

**Eddyville-Blakesburg-Fremont Junior Senior High School  
Student-Parent Handbook  
2013-2014**



**Superintendent of Schools**

Dr. Dean Cook

**High School Administration**

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## Summation

### 1. Absences

- a. Students must be present the entire school day to participate in extra-curricular competitions.
- b. Students must be present for one-half of registered courses to participate in extra-curricular practices.
- c. Students have 2 days for each day of unexpected absences (sicknesses).
- d. The district does not require extra days to make-up work for absences known in advance. Students should work closely with the staff members in advance during these absences before being absent.
- e. All absences not verified by a parent or guardian within **24** hours of the absence, will become a truancy unless the Principal has extended the period of notification.
- f. After ten unexcused absences a student may be removed from the class for no credit.

### 2. Eligibility

- a. Students who fail any course will serve a 30-day ineligibility period for extra-curricular activities. This is in effect for one-calendar year after the failing grade.
- b. Students must be enrolled in four academic courses not including physical education courses to be eligible during a current semester.
- c. Open-enrolled students are ineligible for varsity competition for 90 school days when open enrolling from another high school.

### 3. Infinite Campus

- a. All students have access to their information.
- b. Parents and guardians can access all student information and grades.
  - i. Contact the high school guidance office to request login information.
  - ii. The district encourages all parents to access Infinite Campus

### 4. Adding and Dropping Courses

- a. Adding and dropping courses occurs during the first three days of each semester.

### 5. Academic Grades

- a. Grades for each semester are cumulative through the semester. Quarter grades are representative of the semester grade one-half way through the semester. It does not represent 50% of the grade for the current semester.
- b. Staff members use the EBFJSH Grading Policy and Procedures for grading. The staff member's syllabus will discuss grading methods more thoroughly.

### 6. Late Arrival

- a. Juniors and Seniors are eligible for late arrival privileges.
- b. The administration approves the requests.
- c. The student should not be in the building during periods of their late arrival.

### 7. Cafeteria

- a. Students will pass through the lunch line only once to create efficiency for all lunch periods.
  - i. Ala Carte is available at the High School
  - ii. Salad bar is available at the High School
  - iii. Balances on lunch accounts are available through Infinite Campus
  - iv. Infinite Campus will accept payments towards lunch accounts electronically with a check, credit card, or debit card.

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## **INTRODUCTION**

Student handbooks are the primary and most efficient way for school districts to provide students and parents notice of the school district's policies and practices. Student handbooks inform students and parents about the board's position on many issues such as discipline, attendance, and eligibility for extracurricular activities. In addition, student handbooks can convey an individual school's spirit and the expectations of the school and school district. In this way, student handbooks can be part of the teaching and learning process as well as part of school operations.

Most student handbooks are designed to accomplish the following goals:

- document school rules and school district policies to serve as a guide for students and their families and to clarify the school district and school building's position on a number of issues;
- serve as a source of information for students and their families about the school district and the school building, the organizational structure and overall philosophy; and
- Provide students and their families with up-to-date, easy to understand information on the range of opportunities and programs available through the school and the school district.

Student handbooks specifically address the rights and responsibilities of students. As a result, the content of the student handbook can be the subject of litigation. Inconsistent language between the student handbook and board policy may cause difficulties especially in the event of litigation. The language in the student handbook will likely override board policy because the student handbook was provided directly to students. Boards and administrators must be aware of the content of the student handbook and ensure consistency between the student handbook and board policy. Boards need not necessarily be involved in writing or approving the student handbook, but the board must oversee the development and content of the student handbook. The board should review the student handbook before it is distributed to students.

The Schools reserve and retain the right to modify, eliminate, or establish School District policies, rules, and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules, or regulations of the School District at the phone number 641-969-4288.

## **OPENING STATEMENT**

### **School District Mission Statement**

*“The Eddyville Blakesburg Fremont Community School District will provide a quality education in which students become lifelong collaborative learners and innovative problem solvers in a global society.”*

## Faculty and Staff

<u>Name</u>	<u>Position</u>	<u>Extension</u>	<u>Email</u>
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Sands, Jeff	Math	2320	jeff.sands@rocketsk12.org
Seddon, Michelle	Biology	2314	michelle.seddon@rocketsk12.org
Schlegel, Cindy	Guidance Counselor	2304	cindy.schlegel@rocketsk12.org
Sheston, Brian	Social Studies	2319	brian.sheston@rocketsk12.org
Thompson, John	English	2321	john.thompson@rocketsk12.org
Veenstra, Mary	Sp Ed	2315	mary.veenstra@rocketsk12.org

Teachers can be reached by dialing their respective extensions after dialing the high school phone number when the phone system answers. (*Example: 969-4288 ext. 1234*)

### School Song, School Colors and School Mascot

**School Song**

Onward rockets, onward rockets  
 Grand old school of ours  
 Take the ball right down the field  
 Touchdown every time  
 Rah – Rah – Rah

Onward rockets, onward rockets  
 Fighting for our fame

Fight rockets  
 Fight – fight – fight  
 We'll win this game!!

**School Colors:** Black & Gold  
**School Mascot:** Rockets

## **Equal Educational Opportunity**

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

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Student Assistance Team is responsible for this process which is led by Mrs. Koebke.

## **Jurisdictional and Behavioral Expectations Statement**

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses 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, regulation, or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations, and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook 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.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the high school office for information about the current enforcement of the policies, rules, regulations, or student handbook of the school district.

## **Definitions**

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

**School Fees**

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Parents or students who believe they may qualify for temporary financial hardship should contact the high school secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

**Book Fees**

HS/MS	40.00
Elementary	25.00

**Activity Cards**

HS/MS	40.00
Elementary	30.00
Single Adult	90.00
Adult Couple	150.00
<i>50% discount for the 4<sup>th</sup> child</i>	

**Other**

Band and Choir Uniform	20.00
FFA Dues	16.00
Instrument Rental	\$25

**Breakfast**

High School	\$1.50
Middle School	\$1.50
Elementary	\$1.50
Adult	\$2.05

**Lunch**

High School	\$2.25
Middle School	\$2.25
Elementary	\$2.00
Adult	\$3.15

**Milk \$ .50**

**Emergency Forms**

At the beginning of each school year, parents file an emergency form with the office providing the emergency telephone numbers of the parents and alternate persons to contact. The emergency form includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached.



