warrant visitors, the teacher may ask the visitor to leave. Visitors who distract from the classroom activity or whose conduct is otherwise unacceptable will be asked to leave.

### **STUDENT FEES – WAIVERS AND/OR REDUCTIONS**

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. Parents of students who believe they may qualify should contact the principal or secretary at registration for a waiver form. The waiver does not carry over from year to year and must be completed annually.

### **ACTIVITY TICKETS**

The best bargain of the school year for students, grades 1-12, is the purchase of a student activity ticket. This ticket will provide full admission to all home athletic events (except conference and athletic association sponsored tournaments) and full or reduced admission to non-athletic events. With summer baseball and softball included, the activity ticket provides admission to over 40 events throughout the year. Those students who attend these events and who do not purchase an activity ticket will pay an admission charge of \$4.00 for athletic events and at least \$3.00 for nonathletic events.

Too often the activity ticket is lost or forgotten. You are to present your personal activity ticket for admission or plan to purchase an admission ticket. Activity tickets are not transferable to other students or individuals.

Adults will also have the opportunity of purchasing a reduced priced ten-punch ticket for athletic events only. These tickets will sell for \$40.00 whereas the admission price for adults at most athletic events is \$5.00. These tickets will be on sale at the ticket booth at all home athletic events. Such tickets may be used for summer softball and baseball and carry over into the next school year.

More than one punch and one admission may be used off of the adult season ticket at an event and additional tickets may be purchased throughout the year.

### **LUNCH ACCOUNTS**

1. Students may put money into their lunch account in the office before school begins in the morning. Money brought to the office after 11:00 A.M. will be credited to your account the following day. Do not bring lunch money to the lunch line. It will not be accepted then.
2. Students will receive a warning when their lunch account contains less than \$2.00 as a reminder to deposit more money. **If you have no money in your account, you may not buy doubles or ala carte items.**
3. Students who are entitled to free or reduced priced lunch tickets are not permitted to share their lunch numbers with other students. Such numbers can be used only once per day for breakfast and once per day for lunch for accurate accounting.
4. Negative lunch accounts of \$25.00 or more may result in your child not being served breakfast or lunch.

### **INDEBTEDNESS AND OBLIGATIONS**

All book rent, school fees, library and other fines, assessments and other moneys owed to the school system must be paid before credits will be transferred from or accepted toward graduation from Emmetsburg High School.

Assessment for lost textbooks and for those that are damaged beyond normal wear so that they are not suitable for future use will be as follows:

Book in use for the	Replacement Cost
1 <sup>st</sup> year	
2 <sup>nd</sup> year	\$40.00
3 <sup>rd</sup> year	\$35.00
4 <sup>th</sup> year	\$30.00
5 <sup>th</sup> year	\$20.00
6 <sup>th</sup> year	\$15.00

Most high school textbooks now cost more than \$60.00. Upon approval of the high school principal, a higher assessment may be made than indicated in the above table.

Students may be also assessed fines of a lesser amount for damages that do not render the book unusable.

### **REFUNDS ON BOOK RENT AND SCHOOL FEES**

Some students will move from the community or perhaps drop from school after fees have been paid. Generally, a partial refund may be in order according to the following schedule:

During 1st quarter	75% of amount paid
During 2nd quarter	50% of amount paid
During 3rd quarter	25% of amount paid
During 4th quarter	No refunds

### **PURCHASES BY STUDENTS**

Students are not authorized to charge school purchases to the school system unless they have been approved by the activity sponsor and the principal to do so. In an emergency and for small amounts, the principal will issue a "local purchase" form. The principal will need to know the item(s), quantity, price, and the name of the business where the purchase will be made.

To facilitate local purchases, the student must inform the local businesses of the following:

1. Purchase is for the school system. Do not charge a sales tax!
2. The business must send the "local purchase" order form with their statement for payment to the Superintendent's Office.

Students are reminded that they are not to personally pay for school purchases and expect reimbursement.

