

Earlham Community School District

Middle School/High School

Student Handbook

2016-2017

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E-MAIL ADDRESSES

All teachers and administrators have standardized e-mail addresses. They begin with the first name initial, followed by their last name, followed by @ecsdcards.com For example: John Doe, would jdoe@ecsdcards.com

2016-17 EARLHAM MIDDLE SCHOOL AND HIGH SCHOOL STAFF:

Michael Wright	Superintendent	Contact Sup. Sec. via 121
Becky Bailey	7-12 Secretary	131
Jennifer Knight	Secondary Principal	141
Kayla Selby	7-12 Secondary Counselor & Student Council	449
Jon Peterson	Secondary Instructional Coach	445
Rene Nuss	Teacher-Librarian/TAG	269

MIDDLE SCHOOL STAFF

<u>Teacher</u>	<u>Position</u>	<u>Phone Extension</u>
Berkowitz, Shelly	MS Art	237
Dalton, Marty	MS At-Risk/Dean	332
Gillard, Lauren	MS Language Arts	366
Grush, Janet	MS Resource	387
Harskamp, Tim	MS Science	368
Helmus, Ivan	MS Math	367
Johnson, Justin	MS PE/Health	291
Maiers, Ashley	MS Chorus	499
O'Brien, Donielle	MS Social Studies	364
Sletten, Nate	MS Band	492
Waugh, Alli	MS Computers/Tech. & Tech. Integrationist	230

HIGH SCHOOL STAFF

<u>Teacher</u>	<u>Position</u>	<u>Phone Extension</u>
Braet, Dion	HS Science	473
Caskey, Chris	HS PE & Athletic Director	440
Connon, Melinda	HS Math	475
Gilson, Kirk	HS Math	480
Gulley, Bailey	HS English, NHS & Tech. Integrationist	483
Hale, Crystal	9-12 Success Coordinator & Alt. Program Director	450
Irving, Zach	Ag Education & FFA	442
James, Emily	HS Social Studies	471
Johnson, Shelley	HS English	478
Maiers, Ashley	7-12 Vocal Music	499
Mendoza, Anne	HS Science	472
Michel, Janay	HS Spanish	481

Nesbitt, Brad	Speech & English	477
Rogers, Mike	HS Business & Annual	470
Severson, James	HS Social Studies	439
Sletten, Nate	7-12 Band	493
Sneller, John	HS Resource	485
von Rentzell, Dan	HS Art	404

Para Professional

Denise Bean	Braille and Lunch	
Kim Bown	HS Online Learning Room	
Emily Carey	MS/HS Resource Room (1:1)	
Nikki Grimes	HS Resource Room	
Kathy Hopkins	Library Associate	270
Ginger Koslucher	Alternative Program – Ms. Hale	
Kellie Wagoner	HS Resource Room (1:1)	

ATTENDANCE:

CONTACTING THE SCHOOL

A phone call before 9:00 a.m. from the parent or guardian to school on the day of absence is required each day a student is absent.

Visit the school web, site at home.ecsdcards.com to find out the latest information about ECSD. The District calendar, including professional development dismissals and holidays can be found there. Additionally, all fine arts and athletics and other events can be found there.

Call Technology Director Cory Houghton, 758-2214 ext. 159, to acquire a password to view attendance, grades, lunch accounts, etc.

The District Office is open from 7:30 a.m. until 4:00 p.m. each school day. Phone messages will be delivered to students as soon as possible. Students or teachers will not be interrupted during classes unless the call is an emergency.

SCHOOL HOURS

School begins promptly at 8:05 AM for all students grades 7-12 (barring P.1 senior release for seniors only). School ends at 3:30 PM for all students grades 7 - 12 (barring P.8 senior release for seniors only). Again, please contact the school by 9 AM if your student will be absent that day either by phone or e-mail.

Students are not permitted in the building until the 7:30 a.m. bell unless eating breakfast or under the direct supervision of a teacher. Students eating breakfast are to remain in the multipurpose room until 8:00.

Generally once a month, school will be dismissed at 1 PM. Please see the district calendar for dates. In the case of inclement weather, School Messenger will be in operation as well as numerous TV and radio stations announcing the news.

MS Lunch will be 11:55 - 12:25 pm each day (Period 5 will be a split class).

HS Lunch will be 12:30 - 1 PM each day.

Common Study Hall: all MS students will have a common study hall during P.8 while all HS students will have a common study hall during P.5.

ATTENDANCE POLICY PHILOSOPHY PK-12

Punctuality and regular attendance is extremely important and is a vital part of student learning. Regular attendance is an indication of the maturity level of the student and how well that student and his/her parents value education and accept responsibility. Attendance records become a part of a student's permanent school record and are frequently requested by prospective employers and post-secondary schools. Some absences from school cannot be avoided. However, every effort should be made to avoid being absent from school.

State Compulsory Attendance Law – (Iowa Code Chapter 299) Parents within the school district who have children over age five (5) and under sixteen (16) by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. However, it is the expectation that a student of any age enrolled in school attend classes as set forth in this policy.

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

ADVANCE STUDENT ABSENCES

It is the intent of the Earlham Board of Directors that students attend a minimum of 80 days per semester for secondary students and 53 days per trimester for elementary students. Students with excused absences must turn in their work on the due date following their absence, which is the period of absence plus one day. When a student is requesting an absence in advance, and has the approval of the parent/guardian, or the legal custodian, for family vacations or attending an event during school hours, the student must obtain an Advanced Assignment Sheet from the office and have it completed in compliance to high school assignment policy (see high school/middle school handbook section).