**School Calendar and Daily Academic Schedule**

				<b>2013-2014 SCHOOL CALENDAR</b>					<b>173 Total Student Attendance Days + 2 PTSC Days = 175</b>		
<b>Cumm Student Days</b>	<b>Cumm Staff Days</b>	<b>Cumm SD Days</b>	<b>Equv Staf Dev</b>	<b>Eddyville-Blakesburg-Fremont School District</b>					<b>187 TOTAL TEACHER DAYS</b>		
<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Dev</b>	<b>District</b>					<b>12.5 Staff Development (SD) Equivalent Days</b>		
				<b>AUG</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>		
					5	6	7	8	9		
0	0	0	0		12	13	14	15	16		Aug 16 - New Staff Inservice
3	5	2.5	2.5		19	20	21	22	23		Aug 19 & Aug 20 - (SD) .5 Workday
8	10	2.5			26	27	28	29	30		Aug 21 - Begin 1st Qtr/1st Sem Early Dismissal 1 pm-(SD)
12	14	2.5		<b>SEP</b>	2	3	4	5	6		Aug 22 - Early Dismissal 1 pm-(SD)
16	19	3.5	1		9	10	11	12	13		Sep 2 - NO SCHOOL-Labor Day
21	24	3.5			16	17	18	19	20		Sep 13- NO SCHOOL- (SD)
26	29	3.5			23	24	25	26	27		
27	30	3.5			30						
31	34	3.5		<b>OCT</b>		1	2	3	4		
35	39	4.5	1			8	9	10	11		Oct 7-NO SCHOOL-(SD)
40	44	4.5			14	15	16	17	18		Oct 18 - End 1st Qtr (40 days)
45	49	4.5	0		21	22	23	24	25		Oct 21 - Begin 2nd Qtr
50	54	4.5			28	29	30	31			
50	54	4.5		<b>NOV</b>					1		
55	59	4.5	0		4	5	6	7	8		Nov 5 & Nov 7 -1:00 Dismissal(PTS Conferences 4-8pm) Nov 8-NO SCHOOL
60	64	4.5			11	12	13	14	15		
65	69	4.5			18	19	20	21	22		
67	71	4.5			25	26	27	28	29		Nov 27-29 - NO SCHOOL-Thanksgiving Break
72	76	4.5		<b>DEC</b>	2	3	4	5	6		
76	81	5.5	1		9	10	11	12	13		Dec 9 - No School(SD)
81	86	5.5			16	17	18	19	20		Dec 20 - End 2nd Qtr/1st Sem (41/81 days)
81	86	5.5			23	24	25	26	27		
81	86	5.5			30	31					Dec 23-Jan 2 - NO SCHOOL-Winter Break
81	87	6.5	1	<b>JAN</b>			1	2	3		Jan 3 - No School-(SD)
86	92	6.5			6	7	8	9	10		Jan 6- Begin 3rd Qtr/2nd Sem
91	97	6.5			13	14	15	16	17		
96	102	6.5			20	21	22	23	24		
101	107	6.5	0		27	28	29	30	31		
101	107	6.5		<b>FEB</b>							
105	112	7.5	1		3	4	5	6	7		Feb 3- NO SCHOOL (SD) (Possible Snow Makeup)
110	117	7.5	0		10	11	12	13	14		Feb 11 & Feb 13 1:00 Dismissal(PTS Conferences 4-8pm) Feb 14-NO SCHOOL
114	121	7.5			17	18	19	20	21		Feb 17 - NO SCHOOL-President's Day (Possible Snow Makeup Day)
119	126	7.5			24	25	26	27	28		
123	131	8.5	1	<b>MAR</b>	3	4	5	6	7		March 3- NO SCHOOL (SD) (Possible Snow Makeup Day)
128	136	8.5	0		10	11	12	13	14		Mar 14 - End 3rd Qtr (47 days)
133	141	8.5			17	18	19	20	21		Mar 17 - Begin 4th Qtr
138	146	8.5			24	25	26	27	28		Mar 24-28-Iowa Assessments
139	147	8.5			31						
143	151	8.5		<b>APR</b>		1	2	3	4		
148	156	8.5			7	8	9	10	11		Apr 17 - No School-(SD)
151	160	9.5	1		14	15	16	17	18		Apr 18 & Apr 21 - No School-Spring Break
155	164	9.5			21	22	23	24	25		Apr 21 Possible Snow Make-up Day
158	167	9.5			28	29	30				
160	169	9.5		<b>MAY</b>				1	2		
165	174	9.5			5	6	7	8	9		May 16 - Last Day for Seniors (170) Early Dismissal 1pm / 1/2 Day SD
170	179	10	0.5		12	13	14	15	16		May 18 - Graduation Class of 2014
175	184	10			19	20	21	22	23		May 23- End 4th Qtr/2nd Sem (47/94 days)
175	187	12.5	2.5		26	27	28	29	30		May 23 - Tentative Last Day of School (Early Dismissal 1 pm)
175	187		12.5								May 26 - Memorial Day NO SCHOOL/ May 27&28 SD,May 29 1/2 SD & 1/2 WD
				<b>JUN</b>	2	3	4	5	6		Snow makeup days, if any, will be made up on the following possible dates:
					9	10	11	12	13		Feb 17, Apr 21 or early dismissals then SD on the following dates:
					16	17	18	19	20		Feb 3, Mar 3, Apr 17 or at the end of the school year
					23	24	25	26	27		starting May 27.

Board Approved 10/15/2012 State Approved 4/3/13 Updated 4/16/13 Final 5/24/13

**Student Attendance**

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students who know they will be absent should have their parents or guardians notify the office prior to the absence. If advance notification is not possible, parents must notify the office at (641-969-4288) on the day of the absence prior to 10 a.m. All absences not verified by a parent or guardian within 24 hours of the absence, will become a truancy unless the Principal has extended the period of notification.

Students who need to leave school during the school day must receive permission from the office and have their parents or guardians telephone the office or have their parents or guardians pick them up. Students who return to class or arrive after the school day has started must report to the office for re-admission with the reason of the absence. The school asks that parents or guardians inform the school if another adult is picking up their child.

**Students who wish to participate in school-sponsored activities (competitions, performances, etc.) must attend school the entire day of the activity unless permission has been granted by the principal to be absent. The only excused absences accepted on this day are certified doctor appointments and legal appointments with the court system. The student will bring verification documentation of the time of arrival and dismissal from the appointment on the letterhead from the appropriate office. (Note: To attend practice a student must attend school for 1/2 day of their scheduled day.)**

Students are responsible to complete schoolwork when absent. Students should make arrangements with staff when the absence is known in advance. Students have (2) days to make up schoolwork upon return from the absence when the absence is unforeseen.

**Attendance Policy**

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. As such, students are expected to be in class and to make attendance a top priority.

The school administration determines whether an absence is excused or unexcused. Excused absences include: illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, school-sponsored or approved activities and/or other approved exigent circumstances.

Parents who know their student will be absent must notify the building office prior to the absence. In addition, to be considered excused, school administration may request that absences have evidence or written verification of the student's reason for the absence. Examples of such evidence/written verification include, but is not limited to:

- Medical documented illness (From a Doctor or School Nurse)
- Medical documented appointments (From a Physician, Dentist, etc.)
- Court documented appointments (From Juvenile court, DHS, etc.)

Students who accumulate more than five (5) unexcused absences will be considered truant. Students who are truant may be subject to the following disciplinary actions:

5 <sup>th</sup> Unexcused Days	Warning letter notifying parent/guardian that their 5 <sup>th</sup> verifiable day has been reached and requesting documentation for any further absences.
7 <sup>th</sup> Unexcused Days	Phone contact and possible home visit
8 <sup>th</sup> Unexcused Days	Mandatory Administrative Attendance Hearing, parent/guardian will be served notice, County Attorney provided copy of notice
Unexcused Days totaling 25% or more of the quarter	Referred for legal action by the County Attorney

## **Tardy Policy**

### **1. Guiding Philosophy**

- A. The Eddyville Blakesburg Fremont Community School District will provide a quality education in which students become lifelong collaborative learners and innovative problem solvers in a global society. For students to gain the knowledge and skills to become lifelong collaborative learners and innovative problem solvers they need to be on time to class every day.