### **WEDNESDAY EVENING ACTIVITIES -- CHURCH NIGHT**

Wednesday evening throughout the school year has been designated as church night. The school system cooperates by not scheduling parties, practices, trips, performances or contests on that evening. The only exception permitted is when our school has an obligation to participate because of membership in one of the state athletic or activity associations. Any other event scheduled for Wednesday night must have the prior approval of the Board of Education.

All high school activities are to be completed by 6:30 P.M. on Wednesday evenings and students must be out of the building by that time. No additional activities are to be scheduled for later in the evening after 6:00 P.M.

This policy applies to all high school activities on Wednesday evening whether they are scheduled in the high school building or at another location.

### **WEATHER AND SCHOOL ACTIVITIES**

Because of severe winter weather, it has been necessary to establish procedures regarding activities if school is canceled or dismissed early to maintain consistency throughout the school

system. It should be recognized that the primary cause of canceling school is to provide a margin of safety, especially for those rural students who ride busses or who drive. With this in mind, the following guidelines have been adopted:

1. If school is canceled for the day prior to the time that busses are dispatched to their routes or if busses are dispatched and pick up students but are turned around to take students home before classes begin, all activity practices or performances scheduled for that morning shall be canceled. Additional practice sessions for that morning shall not be scheduled. A decision will be made later in the day relative to afternoon and evening practices and performance by the school administration.
2. If it is announced that the morning school session will begin two hours late, all practice sessions normally scheduled prior to school will also begin two hours late.
3. If school is dismissed early during the morning session, THEN activity practice sessions shall not be scheduled for that morning following the early dismissal. A decision will be made later in the day by the school administration relative to afternoon practices and performances.
4. If school is dismissed prior to 3:15 P.M. during the afternoon session, THEN afternoon and evening activity practice sessions shall be canceled. An announcement will be made as soon as possible relative to performance or competitive activities that are scheduled for that evening.

This policy applies to all school activities, whether or not they are scheduled within a school facility. Practice sessions will not be scheduled at another location in an attempt to circumvent this policy.

### **TRANSPORTATION TO SCHOOL SPONSORED ACTIVITIES**

The school system provides transportation for students who are participants in school sponsored activities that are held out of Emmetsburg. The school does not assume responsibility unless students ride in transportation that is provided or named by school officials. For that reason, students may not be permitted to participate unless they travel in transportation that is approved.

Participating students shall also return to Emmetsburg in school transportation unless prior and proper arrangements have been made with the principal and/or sponsor. Normally, such permission will be granted for individual students to return only with their parents. In order for a student to ride home with a parent, the student must have written permission on file in the principal's office, or the parent must speak with, get permission from, and write a note to the sponsor before leaving the event. Students may ride home with OTHER PARENTS only if the student's parent has given permission and a note is on file in the office prior to leaving for the event. Students WILL NOT be given permission to ride home with other students, boyfriends, girlfriends etc.

### **SPORTSMANSHIP AT ATHLETIC EVENTS**

Emmetsburg High School has traditionally shown tremendous enthusiasm for sports and activities. This enthusiasm has played a vital role in the successes of our teams.

Visiting teams are friendly rivals. They are not enemies. The visiting team is a guest of the home team and must be treated in a hospitable manner.

The following is the summary of the Code of Sportsmanship established by the IHSAA.

Students should:

1. Respect, cooperate and respond enthusiastically to cheerleaders, and the school song.
2. Correct and censure fellow students whose behavior is inappropriate.
3. Respect the property of the school and the authority of the officials.
4. Show respect for an injured player.
5. Not applaud errors or mistakes made by the opponent or penalties inflicted upon them.
6. Not heckle, jeer or make fun of members of the opposing team.
7. Never criticize the players, coaches, or officials for the loss of a game.
8. Cheer as loudly as possible, but keep the cheers positive. Obscene or vulgar cheers, chants or behavior will not be permitted.
9. Conduct themselves in such a manner that attention is drawn not to the spectator section but to the players in the game.
10. Be a credit to their school and team. The school receives praise or blame for your conduct since you represent your school the same as the athletes.

School officials reserve the right to remove any students from the premises who conduct themselves in a manner inconsistent with the above expectations. Officials also reserve the right to exempt students from future school activities.