ADVANCE ASSIGNMENT SHEETS (7-12)

1. Students are required to secure advance assignment sheets in the office if they are going to be absent from classes due to field trips (includes State athletic functions), scheduled appointments (doctor, dentist, etc.), family vacation, college visits or any event that takes place during school hours.
2. Assignments are due on the date the teacher puts on the form, or by prior arrangement with the instructor.
3. If assignments are not submitted on time, they will be treated as a late assignment.
4. The advance assignment sheet should be turned in to the sponsor/coach of the school activity. If absent for personal reasons, please turn the sheet into the office.

EXCUSED STUDENT ABSENCES

Student absences approved by the principal are excused absences. These excused absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, school-sponsored activities, suspensions imposed by the school, funerals, legal appointments, family member being deployed or returning from military deployment or other approved activities. All excused absences should be communicated by the parent/guardian or the legal custodian no later than 9:00 a.m. the day the student will be gone.

MAKE-UP ASSIGNMENT (7-12)

1. A student is given the number of days absent plus one to complete make-up work due to an excused absence.
2. It is the student's responsibility to contact their teachers to get correct assignments on the day they return to school. Please access the school or teacher website where assignments may be posted or talk with the teacher.

ATTENDANCE REQUIREMENT (For participation in activities)

Students must be in attendance ALL day whenever they plan to participate in an extracurricular activity game or performance. They must be in school in the afternoon (periods 6-8) to be allowed to practice after school. Students practicing before school must attend the morning periods (1-5). Senior release is not counted as an absence. All exceptions (including doctor and dentist appointments, funerals, etc.) must be cleared with the high school principal in advance. Otherwise, there will be no practice or participation in the extracurricular activity.

Whenever a student visits the doctor on the day of an extracurricular activity because of illness or injury, s/he must secure written permission from the doctor before the coach will permit participation. Students who violate these attendance requirements WILL face participation consequences

LATE WORK POLICY FOR STUDENTS GRADES 7-12

The expectation is that assigned work is to be completed on time. It is the discretion of the middle/high school teachers to implement regulations with regard to late/incomplete assignments in their respective classes. Teachers will communicate their expectations to the students.

TRUANCY - UNEXCUSED STUDENT ABSENCES (Board Policy 501.12)

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center. Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board in policy 501.1. **Truancy is the act of being absent without a reasonable excuse. Truancy will not be tolerated by the board.**

Truancy is defined as a student's absence from school without parent/guardian approval. A student who skips or leaves a class without permission after reporting to school is truant. Truancy or unexcused absence may also occur when the district office has not received communication/notification from parents, guardians, or the legal custodian with regards to a student not being in attendance at school by 9:00 a.m. Truancy incidents at the high school/middle school levels will be considered on a per period basis.

Administrative Regulations Truancy – Unexcused Absences

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardiness. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Consequences for unexcused absences/truancy will be one hour of Saturday school or in-school suspension based on number of periods missed at grade levels 7-12. If that number exceeds four periods the student will be assigned in-school suspension.

High School Sanctions (grades 9-12)

If a student accumulates 7 unexcused absences per semester in a class, he or she MAY lose credit for the class. High school students have the option to take the course over again the following year or taken a credit recovery course online. Prior to imposing the loss of credit in one or more classes, the principal will provide the student and their parents an opportunity to avoid this consequence. The principal will make reasonable efforts to notify the student and their parents when the number of unexcused absences reaches five so that there can be an attendance cooperation meeting with the student and parents.

A student who loses credit due to excessive unexcused absences is assigned to supervised study hall for the period(s) in which the course(s) meet. A student who loses credit in one or more courses due to unexcused absences will not be allowed to participate in any school activities until the following semester. However, the student is eligible to practice if all other eligibility criteria have been met.

Middle School Sanctions (grades 7-8)

If a student accumulates 7 unexcused absences per semester in a class they will be ineligible for the semester activity trips (ski trip and Adventureland). Prior to imposing these sanctions the principal will provide the student and their parents an opportunity to avoid the consequence. The principal will make reasonable efforts to notify the student and their parents when the number of unexcused absences reaches five (5) so that there can be an attendance cooperation meeting conference with the student and parents if necessary. Letters will be sent home after 5 and 10 absences.

TARDINESS

All tardies are considered unexcused, unless excused by having a pass from a teacher or the district office. A student is counted tardy if he/she is not in the classroom when the tardy bell rings. Each student will receive one "free" tardy per class per semester. Each tardy thereafter has the following consequences: 2nd & 3rd tardy results in an ½ hour detention **with the teacher**, 4th tardy equates to one hour Saturday school, and each additional tardy will be an additional hour of Saturday school.

LEAVING SCHOOL DURING SCHOOL HOURS (7-12)

Students requesting to leave the building for any reason during school hours must have parent/guardian permission. Students are not permitted to leave the building or grounds during school time (8:05-3:30) without direct communication from school (district office and administration) and parent/guardian prior to the student leaving school facilities. Students will report to the district office to obtain a pass after the district office has had a phone call from the parent/guardian. No school employee has the authority to grant permission for a student to leave the school facility. Students leaving the grounds or the building without office permission are considered truant and may be subject to disciplinary action.

Consequences for Truancy:

- Minimum is ½ hour detention (ex. going to the parking lot without permission).
- Saturday school time if student misses ½ or more of a class period. If the student misses two class periods they would serve two hours of Saturday school.
- If student misses more than four periods, in-school suspension will occur.