### **2. Being to Class on Time**

- A. Minimizes disruption to the learning environment.
- B. Develops a practical discipline (punctuality) that will be expected in the “real world”.
- C. Demonstrates respect for the people in the school community.
- D. Promotes a culture of academic and vocational integrity.

### **3. Tardy Policy** - To encourage students to be on time to class every day we have instituted the following policy

- A. **Deterrents:** To encourage students to be on time to class every day the SCHOOL AS A WHOLE will enact the following deterrents to discourage poor attendance:

1. **Hall Patrols**

- a. Hall patrols will be conducted periodically throughout each day by the administrator and/or the Dean of Students.
- b. Students in the halls after the ringing of the tardy bell may be stopped by and asked to produce a valid hall pass.
- c. Any student found in the halls after the ringing of the tardy bell who does not have a valid pass will be sent back to class immediately to obtain a pass from their teacher.
- d. Planners will be used for hall passes, however, if a planner is not available, a yellow “Corridor Pass” will be used.

2. **Class Attendance:** Teachers will promptly take attendance at the beginning of each class period. The following tardy policy will be in force regarding classroom attendance.

- a. **Tardies - Policy**

- i. **1st Tardy** - Teacher marks student tardy on Infinite Campus.
- ii. **2nd Tardy** - Teacher marks student tardy on Infinite Campus.
- iii. **3rd Tardy** - Teacher marks student tardy on Infinite Campus and informs the student of the third infraction (Reminder: note the dates of tardies on the referral and have the student initial that notation).
- iv. **4th Tardy** - Teacher marks the student tardy on Infinite Campus.
- v. **5th Tardy** - Teacher marks the student tardy on Infinite Campus.
  1. Teacher completes an administrative referral (green sheet) for Wednesday morning detention and forwards it to the office. Parent contact from the administrator or Dean of Students will take place.
- vi. **7th Tardy** - Teacher marks the student tardy on Infinite Campus.
  1. Teacher completes an administrative referral (green sheet) for Wednesday morning and lunch detentions and forwards it to the office. Parent contact from the administrator or Dean of Students will take place.
- vii. **10th Tardy** - Teacher marks the student tardy on Infinite Campus.
  1. Teacher completes an administrative referral (green sheet) and it is forwarded to the office. Parent contact from the administrator or Dean of Students will take place to arrange for a parent meeting.

- B. **Incentives:** To encourage students to be on time to class every day the teachers are encouraged to provide incentives as a means of rewarding good attendance.

1. Individual Teacher

- a. Opener activities, habits of work points, homework passes, participation grade, etc.

### **4. Collaborative Effort:** In order for the tardy policy to become an effective tool in helping EBFJSH accomplish its mission, everyone (administrators, counselors, staff, teachers, students, and parents) must work together to ensure that students are present and on time to each class every day.

- A. **Teamwork:** The effectiveness of the tardy policy is based upon the following assumptions:

1. **Teacher Implementation**

- a. Implementation of the tardy policy will be consistently monitored and applied by the administration.
  - b. Consistent enforcement of the policy by all staff.
2. **Roles and Responsibilities:** there must also be a strong effort by each person in our school to help students arrive to class on time and be prepared to learn. The effectiveness of the tardy policy will depend upon each person fulfilling their role and responsibilities as follows:
- a. **Administrator/Dean of Students** - Will monitor hallways during passing periods; will assign Wednesday morning detention, suspension, and all other interventions as deemed necessary. Will meet with habitually tardy students and make parent contacts.
  - b. **Teachers** - Will monitor the hallways during passing periods, greet students at the door, keep the student traffic moving and be a positive adult presence. Teachers' responsibilities include:
    - i. Providing "on task" activities, and recording attendance promptly at the beginning of each class period.
    - ii. Not allowing students out of class without a proper hall pass.
    - iii. Students are permitted to leave the classroom only:
      1. With a valid hall pass.
      2. After the first five minutes of class.
    - iv. Being a positive role model by showing up to class on time themselves.
    - v. Encouraging students to move quickly to their next class i.e. do not hold students to discuss and/or complete work (assignments, and/or tests) in your class thereby make them late to another class.
  - c. **Students:** Will arrive to each and every class on time. They will attend Wednesday morning detentions and all other assigned interventions.
  - d. **Parents:** Will support their child in arriving to school on time. Parents will communicate with teachers, advisers and administrators and support the tardy policy.

#### 5. **Definition**

- A. A student is considered tardy if he/she is not in his/her classroom when the tardy bell rings.

#### 6. **Accounting Period**

- A. For purposes of accounting the number of tardies will be reset to zero at the start of each semester. To view student attendance through Infinite Campus visit our EBFCS D website. You will need your individual password and login. If you do not have login information contact the high school.

#### **College Visits**

All college visits should be arranged through the Guidance office at least one week prior to the day of the proposed visit. Parental permission is required for all college visits. Juniors and seniors will be allowed two days for college visits each year. The two days will be counted as excused school absences. If college visits are not arranged through the Guidance Office or they exceed two days, the absences will be designated as unexcused. Students must meet the admissions requirements of the college they want to visit. No college visits will be allowed after the first week of May without permission from the Principal.

#### **Late Arrival**

All juniors and seniors in good academic standing are afforded this privilege. If the student has study hall first period the student is allowed not to be present for that period and any subsequent sequential period that is also study hall. The privilege will be revoked if the student is not in good academic standing or if the student is not following correct procedures, other consequences may also be incurred.

The student must have the Late Arrival form signed by their parent and receive the principal's signature for this privilege.

Students who accept this privilege are not to be present in the building. Students using Late Arrival will sign-in at the administrative office then proceed to the library until their class begins.

### **Open Campus**

Eddyville-Blakesburg-Fremont School District does not recognize any type of open campus. Students leaving the school's campus will be considered truant and receive consequences.

### **Inclement Weather**

Notification of school cancellations or early dismissals occurs through local media stations and the Infinite Campus phone system.

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

When school cancellation or early dismissal occurs, extracurricular activities scheduled for the day or evening are **generally** canceled and re-scheduled. When the extracurricular activity occurs, the coaches will be responsible to inform the students.

## **GOOD CONDUCT CODE FOR ATHLETICS AND OTHER ACTIVITIES (Board Policy 5.34)**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime.

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

Students who fail to abide by this policy may be subject to disciplinary measures. The Activities Director shall keep records of violations of the Good Conduct Code.

It shall be the responsibility of the Administration and the School Board to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the School District for participation in the activity.

A student may lose eligibility under the Good Conduct Code for any of the following behaviors:

1. Possession, sale, use, or purchase of tobacco products, regardless of the age of the student;
2. Possession, sale, use, or purchase of alcohol;
3. Possession, sale, use, or purchase of illegal drugs, or the unauthorized possession, sale, use, of otherwise lawful drugs;
4. Attendance where illegal acts occur, including, but not limited to alcohol and / or tobacco consumed, sold, purchased, and possessed by minors. This includes any criminal mischief such as shop lifting.
5. Disciplinary action for actions during the school day could be subject to the Code of Conduct Rule as determined by the administration and athletic director.
6. If a student transfers in from another school and the student had not, at the time of enrollment in the Eddyville-Blakesburg-Fremont Schools, completed a period of ineligibility for a violation of a Good Conduct Code or similar standard in the previous school district, the student will not be eligible to participate in extracurricular activities in the Eddyville-Blakesburg-Fremont Schools until he or she has completed the period of ineligibility.