**STUDENT PERSONNEL POLICY (GOOD CONDUCT/ELIGIBILITY) #502.1R**  
**Emmetsburg Community Schools**  
**June 20, 2000**

**STATEMENT OF PHILOSOPHY**

The Emmetsburg Community School District believes that student participation in the extra-curricular activity program can contribute to the development of constructive attitudes for future citizenship. It is through this phase of the total educational program that youth have an opportunity to develop leadership, principles of justice, fair play, sportsmanship, respect for rules and regulations, respect for others, respect for one's own health and physical well being, group pride, team work, self-discipline and the values of self-sacrifice.

The Emmetsburg Community School District recognizes that the rules and regulations regarding the conduct of students should be reviewed regularly. It is believed that the individual family should be the principle influence and determinate of student behavior. However, it is also the belief of the school district that participation in any extra-curricular activity is a privilege.

Therefore, certain types of conduct will be deemed inappropriate and contrary to the accepted standards as recognized by the school system.

It is deemed important that potential participants in the approved activity programs (as well as their parents) be made aware of the philosophy, policies, and procedures under which they will be participating prior to their participation in those programs. Those activity programs include athletics, cheerleading, music, musical, speech and drama, student government, National Honor Society, Future Farmers of America, Homecoming Court, and any other activity which involves public performance or competition as approved and sponsored by the Emmetsburg Community Schools.

## **I. ACADEMIC REQUIREMENTS**

A. All participants in the extra-curricular program shall be enrolled as full time students. They shall have made passing grades in four full credit academic courses during the preceding semester and shall be making passing grades in four full credit academic courses taken or taught at Emmetsburg High School or Iowa Lakes Community College during the current semester.

B. End of 1st or 2nd Semester: A student not passing in at least four (4) full credit academic courses at the end of the 1st or 2nd semester shall be academically ineligible for the entire succeeding semester. However, a student who becomes academically ineligible at the end of the 2nd Semester may regain eligibility by successfully completing approved courses at the ILCC Learning Center or by correspondence. Such course work must be completed prior to the start of the 1st semester of the next school year.

I. In addition, any student who is not passing **all** academic subjects at the end of the 1st or 2nd semester will be required to sit out 20 consecutive school days of competition in the next sport that he/she is currently or has previously participated in.

- If a student participates in softball/baseball, then the ineligibility will be for four consecutive weeks.
- If a student participates in other activities, i.e. speech, music, cheerleading, drama, student government, Homecoming Court, Future Farmers of America, etc, then the student will need to sit out 20 consecutive school days. The period of ineligibility will begin the first school day after grades are issued in which the activity meets for practice or competition.
- A student must serve both the athletic and activity period of ineligibility.
  - Example: A student is in music and football. The student fails a class. They would sit out 20 days during the second semester for music and then sit out an additional 20 days the first semester when football begins.
- The state Music and Speech associations may have additional guidelines to follow.

C. Mid-Quarter and End of a Quarter: A student not passing 4 subjects shall become ineligible. A student will remain ineligible until they demonstrate that their cumulative grade is now passing.

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

## **II. ATTENDANCE REQUIREMENTS**

A. Any student who is scheduled to practice in an after school or evening activity or participate in an afternoon or evening contest, performance, or festival shall be in attendance for all scheduled classes and study halls for that school day unless excused as follows:

B. Requests for emergency absences shall be submitted to the administration for consideration of approval. The following are examples of absences, which can receive consideration under this policy:

Absences from school will be considered excused for the following:

1. Illness
2. Death or sudden illness in the immediate family
3. Death of a close friend or relative
4. Emergency at home (with a phone call on the day of the absence)
5. Emergency work at home (must be in attendance the final three class periods of the day)
6. Weddings of immediate family or close friends when excess travel is necessary
7. Medical or dental appointments that cannot be made at any time other than school time.
8. Secure driver's license **during study hall only**
9. Watch elementary track meet only during study hall with parent permission note.
10. School sponsored field trips
11. College or service visitations within or out of school
12. Religious events
13. Weather conditions when applicable
14. Special circumstances at the discretion of the principal after a conference with the parents.