SENIOR RELEASE

Senior release is allowed a maximum of one, out of eight, periods. It may be taken either period 1 or period 8 (at the beginning or end of the school day). Qualified seniors with parent permission may be released from school during certain periods. A qualified senior must have a minimum cumulative 2.0 GPA, each semester to register for senior release. After reviewing grades and records, permission for early release or late arrival may be granted providing the following conditions are met:

1. Parents indicate approval by signing Senior Release form and returning it to the school.
2. At the end of EACH semester the student must have semester grade point average of 2.0 and no "F's" or they will lose their senior release privileges for the following semester. Students who are not eligible for senior release will be assigned to study hall.
3. The student is the responsibility of the parents as soon as he/she is dismissed from school.
4. The student must leave the building and grounds immediately upon dismissal unless special permission is granted from the office.
5. The student may not return to the building or the grounds before 3:15 p.m. Unless permission is given by the principal, returning to the grounds will be just cause for revocation of this privilege. (Students returning for extracurricular activities are included.)
6. All students must sign in or out through the District office EACH day. Not doing so is grounds for losing the senior release privilege.
7. Truancy is just cause for losing the senior release privilege for the rest of the semester. Excessive unexcused tardies are another attendance issue that may result in the loss of the senior release privilege.

It should be understood that **senior release is a privilege**, and it may be revoked at any time at the sole discretion of the building principal.

VISITING SCHOOL

Parents are encouraged to visit classrooms any time during the school year. Friends of students and former students/alumni may visit, if prior approval has been granted at least one day in advance by the principal. Visits will usually be limited to ½ day and visitors will ordinarily be expected to stay with their sponsoring student. All visitors must sign in and receive a visitor pass in the district office.

GENERAL ACADEMIC INFORMATION

Students in grades 7-11 take a minimum of seven classes and may have one study hall. Beginning in 2016-17, all study halls will be held during Period 5 so that all teachers are available to offer assistance to students (and if an extracurricular event departs school early, core classes are not missed). These study halls will be with the student's advisory teacher whenever possible. Seniors must take a minimum of six classes if they qualify for senior release, and may have one study hall to fill the eight period day.

The counselor and administration reserve the right to approve each student's schedule. No courses can be taken for credit twice unless it is so stated in the course description. Students may repeat a course with administrative approval, if they received lower than a C- the first time and they wish to raise their grade, or relearn the material. However, additional credit will not be given. If a course is repeated, the grade earned the second time is what will appear on the student's transcript. If a student fails a course but wishes to recoup the credit through the e2020 program, the failing grade will stay on the student's transcript and the passing grade through e2020 will appear as a "credit recovery" (P) grade.

Once a student has been assigned a particular schedule, s/he will be discouraged from changing that schedule. Any student enrolling in a year course should plan to complete the entire course. Any exception to this rule will be considered on an individual basis with the approval of the teacher and secondary counselor.

Some courses may require a minimum number of students enrolled in order for it to be offered on a semester schedule.

PROGRESS REPORTS (Grades 7-12)

Please check Haiku for weekly eligibility. Additionally, a courtesy e-mail about academic probation or academic ineligibility is generally sent out to notify parents/guardians of students on those lists each week. In middle school (grades 7 & 8) there will also be a request for your student to attend academic extension after school until they are removed from the academic ineligibility list. Teachers may also send detailed, weekly progress reports out to specific students. Parents/Guardians and students may check progress at all times through Haiku grading system.

GRADES AND REPORT CARDS

Student report cards are issued after each semester. This report is a record of the student's achievement and is used to inform the student and the parents of his/her progress. If a student has failing or low grades, the parents are urged to consult with the teachers to see what can be done to improve the student's performance. Again, parents/guardians and students may, and should, regularly check learning progress through Haiku grading system. Those classes still taught traditionally will have a traditional letter grade on Haiku while those taught as SBG will have a number representing their level of mastery of standards assessed within that course.

Grade point averages are based on the following grade point values.

A 4.0	B- 2.667	D 1.333
A- 3.667	C+ 2.333	D 1.0
B+ 3.333	C 2.0	D- 0.667
B 3.0	C- 1.667	F 0.0

Traditional Grading Scale

100 – 93 A	72 - 70 C-
92 – 90 A-	69 - 67 D+
89 – 87 B+	66 - 63 D
86 – 83 B	62 - 60 D-
82 – 80 B-	59 - 0 F
79 – 77 C+	
76 – 73 C	

Standards-Based Grading Scale: students earn a 1 - 4 to demonstrate their level of mastery of an assessed standard. At the end of each semester, a letter grade will be put on their report card, transcript and toward GPA calculation. Parents/students should use this scale to determine what level of learning is occurring. All students are encouraged to practice (as they would for a sport, part in a play, playing an instrument) to gain a deeper understanding of course content standards. See more in the SBG section below and in the SBG Guidebook.

A	3.6 - 4.0
A-	3.4 - 3.5
B+	3.2 - 3.3
B	2.9 - 3.1
B-	2.7 - 2.8
C+	2.5 - 2.6
C	2.2 - 2.4
C-	2.0 - 2.1
D+	1.9
D	1.6 - 1.8
D-	1.5
F	0 - 1.4

STANDARDS-BASED GRADING

The primary purpose of grading in the Earlham Community School District is to communicate academic achievement to student and parents. In Standards Based Grading (SBG) students are assessed on how well they master a concept based on specifically defined learning targets. SBG provides feedback to students for self-assessment and growth and encourages student progress and self-monitoring of learning. Teachers in grades 7-12 are starting to implement SBG into one or more of their courses. As always, communication is the key, and students, as well as their parents/guardians, should contact the teacher if there is ever a question or concern about student learning and growth.

What is Standards Based Grading (SBG)?