### **Determination of a Violation**

A student is deemed to have violated the Good Conduct Code if he / she have committed a violation of the rule in any one or more of the following ways:

1. He / she is found to have done so by a court of law or a juvenile adjudicator;
2. He / she admits to violating one of the standards;
3. One or more staff members witness breaking of the standards and files a report to the Activities Director a written testimonial to that effect; or
4. The violation has occurred on school grounds and through investigation it is determined that the rule has been violated.

### **Additional information affecting good conduct**

1. All offenses will be on a cumulative basis starting with their high school eligibility; and
2. This policy is in effect 24 hours a day for the entire calendar year; and
3. During the period of ineligibility, the student is expected to practice and maintain "good standing;"
4. Junior high violations of this policy will not carry over to the high school but junior high ineligibility will be served.

### **Consequences for the offenses of the Good Conduct Code**

**First Offense:** The penalty for a student's first violation of the Good Conduct Code will be a loss of eligibility to participate in all extracurricular activities for the shorter of four (4) weeks or the time necessary to miss four (4) extracurricular dates in which the student would have otherwise participated in as a member. The consequence is to commence immediately upon the admission or finding of guilt

**Second Offense:** 8 weeks, commencing immediately upon the admission or finding of guilt. The penalty for a student's second violation of the Good Conduct Code will be a loss of eligibility to participate in all extracurricular activities for the shorter of eight (8) weeks or the time necessary to miss eight (8) extracurricular dates in which the student would have otherwise participated in as a member. The consequence is to commence immediately upon the admission or finding of guilt

**Third Offense:** The penalty for a student's third violation of the Good Conduct Code will be a loss of eligibility to participate in all extracurricular activities for 365 days commencing immediately upon the admission or finding of guilt.

**Fourth Offense and additional offenses:** The penalty for a student's fourth and/or additional violation of the Good Conduct Code will be a loss of eligibility to participate in all extracurricular activities for the remainder of the student's school career, unless proven not to be in violation of the good conduct policy for one year. After one year with no violations, students may start at the second offense if there are subsequent violations.

If the infraction is severe, progressive discipline may jump to the second or third offense immediately. If a student (or the student's parent or guardian) voluntarily self-reports the violation, the consequences will be reduced 1 week at each step.

- Students on suspension (in-school or out of school) at the end of the day are not eligible to attend or participate in school activities.

## **STUDENT MANAGEMENT POLICIES**

### **Student Conduct (Board Policy 5.30)**

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

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

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; 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.

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

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

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

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

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student

can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day.

Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.

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

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student *must* meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

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

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

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

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

**Discipline Continuum**

A continuum of consequences exists at Eddyville-Blakesburg-Fremont High School. The purpose of the continuum is to provide guidance when students incur consequences to their actions. Failure to follow the policies and regulations of Eddyville-Blakesburg-Fremont High School will place a student on a step of the continuum. All violations are cumulative. The administration or teacher can determine that a student’s actions incur more or less severe consequences that are listed in the continuum.

The continuum is established not to be punitive, but to promote responsibility, respect, preparedness, and timeliness. The continuum is provided to help everyone achieve the most they possibly can from their education here.

Critical steps carry-over from year to year. A student placed on step 1 in their freshman year is still on step 1 at the beginning of their sophomore year.

**Continuum**

	<b>CLASSROOM</b>	<b>STUDY HALL / HALLWAY</b>	<b>CRITICAL</b>
<b>STEP 1</b>	Student-Teacher Conference and consequences	Warning and/or detention	3 Days Out-of-School Suspension
<b>STEP 2</b>	Parental Contact and/or Contract	Detention and/or Contract	5 Days Out-of-School Suspension
<b>STEP 3</b>	Administrative & Instructor contact with the parent	In/Out-of-School Suspension	Discipline Committee
<b>STEP 4</b>	Discipline Committee where removal from class is considered for No Credit	Discipline Committee	School Board for Expulsion



Students are subject to these consequences when on school property, while in the proximity of the school, while riding on school operated or chartered buses, and while attending or participating in school related activities.

Other consequences can incur from the administration as determined to be appropriate to the violation.

### **Detention Procedures**

#### **Administrative Detention**

The student has 24 hours to serve an administrative detention. Failure to comply shall progress to further consequences including but not limited to in/out school suspension and referral to the Board of Education for expulsion.

A student assigned an administrative detention will not be allowed to participate in co-curricular practice or games until the detention is served. Special circumstances occur if a team is leaving for a competition during the day and the student is unable to be present when the regular school day is over.

The administration or staff may create an assignment appropriate to the misconduct.

#### **Teacher Detentions**

The staff of Eddyville-Blakesburg-Fremont High School assigns detentions for behavior or failure to do work. Teachers will set the time and date; the student has a minimum of 24 hours to make arrangements. Failure to comply will result in administrative intervention.

### **In-School Suspension**

In-school suspension involves social isolation and concentration on academic studies. The student's placement is the ISS room. The student will complete their assignments to earn full-credit. The student is responsible to collect their assignments before the beginning of the in-school suspension. *Students on in-school suspension are not eligible to attend or participate in school activities.*

#### **Rules:**

1. Report to the administration at 8:00 am
2. Academic school work will be completed.
3. Restroom breaks occur at 10:00 am and 2:00 pm.
4. The student eats their lunch in the ISS room.
5. Emergencies will be determined by the staff personnel supervising.

Failure to comply shall progress to further consequences including but not limited to in/out school suspension and referral to the Board of Education for expulsion.

### **Out-of-School Suspension**

Students earning an out-of-school suspension are expected to complete all assignments during the out-of-school suspension in order to receive credit. If the work was assigned before the suspension began then that work is due upon the return to the classroom.

In accordance with the continuum it should be noted that a student receiving multiple out-of-school suspensions may be referred to the Board of Education for expulsion or alternative placement.

Students with an out-of-school suspension are not permitted on school property or attend co-curricular events where Eddyville-Blakesburg-Fremont High School is represented.

**Study Hall**

Study hall is an environment where students work on class assignments in a productive manner. Students are to be productive during this time as teachers and instructional assistants are available to help them. The following rules are in place to maintain an appropriate atmosphere in study hall.

1. Students will have assigned seats.
2. Students are to conduct themselves in an orderly manner.
3. Students are allowed to sign out for the library, but must also sign into the library. The number of students allowed to sign out is up to the discretion of the study hall supervisor and the librarian.
4. Students are allowed to sign out of study hall to see another teacher if the student presents a pass from that teacher with the specific date and time of the request along with their signature. This should be done after attendance has been taken.
5. The study hall supervisor retains the right to reduce any student’s privileges as they relate to study hall.
6. Electronic devices can only be used for academic purposes.

**Students 18 or Older**

Students who are 18 years old or older may assume the responsibility of their own absences. The parent (guardian) of that student must provide written documentation in person to the administration that they relinquish the responsibility to the student. Parents (guardians) of all students will be notified of all students regardless of age, who are living at home of absences, school behavior, academics, and etc.