C. For illness or injury, the student must present a written statement from his/her doctor indicating that the student was seen by the doctor and unable to attend school on the morning in question. The doctor should also state whether or not it is desirable for the student to practice, perform, or compete in extra-curricular activities on the day in question.

D. When not in attendance during the morning of the school day in question by reason of a doctor's statement or because of emergency work at home, the student shall be in **attendance during the final three class periods of the school day** to be eligible to participate in after school or evening activities. However, such a student will be able to leave with the sponsored activity group if they are excused prior to the end of the school day.

## **III. DETERMINATION OF INELIGIBILITY BECAUSE OF MISCONDUCT**

A. Any student conduct both in and out of school, during the school year or summer months, are such to make him/her unworthy to represent the ideals, principles, standards and philosophy of this school system, shall be declared ineligible and it shall be the duty of the school administration to exclude the student from participation in the extra-curricular activity program until reinstated.

B. Any student who, after an informal hearing with an administrator 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 Rules will be deemed

ineligible for a period of time as described within this document. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, alcoholic beverages, illegal drugs or controlled substances regardless of a student's age. Use includes having the odor of alcohol or tobacco on one's breath.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- Inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with staff/authorities), hazing or harassment of others.

C. It will be at the discretion of the administration to determine the credibility and reliability of the source and evidence presented.

D. Activity directors may have team/organization rules and regulations which they require of participating student.

#### **IV. CONSEQUENCES OF MISCONDUCT**

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility. It should be noted that students will receive a more severe penalty for the use or possession of illegal drugs or controlled substances.

A. **1st Offense:** Four (4) events/contests – Two (2) events/contests if self reporting a policy violation to the administration prior to the students next scheduled event/contest.

B. **2nd Offense (Applies if 2<sup>nd</sup> Offense is within a 12 month period of 1<sup>st</sup> Offense):** Ten (10) events/contests – Six (6) events/contests if self reporting a policy violation to the administration prior to the students next scheduled event/contest.

C. **3<sup>rd</sup> or Subsequent Offenses (Applies if 3<sup>rd</sup> or Subsequent Offense is within a 12 month period of last Offense):** One (1) year of events/contests – Nine (9) months of events/contests if self reporting a policy violation to the administration prior to the students next scheduled event/contest.

**Any use or possession of illegal drugs or controlled substances will be treated the same as a 3<sup>rd</sup> offense in terms of consequences under this policy.**

#### **V. REDUCTION IN PENALTIES**

A. **Admission Prior to Determination:** If a student comes forward to a coach, administrator, or activity sponsor to admit (self report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced by two (2) events/contests for a first or second violation or three (3) months for 3<sup>rd</sup> or subsequent violation. Any participation after a violation negates any chance for a reduction in penalties.

B. **Evaluation and Treatment:** A student who has a second, third or subsequent violation of the alcohol, drug and tobacco provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or

student's parent/guardian's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the school administration regarding recommendations for treatment or follow-up care, the student's penalty may be reduced to one-half. 2<sup>nd</sup> Offense: Reduce to Five (5) events/contests – Three (3) events/contests if self reported; 3<sup>rd</sup> or Subsequent Offenses: Reduced to Six (6) months – Four & one-half (4 ½) Months if self reported.

## **VI. APPEALS**

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

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

C. 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.

## **VII. SPECIAL PROVISIONS/DEFINITIONS**

A. The period of ineligibility begins with the next scheduled performance or competitive activity if applicable and the student will be declared ineligible for all school activities/functions during the period of ineligibility. If the student participates in both varsity and non-varsity events of the same activity, the student will be ineligible until after his/her next corresponding varsity and non-varsity events.

B. Curricular is defined as required classes meeting during normal or extended school hours necessary for progress towards either grade completion and/or graduation. Extra-curricular would then be all activities/performances/contests outside of normal school hours. Exception: HS Graduation, which is seen as an extension of a student's progress toward completion of curriculum requirements.

C. In order for a student to serve his/her ineligibility in a given activity, the student must have participated in that activity during the previous school year.