In a standards-based system, teachers report what students know and are able to do in relation to the learning targets and power standards that are established by the classroom teacher. The system includes:

- The improvement of student achievement of required learning targets in all content areas.
- The mastery of defined learning targets instead of the accumulation of points.
- The reporting of student achievement toward meeting learning targets at a give time by analyzing recent trend information based on various forms of evidence.
- A record keeping system that provides teachers with information that allows them to adjust learning practices to meet the needs of students.
- A system that encourages student reflection and responsibility. For instance, if a student would like to practice more, meet with the teacher and so on, the student could re-take a test or lab to prove their deeper understanding of the material. Learning is on-going, deeper and more relevant to future growth and courses.

SBG is divided into two types of assessments: formative and summative.

- Formative assessment is the practice. It may be entered in JMC for the purpose of looking at completion, but it is not included as a measure of mastery and achievement.
- Summative assessment is the final product. Whether it be in the form of a project, test, quiz, paper or any other form, it is the assessment that measures if students have mastered a skill or are achieving at a proficient level.

Parents and students will still see letter grades on report cards and transcripts. Learning is ongoing with SBG so grades will be formulated at the end of each semester. Until that time, students are given a number representing their level of mastery of standards assessed within a SBG class. The SBG Guidebook with a lengthier explanation is also on the District website.

HIGH SCHOOL GRADUATION REQUIREMENTS

Academic progress in high school is measured in terms of credit. One credit is earned by receiving a passing grade for a course each semester (year long course earns 2 credits versus semester course earns 1 credit). See the course catalog for more detailed course requirement information.

The total credits needed for graduation are listed on the following pages. It is each student's responsibility to make sure he/she takes the necessary courses to meet graduation requirements. The secondary counselor will meet with each student once a year minimum to track progress toward graduation requirements. In all instances, all academic, financial, disciplinary and other obligations to the district must be fulfilled in order to graduate. Required courses are in bold print. The senior check-out sheet must be signed by all necessary personnel.

GRADUATION REQUIREMENTS

Course or Department Minimum Credits

English 8

English 1 (required): 2 semesters

English 2 (required): 2 semesters

English 3 (required): 2 semesters

Speech (required): 1 semester

English elective (1 credit)...Choices: English 4 (2 credits), Creative Writing,

Writing for Publication, Debate/Drama, Reading, Media & Broadcasting, Modern American Literature, Modern World Literature, Real World Writing.

Math 6

Algebra I (required): 2 semesters

Math Electives: Pre-Algebra, Geometry, Informal Geometry, Algebra II,

Intermediate Algebra, Pre-Calculus, Calculus, Statistics, Consumer Math

(Acceleration for any math courses will be on a case-by-case basis and must follow the testing score guidelines and teacher consultation with the counselor and principal as a team).

Science 6

Physical Science (required): 2 semesters

Biology (required): 2 semesters

Science Electives: Ecology, P&A, Physics, Adv. Biology

Chemistry, Animal Science, Plant Science

Social Studies 7

American History (required): 2 semesters

Government (required): 1 semester

Western Civilization (required): 2 semesters

World Geography (required): 1 semester

Social Studies electives (1 credit)...Choices: Government 2, Sociology, Psychology,

Contemporary Problems, Contemporary US History, Economics

P.E. (Maximum 4 Semesters) (required) 4

Electives	20
(With 1 required elective: Personal Finance)	
TOTAL	51 Credits

HIGH SCHOOL TALENTED AND GIFTED PROGRAM

Mission: This program is dedicated to providing students with enrichment opportunities that will both facilitate growth and interest in lifelong learning. In addition, students will be presented with opportunities and assignments developed to help each individual student reach his or her full potential both in and outside the school setting.

Nomination and Acceptance Process

- Any student participating in the program must first be nominated by a teacher, parent or T.A.G. coordinator.
- After nomination, an evaluation will proceed in the areas of standardized test scores, teacher recommendations and academic achievement.
- If a student meets the standards of the evaluation, a letter of acceptance and contract will be sent to the student and must be signed by both the student and parent.
- Students will be re-evaluated every semester and must adhere to all rules and expectations of the program in order to maintain enrollment in the program.

AP COURSES for TAG students

High School students in 11th and 12th grade (and 9th and 10th grade TAG students) may enroll in AP classes with approval from the T.A.G. instructor and Secondary Counselor. Students may not enroll in a class if a comparable course, as determined by the local school district, is available in the local school district. Students who are going to enroll in an AP class must schedule that class to be taken during a T.A.G. period. All coursework, quizzes and tests will be monitored by the T.A.G. instructor. It is our recommendation that students follow guidelines for prerequisite courses before taking any course that is AP online. The grading scale will follow that which is outlined in the Earlham Community School District handbook for all classes, and will adhere to a 4.0 scale, regardless of where the student enrolls for an AP course.

CREDIT RECOVERY/Summer School Course Study

Students who failed a semester course have the following options:

1. If the course is required to graduate but not offered through the credit recovery program, (i.e. Speech) they will have to re-take the course and pass it in order to graduate.
2. If a student fails a required course AND that course is offered through the e2020 program, the student **may** enroll to take that course the following semester for credit recovery. If a student takes a course through the e2020 program they will need to see the Secondary Counselor for a registration form. The original failing grade appears on the transcript followed by the e2020 course for credit recovery as a pass/fail grade.

3. They may enroll in that course in the summer through the e2020 program IF summer school is offered that summer.
4. If the course is an elective, the student may enroll in that course in a succeeding semester or enroll in a completely different course.
5. Courses taken through DMACC over the summer have nothing to do with Earlham Schools. These courses are at a student's own cost, and no credit or grades will be applied to the EHS transcript (student enrichment only).