**Library Privileges**

1. The library is a quiet place to study and is a continuation of your classes
2. The library supervisor may assign seats at any time
3. Most books may be checked out for a period of two weeks – A notice will be distributed for books that are overdue three weeks or more with the cost of replacement of the book
4. Library privileges may be suspended when they are not used responsibly.

**Fees Charged for Damaged Books**

Part of the student’s job on the first day of school is to check the condition of each book issued them. The textbooks should last a minimum of five years. Each student is responsible for the books. Students are charged damage fees according to the damages to the books.

The principal and staff member will determine the final charge for replacement of books considering the age, condition of the book, and the new replacement cost. Guidance will come from the chart below. A new textbook will cost the district \$50 or more.

<i>Book’s Years</i>	<i>%-charged</i>	<i>Book’s Age</i>	<i>%-charged</i>
<i>1</i>	<i>100</i>	<i>4</i>	<i>70</i>
<i>2</i>	<i>90</i>	<i>5</i>	<i>60</i>
<i>3</i>	<i>80</i>	<i>6</i>	<i>50</i>

**Law Enforcement Agencies**

When a violation of a law is expected, school officials are obligated to, and will inform law enforcement officers.

**Weapons Policy - Board Policy 5.23**

The Board believes weapons, other dangerous objects and look-a-likes in District facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the District premises or property within the jurisdiction of the District.

School district facilities are not an appropriate place for weapons, dangerous objects, and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the District property or onto property within the jurisdiction of the District or from students who are within the control of the District.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The Superintendent has the authority to recommend this expulsion requirements be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive incendiary or poison gas.

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

Pocket knives are not permitted on the school premises. The knife will be confiscated and returned only to the parent.

First Offense	Confiscation
Second Offense	Detention
Third Offense	In School Suspension
Fourth Offense	Out of School Suspension
Fifth Offense	Referral to the Superintendent and/or Board of Education

**Use of Tobacco, Alcohol, and Drugs - Board Policy 5.24**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-alike substances; and possessing or using tobacco, tobacco products, or look-alike substances while on school premises or attending organized school functions. Any violation will result in the student being placed on a critical step on the discipline continuum and law enforcement will be called to issue a ticket.

**Displays of Affection**

Handholding is the only display of affection permitted at the High School. Conspicuous displays of affection (kissing or embracing) are prohibited.

**Visitors / Guests**

Visitors to the school grounds are asked to check-in at the Principal's office. Students may not bring a guest to school with them. All visitors must use the main entrance to the office when entering and exiting.

**Cheating and Plagiarism**

Cheating on schoolwork may result in NO CREDIT (zero grades) for that assignment. The teacher is allowed to apply other consequences. Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism is cheating.

**Profanity**

Profanity is any vulgar language considered by the staff and administration that is inappropriate in the school setting. The use of profanity will result in consequences ranging from detention to out-of-school suspension under the discretion of the administration.

### **Controversial Academic Curriculum**

The superintendent approves controversial subjects and topics. Parental consent forms are used when deemed necessary.

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

### **School Day**

Students may be present on school grounds before 7:30 a.m. or after 3:45 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 20 minutes of dismissal.

### **HAWK-I Insurance for Children**

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

### **Immunizations**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements.

### **Physical Examinations**

Parents are encouraged to have their children receive periodic physical examinations.

Students participating in athletics are required to provide a school district physical examination form signed by the student's health care provider stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible.

### **Emergency Drills**

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

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

### **Administration of Medication**

Students may need to take prescription or non-prescription medication during school hours. The school must know of the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. The school does not want students carrying prescription or non-prescription medication in the building.

Medication is held in the high school safe and distributed by the school secretary, nurse, or other qualified personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

### **Student Illness or Injury at School**

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

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

### **Student Insurance**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the high school office.

Student athletes must have health and accident insurance in order to participate in extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance.

### **School Nurse**

The Eddyville-Blakesburg-Fremont High School will not have a nurse on duty throughout the day on a regular basis. Students will only use the nurse's office for immediate medical attention. Students who believe they are sick will have their temperature taken. The parent (guardian) will be contacted and a decision will be made to have the student go home or to class. If the decision is for the student to go home, the student will attend their regular class schedule until the appropriate person arrives. If the temperature is 101 degrees or greater the student will be asked to go home.

### **Communicable and Infectious Diseases**

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

### **Health Screening**

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

### **Sexual Abuse and Harassment of Students by Employees**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the principals of EE as the Level I investigator.

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

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

### **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

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

## **STUDENT ACTIVITIES**

### **Assemblies**

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

### **Field Trips**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

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

When registering a student for school the parents will be asked to sign a waiver form allowing the student to attend field trips.

### **School-Sponsored Student Organizations**

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

<b><u>Organization</u></b>	<b><u>Staff</u></b>
Student Council	Kristen Birchard
National Honor Society	Michelle Seddon
FFA	Pat Powers
FCCLA	Sarah Harris
FBLA	Becky Knowler
Junior Red Cross	Joy Greenlee
Thespians	Donna Bohlman
Upward Bound	Central College and Cindy Schlegel
Tri-M	Chris Ellerston

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

### **Shuttle Bus**

The school district has a shuttle bus for after school activities. The bus departs from the school building and travels to **ONLY** Blakesburg Elementary and Fremont Elementary.



### **Student Funds and Fund Raising**

Students may raise funds for school activities. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal or athletic director prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

### **Use of School District Facilities by Student Organizations**

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor and the athletic director to reserve a room. School district policies, rules, and regulations are in effect during these meetings.

### **Dances**

School-sponsored dances must receive approval from the principal at least 2 weeks prior to the dance. Students who leave a dance do not to re-enter the dance. School district policies, rules, and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds.

Only students from the district and students from other districts who have been signed up prior to the dance may attend.

Most dances will end promptly at 11:00 pm.

### **Student Council**

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

### **Student Activity Tickets**

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

## EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of receipt of the request.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15th to the principal. The objection needs to be renewed annually.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without consent.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Student Searches**

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

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

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

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

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

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

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, handbags, backpacks, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search may be conducted by law enforcement.

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 dogs from the sheriff's department may be randomly used to enter the building during the school year for the search of illegal contraband.

### **Student Lockers and Desks**

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

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

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

### **Threats of Violence**

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

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

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

### **Internet**

Students will be able to access the internet. Individual student accounts and electronic mail addresses are issued to each student. It is a goal to allow teachers and students access to the rich opportunities on the internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references, and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

Restricted Material - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet are subject to the following consequences:

- First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of 1 week or more at the discretion of the supervising teacher or administration.
- Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of 4 weeks.
- Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum of 8 weeks.

The District's Acceptable Use Policy (AUP) outlines the Acceptable Use and Care for technology checked out to its students. A copy of this policy is available the office and online at <http://www.rocketek12.org/parents/>

### **Dress Code**

Students are expected to display good taste, judgment, personal cleanliness, neatness, and appropriateness of appearance and attire at all times. Obscene, inappropriate, and/or appearance that may be of a distracting or disruptive nature is not acceptable at school or school events. Students wearing such apparel will be asked by staff or administration to change into appropriate attire, or, if applicable, will be given something to wear as a replacement for that day. If a student is sent home to change into different attire, the absence will be unexcused.