D. Whenever an administrator must seek out a student for a possible policy violation or the school has been notified by the judicial system of a student's violation, that student has then lost the opportunity to self report on that violation. A student also loses the opportunity for a reduced penalty if he/she violates the policy and goes ahead and participates prior to self reporting.

E. One (1) event definitions: Baseball Doubleheader; Wrestling Tournament or Double Dual; any JV- Varsity contest.

F. A student who becomes ineligible because of this policy shall be ineligible for election to or participation in student government, Homecoming Court, Prom Grand March or National Honor Society during the period of ineligibility. However, exclusion from such activities shall not fulfill a student's period of ineligibility.

G. In the event that not all situations are covered, the administration is given reasonable discretion to administer the intentions of the total policy.

H. The invalidity or unenforceability of any particular provision of this Policy shall not affect or impair the validity of any other provision hereof, and the Policy shall be construed in all respects as if such invalid or unenforceable provision were committed.

I. The parent or guardian of any student who is subjected to disciplinary action as a result of violation of this policy shall be notified by letter, telephone, or in person.

J. If a student is declared ineligible under any aspect of this policy for a period of 6 months or more, he/she may appeal to the board of education and seek reinstatement of eligibility after one-half the period of ineligibility has been served.

K. Preparatory performances, such as scrimmages, jamborees, festivals, convocations, and dress rehearsals, do not count towards fulfilling ineligibility.

- If it doesn't count toward a coach's season win/loss record then it does not count toward fulfilling ineligibility.

L. A student will not be able to participate in any scrimmage, jamboree, festival, convocation, or dress rehearsal until their period of ineligibility has been served.

M. Post secondary classes count towards determination of academic eligibility.

N. Transfer Students: (502.1) A student ineligible under a prior school's Good Conduct Rule is also ineligible at Emmetsburg until the ineligibility time period of the prior school has expired.

O. Misconduct violations and, any consequences thereof that occur in Middle School do not carry over to High School. Ex. A student who receives a 1<sup>st</sup> time consequence in MS does not receive a 2<sup>nd</sup> time consequence should another violation occur during the student's HS career. This latter violation would be considered a 1<sup>st</sup> time violation.

P. Students may not serve both academic and behavior consequences at the same time. Example: Student who is academically ineligible violates a good conduct provision. The full consequence (number of activities) for the latter will be served once the student has regained academic eligibility.

## Emmetsburg High School Parent Internet Approval / Acceptable Use Form

Students at Emmetsburg High School have access to the Internet, a global network of business, institution, and personal computers. It is a data highway that carries both reliable, valuable information and also false, inappropriate material that may not be age-appropriate for students. As educators we are excited about allowing our students access to this wealth of information, but we also want to help them make appropriate choices regarding the use of it. Emmetsburg High School, in an effort to protect the students, has established the following guidelines for school Internet use.

1. Students will be allowed to use the Internet only after both the parent/guardian and student have read the guidelines below and signed this form.
2. Violation of these guidelines will result in the **loss of 5 weeks of computer privileges**. This will be carried over into the following year if the violation occurs less than 5 weeks from the end of the school year. The exception will be any computer class the student is taking.
3. Serious violations may result in permanent loss of computer privileges.
4. Students will legibly sign their name in the correct space on the computer clipboard indicating which computer they will be using.
5. **Students must have a specific, school-related topic to research on the Internet. Recreational use (browsing) is unacceptable.**
6. Use of chat rooms and any form of e-mail is prohibited.
7. Access of inappropriate or offensive information is prohibited.
8. Unauthorized downloading is prohibited.

Please sign below indicating your decision and acknowledging acceptance of the above guidelines. This form will be in effect for the current school year or until you change your decision and submit another form. Thank you.

Student's name \_\_\_\_\_ Grade in school: 9 10 11 12  
(circle one)

Yes – Internet privileges \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature

No – Internet privileges \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature

Students: Read all eight guidelines. If you understand and accept all of them sign below.

I accept the Internet Guidelines: \_\_\_\_\_ Date: \_\_\_\_\_