CREDIT FOR AN EDUCATIONAL EXPERIENCE (Off-campus)

It is possible for a student to earn a maximum of 3 independent study credits (not credit for one of our offered courses) per semester for an educational experience, subject to prior approval (end of May for fall semester and end of November for spring semester), and the cooperation of a resident teacher for the purpose of evaluation, which may include a project, written assignments and/or a term paper. Approximately 100 hours of student involvement per credit are required. A maximum of 6 total elective credits may be earned toward graduation on a pass-fail basis. Students may NOT earn any money while at this work study for school credit purposes. The Off-campus supervisor must sign all forms and complete an evaluation of the student. This person may not be a family member. This option will be evaluated and approved by the Secondary Counselor and Principal on an individual basis.

POSTSECONDARY ENROLLMENT OPTIONS ACT (Iowa Code, Chapter 261c)

High school students in 11th and 12th grades (and 9th and 10th grade students in TAG) are eligible to participate in postsecondary educational programs. Most of the courses offered are on-line courses through post-secondary institutions.

On-Line Course Guidelines (based on Earlham School Board Policy 602.23)

Credit from on-line courses may be earned only in the following circumstances:

- The course is not offered at the high school
- Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements
- The course will serve as a supplement to extend homebound instruction
- The student has been expelled from the regular school setting, but educational services are to be continued
- The principal, with agreement from the student's teachers and parents, determines the student requires a differentiated or accelerated learning environment
- Students must meet application criteria established by the post-secondary institution and complete all prerequisites and provide counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an on-line learning environment.
- Courses are a part of the student's regular schedule school day

Additional Information Concerning On-Line Courses

1. Students may only access courses in this program that are not comparable to those offered by the school district. If a student does so, then the course will not appear on their high school transcript.
2. Students will be granted credit at the postsecondary school and at the high school (not necessarily the same number of credits). The grade will be included on the student's transcript and figured in the student's cumulative (GPA) grade point average. Grade point averages are based on a 4.0 scale consistent with all credits earned through the district.
3. There is no cost to the student for enrolling in a postsecondary course if the student earns a **passing grade**. If a student fails a course, the grade will show on their high school and college transcript. The student will not be allowed to take any other college courses while an Earlham student. Additionally, it may be their responsibility to pay the post secondary institution.
4. Students and parent/guardian must complete the on-line course paperwork specifically acknowledging concurrent grades, and that if a course is failed, not only will that appear on both transcripts; the student will also not be allowed to enroll in future online college courses.

E2020 ONLINE COURSE GUIDELINES

Students need to register with the Secondary Counselor for an e2020 course. Registration/contract forms including parent permission are available in the Guidance Office. Additional details may be found via the counselor's webpage.

DMACC ONLINE CAREER ACADEMY GUIDELINES

If students are interested in online courses through DMACC the following program is available.

The Program – DMACC offers concurrent enrollment courses online. DMACC will provide the instructor, textbook and associated classroom materials, and the learning management system. DMACC will also provide Academic Advisors to help support students and faculty in the online environment.

Student Registration Guidelines – Qualifying juniors may register for **ONE** online course per semester (additional classes with administrative approval). Qualifying seniors may register for TWO online courses per semester (additional classes with administrative approval). DMACC requires that students have a 3.5 grade point average or 21 ACT composite score to enroll in **online career academy** courses. These qualifying standards can be waived with administrative approval.

Coursework On Campus – Students will be required to schedule a period for each online course they enroll in. The school will provide an appropriate work station for the student in the building. Attendance for online courses will be the same as all regular general education courses in the building. The school will provide an online supervisor for students for each period of the day.

Grades - A reminder that grades earned in a DMACC course will show on a college and high school transcript. If a student withdraws from the course beyond the first week, and prior to mid-quarter, a "W" will appear on their transcript. If a student fails a course, the grade not only

appears on both transcripts, it also prevents a student from being allowed to enroll in any future DMACC courses through EHS.

INCOMPLETE GRADES

Incomplete grades will be given only for work missed because of absence towards the end of the semester. After 2 weeks, the grade earned will be given.

DROPPING OR ADDING A CLASS

All schedule changes should be completed with the assistance of the secondary counselor prior to the beginning of each semester. Requests for courses to be added or dropped during a semester will be at the discretion of the administration, based on the merits of the request (the student's transcript will reflect the grade earned). Students may not add or drop a class after the first week of each school semester. For a student to change their schedule in the first week, a schedule change request form must be completed in its entirety. All communications should be addressed to the secondary counselor.

Last day for a student to change their course schedule: first semester – August 29, 2016
second semester – January 20, 2017

ACADEMIC PROGRESS (Grades 7-8)

Student achievement is of primary importance at the Earlham Community School District. Achievement can be measured by a student's progress in the classes offered each school year. Middle school students earn credits by receiving a passing grade for a course that meets daily for a semester. To ensure that a student is prepared to advance to the next grade, the Earlham Middle School staff will follow these guidelines:

Seventh and eighth grade students will need to accumulate 10 required credits each year to advance to the next grade level. Required Core Courses Minimum Credits:

Math 2

Science 2

English 2

Social Studies 2

Lit/Reading 2

Most of the students in the middle school work hard and are determined to do well. The result of those commitments is a passing grade. There are a few of the students who we feel are capable of achieving passing grades, but for various reasons have not. Due to this fact, we feel that it is important to hold these students accountable for their actions through the following steps:

- 1) Grades are monitored regularly using the existing eligibility structure (every week)
- 2) Notification of parents about failing courses: At any time a student is failing two or more courses the At-Risk Coordinator will notify parents to set up a B.A.T. meeting to discuss a plan of action for success that may include Academic Extension or being pulled from exploratory classes to work on core course work..