Apparel with references to products that are illegal for use by minors (i.e., alcohol, drugs, tobacco), displaying obscene and/or other sexual meanings, profanity or reference to prohibited conduct is prohibited from being worn at school or school events. Students who wear pants that sag below the waistline will be asked to wear a belt to prevent this from happening. Shirts must cover the entire chest and back, and midriff areas should not be exposed, including when a student sits, stands, bends, etc. Short shorts, spaghetti straps, strapless shirts, tank tops, midriff tops, and muscle shirts, are deemed inappropriate and distracting to the school environment and as such are not permitted. (Shorts/skirts/etc. must be mid-thigh length or longer—even if leggings or tights are worn under them.) Sunglasses, pajamas, yoga pants, house slippers, and bandanas do not enhance the learning environment, are considered inappropriate, and are not permitted. Students are asked to remove any hats, caps, or head coverings when entering the school building and place them in their lockers when they arrive at school as they are not to be worn at school during regular school hours. Chains are not to be worn at school due to safety issues and could be considered a weapon. Shoes must be worn at all times.

The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Repeat violations will result in more severe consequences.

### **Care of School Property**

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

### **Driving and Parking at the School**

Driving is a privilege that may be suspended if school guidelines are not followed. Students not following driving or parking lot guidelines are subject to disciplinary action by the administration. All drivers are asked to follow the following rules:

1. The speed limit is 10 miles per hour

2. Students are to park in the West lot only with your vehicle pointing in an east-west direction and not blocking another driver's car exit. **Never along the circle.**
3. Reckless driving as determined by staff and administration is prohibited.
4. Students are not to be in the parking lot area during the school day unless they have permission from the administration.

With the number of people in the parking lot area and buses exiting and entering before and after school, it is very important that this area maintain a safe atmosphere. A 3000 pound vehicle traveling at 15 mph will cause a tremendous amount of damage to a person or another person's vehicle. Consequences can range from the loss of driving privileges to suspensions.

### **Use of Skateboards, Roller-skates, Rollerblades**

Skateboards, shoe-skates, roller-skates, roller blades, snow-boards, scooters, and similar devices may not be brought onto school district property and/or used during the school day.

### **Hall Passes**

Students must have a hall pass to be in the halls when classes are in session. The student planner will be utilized for hall passes. Yellow "Corridor Passes" may be used in place of the student planner.

### **Illegal Items Found in School or in Students' Possession**

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

### **Cheating**

Multiple levels of consequences can occur in relation to the level of cheating. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or computer.

### **Dual Enrollment Students**

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

### **Electronic Devices and Cell Phones – High School**

Pagers, cameras, walkie-talkies, and personal communication devices that are nuisance items or that may disrupt the learning environment must be left in the student's locker during the school day. Students should put the device in their locker upon entering the building. Students in grades 9-12 may use their cell phones or music players (iPods, etc.) during "bell-to-bell" pass times and at lunch. Students must put their phone or other electronic device away before entering the classroom; phones should be on silent mode. Electronic devices (Cell Phones, iPods, iPads, Kindles, e-Readers, etc.) will be allowed if authorized by the classroom teacher or administration and is used in the appropriate manner for which it was intended. During athletic practices or extracurricular activities, cell phones or other electronic devices are not to be turned on at any time in locker rooms or restrooms.

First violation-confiscation for the day. Student may pick up after school.

Second violation-confiscation for the day. Student may pick up after school.

Third violation-confiscation for the day. Student may pick up after school. The student will incur 1 lunch detention.

Fourth violation-confiscation for the day. A parent/guardian may pick up after school. The student will serve 2 lunch detentions.

Fifth violation-confiscation for the day. A parent/guardian may pick up after school. The student will incur 4 lunch detentions.

Sixth and subsequent violations-confiscation for the day. A parent/guardian may pick up after school. The student will serve a 1-day in-school suspension and incur 6 lunch detentions.

### **Electronic Devices and Cell Phones – Junior High**

Junior high students are not allowed to carry or possess a cell phone or other personal communication device (iPod, camera, etc.) during the instructional part of the school day. The instructional day begins with the bell to first period and ends with the bell ending the last period. During a regular attendance day this time is defined from 8:10 am through 3:20 pm. Students must put the device in their locker upon entering the building.

First violation-confiscation for the day. Student may pick up after school.

Second violation-confiscation for the day. Student may pick up after school.

Third violation-confiscation for the day. Student may pick up after school. The student will incur 1 lunch detention.

Fourth violation-confiscation for the day. A parent/guardian may pick up after school. The student will serve 2 lunch detentions.

Fifth violation-confiscation for the day. A parent/guardian may pick up after school. The student will incur 4 lunch detentions.

Sixth and subsequent violations-confiscation for the day. A parent/guardian may pick up after school. The student will serve a 1-day in-school suspension and incur 6 lunch detentions.

The school will not maintain responsibility of devices that are confiscated.

### **Posting of Information**

Students who wish to post or distribute information must receive permission from the principal at least 5 days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

### **Anti-Harassment/Bullying – Board Policy 5.28**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school environment in which all members for the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of student by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or District.

The Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on an of the following actual or perceived traits or characteristics, including, but no limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

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

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

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

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

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



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

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

The District will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The investigator or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

### **Anti-Harassment/Bullying Investigation Procedures – Board Policy 5.29**

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

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communication with the harasser, the individual should as a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including:
    - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the student said or did, either at the time or later;
    - How the student felt; and
    - How the harasser responded.

An individual who believes that the individual has been harassed or bullied will notify the designated investigator. The alternate investigator is a Level I Investigator.

The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but no limited to, letters, audios, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

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

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

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

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

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken to respond to the complaint. The complainant, the alleged harasser, and the investigator will receive notice as to the conclusion of the investigation.

**Forms to file a harassment report are available in the principal's office.**

### **Student Complaints and Grievances – Board Policy 5.19**

Student complaints and grievances regarding Board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the Superintendent within five days after speaking with the principal.

If the matter is not satisfactorily resolved by the Superintendent, the student may ask to have the matter placed on the Board agenda of a regularly scheduled Board meeting in compliance with Board policy.

### **Student Publications**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication, will follow the grievance procedure outline in Board Policy 2.9. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in Board Policy 5.20.

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **Grading System**

Grades are issued by the instructors based upon performance on the following:

- Tests
- Rubrics
- Class Participation
- Multiple other performances in the classroom

Mid-quarter reports are issued each quarter.

### **Graduation Requirement – Board Policy 5.45**

#### **Class of 2014 and Beyond**

Courses	2013-2014	2014-2015	2015-2016
Science	6	6	6
Math	6	6	6
English	8	8	8
Social Studies	6	6	6
Fine Arts	2	2	2
Vocational / Computer	3	3	3
Physical Education	7	6	5
Electives	15	14	14
Total	53	52	51

### **Grade Reports**

Students receive progress reports in the form of report cards at the mid-semester and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Parents and students can access their grades through Infinite Campus at any time. *(If you do not have login information for Infinite Campus please contact the office)*

Students who receive an incomplete in a class must complete the class within 2 weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

### **Homework**

Teachers assign homework, extra class activities, or assignments as necessary to assess student achievement. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work.