STUDENT CLASSIFICATION

At the beginning of the school year, a student must have already earned the following total number of credits in order to be classified as a:

Graduate 51
Senior 35+
Junior 23-34
Sophomore 11-22
Freshman 0-10

MS: 7 & 8 grades need to accumulate 10 required credits each year to advance grade levels and progress to high school.

STUDENT PROMOTION-RETENTION

SEE BOARD POLICY 505.3

Eighth grade students who fail a core course either semester (including not completing all work required for the course) will not receive a “Certificate of Completion” for middle school because they have failed to meet the required number of credits. Furthermore, any 7th or 8th grade student who fails a core course must complete and pass a credit recovery course designed through the school district’s e2020 program before they can move on to high school courses in that course content area.

GRADUATION CEREMONY

Students (seniors) must meet all graduation credit requirements before they may participate in the graduation ceremony. Students meeting credit requirements, but not other requirements (disciplinary and other obligations to the district) may graduate, but will not be allowed to participate in the graduation ceremony. Students that are under suspension from school during the date of commencement will not participate in commencement exercises. Students who have not paid fines will not participate in commencement exercises. Only courses taken at Earlham or through a 28E agreement will be counted toward Earlham graduation requirements.

HONOR ROLL

An honor roll is released at the end of each semester. Students named on the honor roll will be recognized as follows:

Students with a GPA of 3.49 – 3.0 “B” Honor Roll

Students with a GPA of 4.0 – 3.5 “A” Honor Roll

CARDINAL CITIZENS & SCHOLARS (Grades 7-8)

CARDINAL CITIZENS

Students at Earlham Middle School are expected to do their very best, both in the classroom and outside the classroom. This expectation is for their personal benefit and the well being of

everyone who attends Earlham Middle School. Administrators, staff and community expect loyalty to the school and tolerance and respect for others. Each student will be expected to support the activities of the school and to obey school regulations. If disciplinary action must take place, a student may lose his/her status as a Cardinal Citizen. This happens if a student receives a combination of more than 2 hours of total discipline per quarter or an in-school or out-of-school suspension.

Discipline:

- 1 Minor is the equivalent of 15 minutes of discipline
- 3 or more late assignments in one week equals a Minor
- 1 Major is equivalent to 30 minutes of discipline
- Saturday school is equivalent amount of time assigned

The Earlham Middle School staff recognizes and appreciates that the majority of the middle school students are respectful, courteous, responsible, and proud. The Cardinal Citizens program provides rewards for those students who follow the rules and behave in an appropriate, respectful, responsible, and proud manner. This system also monitors and penalizes those who choose to disobey the rules or behave in an inappropriate manner.

CARDINAL SCHOLARS

The following criterion has been set for qualifying for the Cardinal Scholar categories:

Distinction A GPA of 3.9 with no grade lower than an A-

Honors A GPA of 3.5 with no grade lower than a C-

Certificates and recognition for earning, "Distinction" or "Honors" will take place at the end of each semester.

CARDINAL CLUB ACTIVITIES

Students who are a Cardinal Citizen and have NO semester grades below a C- at the end of the semester will qualify for End-of-the-Semester, Cardinal Club Activities. Student activities may include a full or partial out-of-school field trip or a movie, pizza and ice cream at school.

Additionally, to help motivate middle level learners, there will be a mid-term incentive/activity for those students with no grades below a C- at mid-semester and no major disciplinary issues.

PARENT-TEACHER CONFERENCES

The school calendar identifies the dates for the regular parent-teacher conference days. In addition to these conferences, arrangements may be made for special conferences at any time the need is evident and may be requested by either parent or teacher. Conferences are scheduled in the middle of the Fall and Spring semesters. The school encourages parents to come for a conference or visit the school at their convenience at any time. All parent-teacher conferences are scheduled and conducted by the advisement teacher (MTV or M&M Advisor). Those conferences will be conducted in the advisement teacher's room. There is always opportunity for parents to meet any/all other teachers if they desire. The Spring Conferences will incorporate a "Parent University" component where parents and students can learn about different aspects of teenage learning (social media, Haiku, SBG, middle level learner

needs/supports, etc.), as well as opportunities available for students to become more involved (sports, clubs, fine arts) as studies show that students that connect more to their school tend to be more successful and engaged in their learning.

ACADEMIC ELIGIBILITY (Grades 7-12)

Students receiving an “F”, or two grades below a C- in courses that a letter grade is given will be declared academically ineligible. Students who are declared ineligible may not compete or participate in a school-sponsored activity. “Compete”, means participating in a contest/competition/performance, and includes dressing in full team uniform, as well as participating in pre-game warm-up exercises with team members. Compete does not include any managerial, recordkeeping, or other non-competitor functions. It is the coaches/sponsors discretion whether to allow the student to travel and be with the team or group during the times of competition. Students **may be** allowed to practice or rehearse at the discretion of the coach or fine arts supervisor.

Academic eligibility will be determined weekly beginning the second week of each quarter throughout the school year. During the second week of each quarter, student grades will be determined on Friday or the last day of the week, if the week is shortened. If a student is ineligible according to the above standards, he/she will be placed on academic probation for one week, with a chance to bring the grades up by the next Friday. During the one-week probation period, they may continue to compete or perform. If a student’s grades remain in the ineligible range for the 2nd consecutive week, they will not be eligible for school-sponsored activities for the subsequent week(s) until their grades come up into the eligible range. Grades will be updated by teachers each Friday (or the last day of the week) for the rest of the quarter to determine eligibility.

Students declared ineligible at the end of the fourth quarter can gain eligibility back one week after the date ineligibility has been declared if s/he is out for softball or baseball.