### **Standardized Tests**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Examples of these tests are Iowa Assessments and MAP testing.

### **Human Growth and Development**

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

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrollment may result in loss of varsity athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the central administration offices of the superintendent for information and forms.

### **Class Loads**

The administration requires freshman and sophomore students to register for a minimum of 7 hours per semester to prepare themselves for graduation and the experiences after graduation from Eddyville Blakesburg Fremont High School.

### **Adding/Dropping Courses**

Students who wish to add or drop a class must do so within 5 days after the start of the semester. The teacher and the Guidance Counselor permissions are necessary to add or drop a class.

### **Study Hall**

While in study hall, students are expected to conduct themselves as they would in class. Once in study hall, students are only allowed to leave with the permission of the study hall monitor with a hall pass.

### **Honor Roll and Academic Honors**

The school district honors students who excel academically each quarter with students who receive a GPA greater than or equal to 3.25.

## Academic Eligibility for Extracurricular Activities

**Under Iowa law students must receive passing grades in all courses the previous credit grading period (semester grades) to participate in athletics.** Students who do not meet this requirement are not allowed the privilege of participating in athletics for a minimum of 30 days in the next athletic activity they are participating; the ruling is in effect for one calendar year.

It is a privilege and an honor to be able to participate in extracurricular activities and represent the Eddyville-Blakesburg-Fremont Community Schools. The student and the School are judged by the participants' character and conduct at all times.

The goal of the Eddyville-Blakesburg-Fremont Community School Eligibility policy is to provide an atmosphere and support system necessary for the students to reach an acceptable level of academic achievement. With the School staff, the parents, and the students working together, all will benefit from the positive interaction that will come because of the communication channels being open for the purpose of honest, genuine concern for the students' educational and vocational future.

An extracurricular activity for the Eddyville-Blakesburg-Fremont School District is defined as any activity in which the student is representing the Eddyville-Blakesburg-Fremont School District in a format where wins, losses, or ratings are earned through participation.

The Eddyville-Blakesburg-Fremont Community School District is affiliated and pays dues as a member of the Iowa State Music Association, the Iowa State Speech Association, the National FFA Association, the Iowa FFA Association, the Iowa High School Athletic Association, and the Iowa High School Girls' Athletic Union. Therefore, the School is subject to all the rules and regulations of these associations.

In view of the preceding paragraph, a student may not violate the rules and regulations of these National or State Associations and / or pertaining to eligibility for extracurricular activity, without jeopardizing the student's continued participation.

You are not eligible if:

- A) You do not have a physician's certificate of fitness and proof of accident insurance or a signed waiver of insurance issued this school year, or if you are twenty years of age or over;
- B) You have attended for more than eight semesters. Twenty days of attendance or playing in one contest constitutes a semester. Eligibility for interscholastic athletics extends for a maximum of eight consecutive semesters upon your entering the ninth grade for the first time;
- C) You were out of school last semester or if you entered school this semester later than the second week of school;
- D) You have changed schools this semester (except upon like change of residence of your parents.) A student who transfers from another school district shall be ineligible to compete in interscholastic competition for a period of 90 school days. Other possible exceptions to this rule are listed in IAC 281-36.15(280); Eligibility from the previous school will follow an incoming student.
- E) You have ever accepted an award for high school participation from an outside group, the value which exceeds \$10 other than customary awards issued by the school, or if you have ever received any money for expenses or otherwise for your participation in an athletic contest;
- F) You are not in attendance the whole school day of the scheduled competition, a half day for practice. Extenuating circumstances will be evaluated and the decision made by the building principal;
- G) You did not pass the equivalent of twenty semester hours or more the previous semester and the current semester (twenty semester hours means four subjects of one period or "hour" each, daily, five times a week for one semester or the equivalent);
- H) **HIGH SCHOOL – To reflect Iowa law** your cumulative grades are not passing at the end of each semester period where the student-athlete must be enrolled in a minimum of 5 classes that meet 5 times per week. Semester grades will be used in determining eligibility. The ineligibility period starts immediately when the grades are posted; the representing association rules of time periods of ineligibility will apply. Special education students will not be denied

eligibility on the basis of scholarship if the student is making adequate progress, as determined by the school officials, towards the goals and objectives on the student's individual education program.

- D) Your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school:
  - i. The sponsors and coaches will establish training and conduct rules for the activities for which they have been given responsibility. The Principal or Activities Director must approve these rules;
  - ii. Students who represent the Eddyville-Blakesburg-Fremont Community High School in extracurricular activities are expected to characterize high standards of conduct. Students who are charged with the commission of delinquent acts (those more serious than traffic charges) may be suspended from activity participation if an investigation by school officials determines that a preponderance of the evidence supports the charge. They may be penalized according to the Good Conduct Code described in the student handbook;
  - iii. Severe penalties will also be imposed by the administration on those who are in attendance where illegal acts occur.

Eddyville-Blakesburg-Fremont High School allows the coach/instructor of each specific activity to determine if an ineligible student can ride the bus to an event where the student is unable to participate because of ineligibility.

A student not passing a minimum of 4 credit hours in one semester is in-eligible for the entire following semester by the standards set by the state associations IHSAA and IHSGAU. By state standards cross-training is not considered one of the 4 credit hours.

Student-athletes who participate in summer sports will be ineligible for 20 consecutive week days consisting of Monday, Tuesday, Wednesday, Thursday, and Friday. Saturday and Sunday will not count towards the 20 days even though competitions may be held on those dates.

### **Postsecondary Enrollment Options**

Students in grades nine through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges, or state universities.

The school district will pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college, or state university. The school district does not pay for the costs of summer school classes. Summer school courses however are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students and parents sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district.

Students interested in participating in this program should contact the Guidance Counselor by April 1st of the previous school year. For courses for the academic year 2014-2015 the date is April 1st, 2015.

### **Dual Enrollment Courses with Colleges and Universities**

#### **282.26 High school students attending advanced courses.**

The board of any community college may, by mutual agreement with any college or university, permit any specially qualified high school student to attend advanced courses of academic instruction at the college or university.

The state board of regents and the state board of education may by rule permit such students to attend any institution of higher learning under their jurisdiction. Credit earned in any such course at a college or university may be applied toward credit for high school graduation. Public school funds shall not be expended for payment of tuition or other costs for such attendance at a college or university, unless the payment is expressly permitted or required by law.

The foregoing provisions shall also apply to colleges and universities in adjacent states when the institutions are located nearer to the homes or schools of the school district than the closest college or university within the state.

There is a wide variety in the types of dual credit courses offered by Iowa high schools, depending on how the high school and college have decided to collaborate and package their courses. Many dual credit courses are offered individually, while others are offered as part of a career technical group of courses, or as a "career academy" group of courses.

Prior to enrolling in a dual credit course, students must consult with their resident high school to determine:

- if they are eligible for dual credit courses,
- which courses are available,
- which courses will meet the high school's credit requirements, and
- whether the high school will cover the fees.

The college involved will determine how much college credit is applied to the student's college transcript.

### **Early Graduation**

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply for early graduation through the Dean of Students and Principal. Students must apply by October 1<sup>st</sup>, prior to the completion of the graduation requirements of the current academic year.