Iowa DE – “Scholarship Rule” 281 – 36.15(2)

Each student shall be enrolled full-time and in good standing with the school. To qualify as a full-time student the student must meet the requirements of 281-Chapter 12 of the Iowa Code. Coursework can be taken under the provisions of Iowa Code Chapter 261C, postsecondary enrollment options act, for which a school district grants credit towards high school graduation shall be used in determining eligibility.

(1) Each student shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period (semester). For purposes of this rule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades and graduation requirements (at the end of each semester).

(2) If at the end of any grading period (semester) a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for, and compete in the

next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

(3) A student with a disability who has an IEP (individualized education program) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's IEP.

(4) The "Scholarship Rule" does not apply to incoming 9th graders

The State Speech Association and State Music Association have adopted the "Scholarship Rule". All music and speech activities at Earlham will be treated the same as our athletic activities.

All other activities outside of athletics, music and speech will also adhere to the "Scholarship Rule" just to be fair and consistent. Therefore all activities, such as FFA, and cheer squad will be in compliance with the "Scholarship Rule".

NOTE: How will students fulfill their eligibility requirement if they have failed a semester course and are not currently out for an activity? The student will be ineligible for the first 30 calendar days in the next sport or activity they compete in. The student could try a "new sport" but cannot quit the activity after 30 days just to fulfill the 30 days of ineligibility requirement; they must complete the season.

CHEATING AND PLAGIARISM

Each student at Earlham High School is expected to produce work to the best of his/her ability. Work submitted for credit or recognition is to be done by each individual student and must be his/her own work. Cheating, plagiarism, and so on, will result in loss of credit for the assignment, test, or project and could result in loss of credit for that course (if it is a traditionally graded course). IF the incident occurs in a SBG course, the student will be required to re-do the assignment, test or project and serve disciplinary consequences for each standard where there was cheating/plagiarism (one hour of Sat. School for each standard violated so that they have time to re-do the item while serving their consequences).

STUDENT ACTIVITIES

Extracurricular activities (school sponsored not recreational/club programs) are available for students who are eligible and meet the standards set forth by each sponsor. These activities include, but are not limited to:

- | | |
|------------------------|---|
| *1. Football | *14. Jazz band, Pep Band |
| *2. Cross Country | 15. Art club |
| *3. Volleyball | 16. Speech club &/or speech contest |
| *4. Basketball | 17. Student Council |
| *5. Wrestling (shared) | 18. National Honor Society |
| *6. Track & Field | 19. All conference-sponsored events (e.g. |

- | | |
|---------------------------|--|
| 7. Soccer (shared) | speech, band, art, vocal, etc.) |
| 8. Golf | 20. Spanish Club |
| *9. Softball | *21. Band/Vocal Music (large group, solos & ensembles) |
| *10. Baseball | 22. Bowling (shared) |
| 11. Cheerleading | 23. Swimming(shared) |
| *12. FFA | |
| 13. Drama (fall & spring) | |

*Available for grades 7-8

GRADE LEVEL PARTICIPATION REGULATIONS

Middle School activities are for middle school students only. High school and elementary students will not be allowed to participate in middle school activities. Likewise, High School activities are for High School students only with the exception of performances (band, choir, drama).

Grades 7-12 will be permitted to practice and participate in performing arts, concert band, marching band, jazz band, pep band, vocal music, & drama as deemed necessary by the sponsor and principals. This is contrary to the basic philosophy of keeping students grouped by ages, but this exception has been made for the following reasons:

1. The High School Music Association permits schools to enter contests where students range in age (grades) 7-12.
2. Students receive credit for music.
3. Permitting 7th and 8th graders to participate in these activities may provide adequate numbers for performances and/or competitions.

ACTIVITY NIGHT (Church night)

Wednesday night is designated as church activity night. The school cooperates with local churches by not scheduling school functions or permitting practices or games after 6:00 p.m. on these nights during the school year. There is an exception when the state athletic associations schedule tournaments on Wednesday nights. This clearly means that athletes should be off the court/field before 6:00 p.m.

ACTIVITY TRANSPORTATION

Participating students must ride in school vehicles to and from the activity when transportation is provided. However, students may be released to their parents. If the student is going to ride home from the activity with his/her parents, the parents must let the coach know verbally and then sign the transportation release form provided by the coach. At NO TIME should an athlete request to ride home with someone else other than his/her parents.

TWO ACTIVITIES DURING THE SAME SEASON/TIME FRAME (Board policy 504.5)

A student may participate in more than one activity during the same season/time frame. Activity sponsors are expected to work together in conjunction with the athletic director and building principal to provide these opportunities in the best interest of the student. Regulations regarding student participation in multiple activities are found in the student handbook, teacher handbook and the coach's handbook.

REGULATIONS:

1. Both coaches/sponsors of the activity involved will have discretion on whether the student participates in their activity along with another during the same season/time frame.
2. State sponsored events take precedence over all other events.
3. Conference and sponsored events take precedence over non-conference scheduled events.
4. Varsity events take precedence over junior varsity events.
5. Regularly scheduled events take precedence over rescheduled events.
6. Mutual consent of the coaches/sponsors affected must be given prior to the event. In other words, the coach/sponsor should decide prior to the start of the season on activities that fall on the same date. If conflicts arise, the Athletic Director or building administrator will confer with the coaches/sponsors.
7. At no time will an athlete practice "on their own" during a scheduled school sponsored practice time. There must be coach supervision at all times.
8. In all situations the coaches/sponsors will use discretion in making decisions based on the best interest of the student.

PARTICIPATION ELIGIBILITY (Concerning disciplinary action)

Students on in-school suspension for ANY part of a day will be allowed to practice but not participate in any extra-curricular activities that day.