### **Graduation**

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

### **Academic Recognition for Seniors**

The SCC conference recognizes the top 5% of the students in each graduation class. The top 10% of the graduation students receive academic medals. The RAI scoring system as determined by the Eddyville-Blakesburg-Fremont High School selects the recipients of these academic awards.

$$\begin{aligned} \text{RAI} &= (2 \times \text{ACT composite score}) \\ &+ (1 \times \text{high school rank using gpa}) \\ &+ (20 \times \text{high school grade point average}) \\ &+ (5 \times \text{number of high school courses completed in the core subject areas}) \\ &\underline{\hspace{10em}} \\ &\text{The sum of values above is the individual students RAI score} \end{aligned}$$



## **MISCELLANEOUS**

### **Telephone Use During the School Day**

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Immediate contact occurs in emergency situations.

Students have access to a LAN line phone outside the high school office and should use that phone with permission from the office.

### **School Announcements**

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from office personnel. Announcements are created daily by the high school office secretary and posted to the high school website.

### **Visitors/Guests**

Visitors to the school grounds are asked to check-in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. *(Generally, this request will be denied without just cause for a visitor)*

### **Legal Status of Student**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, please notify the school district. The school district uses this information to maintain an accurate student record.

### **Open Gym During Non-School Hours**

Open gym hours do exist, but are under the control of the athletic director.

### **Cafeteria**

The school district operates a lunch and breakfast program. Students may bring their own lunches to school or purchase a lunch. The cafeteria staff controls the activities and funding of lunch accounts. Students bringing payment to the school will give the payment to the cafeteria staff outside serving periods. Infinite Campus allows payments to occur on-line through the EBFCSD website with checks or credit cards.

Two main dishes and a salad bar will be available each day. A vending machine offering a la carte items through cash only purchasing exists. The machine will offer food and drink choices meeting the requirements of the "Healthy Kids Act". Student can purchase additional items from the salad or main dish lines.

Applications for free and reduced-price breakfast and lunch program exist in the office. At registration, all families have the opportunity to file an application. When financial circumstances change during the school year and you feel you may qualify for the program, please contact the school for an application.

### **Buses and Other School District Vehicles**

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

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, and chaperones are to follow the school district policies, rules, and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns, or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco, or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

Student suspensions from riding the bus incur as consequences. The suspensions range from 3 days to the remainder of the year.

### **Media Center**

The school media center is available to students during school hours. The media center is a place for study and research. Students conduct themselves in a professional manner when in the media center.

### **Student or Building Assistance Team**

The school has a Student Assistance Team, made up of teachers, administrators, and professional people from outside the School District to assist students experiencing problems that are affecting their educational program. The Student Assistance Team will notify the student and parent when a referral occurs. The purpose of the Student Assistance Team is to assist the student and parent in creating solutions to solve the problems the student is presently experiencing.

### **Lost and Found**

Found items are returned to high school office.

### **Citizenship**

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

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

All students during their senior year will take the citizenship test for the collection of data on our graduating population.

### **Inspection of Educational Materials**

Parents and other members of the school district community may view the instructional materials used by students in the office. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the high school principal in the high school office.

### **Semester Test**

Semester tests are given in all high school courses. The test is worth 15% of the semester grade.

## DAILY SCHEDULES

<b>Regular Schedule</b>			
1	8:10 - 8:57	:47	:04
2	9:01 - 9:48	:47	:04
3	9:52 - 10:39	:47	:04
4	10:43 - 11:30	:47	:04
4A Class	10:43 - 11:07	:24	:02
4A Lunch	11:09 - 11:30	:21	:04
4A Class	11:34 - 11:56	:22	:04
5A	11:34 - 11:56	:22	:04
5B	12:00 - 12:22	:22	:04
5C	12:26 - 12:48	:22	:04
6	12:52 - 1:39	:47	:04
7	1:43 - 2:30	:47	:04
8	2:34 - 3:20	:46	

<b>Advisory Schedule</b>			
1	8:10 - 8:52	:42	:04
2	8:56 - 9:38	:42	:04
3	9:42 - 10:24	:42	:04
ADVISORY	10:28 - 10:53	:25	:04
4	10:57 - 11:44	:47	:04
4A Class	10:57 - 11:21	:24	:02
4A Lunch	11:23 - 11:44	:21	:04
4A Class	11:48 - 12:10	:22	:04
5A	11:48 - 12:10	:22	:04
5B	12:14 - 12:36	:22	:04
5C	12:40 - 1:02	:22	:04
6	1:06 - 1:48	:42	:04
7	1:52 - 2:34	:42	:04
8	2:38 - 3:20	:42	

<b>Success Center Schedule</b>			
1	8:10 - 8:51	:41	:04
2	8:55 - 9:36	:41	:04
3	9:40 - 10:21	:41	:04
6	10:25 - 11:06	:41	:04
4	11:10 - 11:48	:38	:04
4A Class	11:10 - 11:24	:24	:04
4A Lunch	11:28 - 11:48	:21	:04
4A Class	11:52 - 12:13	:21	:04
5A	11:52 - 12:13	:21	:04
5B	12:17 - 12:39	:21	:04
5C	12:43 - 1:04	:21	:04
7	1:08 - 1:49	:41	:04
8	1:53 - 2:35	:41	:04
Success Center	2:39 - 3:20	:41	

<b>Pep Assembly Schedule</b>			
1	8:10 - 8:52	:42	:04
2	8:56 - 9:38	:42	:04
3	9:42 - 10:24	:42	:04
6	10:28 - 11:10	:42	:04
4	11:14 - 12:01	:47	:04
4A Class	11:14 - 11:38	:24	:02
4A Lunch	11:40 - 12:01	:21	:04
4A Class	12:05 - 12:26	:21	:04
5A	12:05 - 12:26	:21	:04
5B	12:30 - 12:51	:21	:04
5C	12:55 - 1:16	:21	:04
7	1:20 - 2:02	:42	:04
8	2:06 - 2:48	:42	:02
Assembly	2:50 - 3:20	:30	

<b>Two Hour Late Start Schedule</b>			
1	10:10 - 10:40	:30	:04
2	10:44 - 11:14	:30	:04
4	11:18 - 11:56	:38	:04
4A Class	11:18 - 11:34	:16	:02
4A Lunch	11:36 - 11:56	:20	:04
4A Class	12:00 - 12:20	:20	:04
5A	12:00 - 12:20	:20	:04
5B	12:24 - 12:44	:20	:04
5C	12:48 - 1:08	:20	:04
3	1:12 - 1:41	:29	:04
6	1:45 - 2:14	:29	:04
7	2:18 - 2:47	:29	:04
8	2:51 - 3:20	:29	

<b>Half Day Schedule</b>			
1	8:10 - 8:36	:26	:04
2	8:40 - 9:06	:26	:04
3	9:10 - 9:36	:26	:04
6	9:40 - 10:06	:26	:04
7	10:10 - 10:36	:26	:04
8	10:40 - 11:06	:26	:04
4	11:10 - 11:50	:40	:04
4A Class	11:10 - 11:26	:16	:02
4A Lunch	11:30 - 11:50	:20	:04
4A Class	11:54 - 12:14	:20	:04
5A	11:54 - 12:14	:20	:04
5B	12:18 - 12:38	:20	:04
5C	12:42 - 1:02	:20	