Students on out-of-school suspension for ANY part of a day will **not** be allowed to practice, participate, or attend an extra-curricular activity that day.

If the student has not fulfilled any disciplinary penalty (detention or otherwise) at the assigned time, the student may be declared ineligible to participate (including practice) until said penalty is fulfilled.

ACTIVITY ELIGIBILITY REQUIREMENTS

Participation in extracurricular activities is a privilege granted only to those who qualify by meeting certain standards. Leadership brings additional responsibility, and student leaders are looked up to and emulated. Students involved in these activities must meet higher standards than regular students because they are being sponsored by the school, represent the school, and depict its' character. Students must always represent Earlham in a positive manner.

Administrators, coaches, or extracurricular sponsors may revoke participation privileges from students who present behavior problems. Privileges may be revoked immediately and

permanently, or for a particular number of seasons, games, meets, practices, or meetings. This code also applies to special events such as dances.

If the student has not fulfilled any disciplinary obligation at the assigned time (detentions, suspensions, community service, etc.), the student may be declared ineligible to participate (or even practice) until the obligation is fulfilled.

ATTENDANCE REQUIREMENT (For participation in activities)

Please see the ATTENDANCE section for details (page 7)

COACH /SPONSOR GUIDELINES

The coach (or sponsor) of an extracurricular activity may establish and make known rules of conduct and regulations for the students participating in the activity. These rules of conduct shall be approved by the athletic director and principal. These rules shall be in writing and given to each student in the activity at the beginning of the season. Additional rules of conduct may be established and made known during the season, with approval. Failure to adhere to these rules may be cause for the coach (or sponsor) to dismiss a student from the activity. Any student declared ineligible under a prior school district's good conduct rule who has not completed the full period of ineligibility at that school, and then transfers to Earlham High School, will not be eligible for interscholastic competition at Earlham High School until the full period of ineligibility has been completed.

BEHAVIOR ELIGIBILITY (Good Conduct Rule, Code 503.5)

To retain eligibility for participation in Earlham Junior/Senior High School extracurricular activities, students must conduct themselves as good citizens both in, and out of, school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

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

- possession, use, or purchase of tobacco products, e-cigarettes, and/or vapor pens (whether nicotine is present or not) regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine. "Possession" defined by a positive test of a breathalyzer, blood-alcohol test, or constructive possession
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the use, purchase or attempted sale of synthetic or "look alike" drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs; such as over the counter or prescription drugs.

- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others.

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

Penalties:

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

First Offense Within the Student's High School Career- Six (6) weeks of ineligibility from the date of admittance or determination by administration.

Second Offense Within the Student's High School Career - Twelve (12) weeks of ineligibility from the date of admittance or determination by administration..

Third Offense Within the Student's High School Career - Twelve (12) calendar months of ineligibility from the date of admittance or determination by administration.

Fourth Offense Within the Student's High School Career: The student will forfeit all extracurricular activities for the remainder of his/her high school career.

The period of ineligibility begins with either notification by the student through self-reporting to the athletic director, building principal or coach/sponsor or when the school is notified of an incident by law enforcement/juvenile court system. An ineligible student shall attend all practices or rehearsals but may not "suit up" or perform/participate until the period of ineligibility has been completed. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

Reduction in Penalty:

1. Evaluation and Treatment: A student who has a first violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the principal regarding recommendations for treatment or follow-up care, the

student's penalty for the first violation may be reduced by two (2) weeks. This reduction is **not** available for second or subsequent violations.

2. Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced by two (2) weeks for a first violation, three (3) weeks for a second violation, or three (3) months for a third violation within the student's high school career.

A student who has been found to have violated one or both of the provisions described above, prohibiting conduct that would be grounds for arrest or citation, or conduct that is grossly inappropriate or offensive, may seek to reduce the penalty by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not be limited to, an oral apology for the student's behavior to affected parties, and restitution where appropriate. The degree of reduction of the penalty in such situations shall not exceed one-third of the penalty.

Academic Consequences:

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Appeals:

Any student who is found by the administration to have violated the Good Conduct Rule may obtain a review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

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

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

STUDENT INFORMATION

LUNCH REGULATIONS

Earlham has a closed-campus policy regarding lunchtime. Students are not permitted to leave the building or school grounds during the lunch period. Leaving the school building during lunch period without proper authorization may result in disciplinary action. During the lunch period, students are to be in their assigned lunch area and may use the nearest restrooms. Students are not to be in the hallways.

BREAKFAST SERVING TIMES: Breakfast is available to all students from 7:30 – 8:05 a.m.

LUNCH AND BREAKFAST PAYMENTS

School breakfast, lunch, and ala carte are processed through the JMC lunch computer system. Students will have their own personal plastic account ID card (grades 7-12). The first ID card is free. There will be a charge for each replacement.

Students may deposit money into their accounts from 7:45 – 8:05 each day. However, the money will not show up in the student's account until the following day. Reminder notices are sent home or e-mailed when students' accounts need funds. NO ala carte or seconds can be purchased if there is a negative account.

Students must have an account balance to purchase seconds or ala carte items

FOOD AND DRINKS

Students are allowed water in a clear water bottle that seals in classrooms. No other beverages should be present. Additionally, there should not be any energy drinks (ie. Monster, Red Bull) in lockers and/or consumed during school hours in the school building.

Students should consume food in the lunchroom and/or special occasions in a classroom with the supervision of a staff member. Food should not be eaten in hallways. Food and drinks will be allowed in Period 5 common study hall classrooms at the discretion of the teacher.

PARKING LOT

Students may drive cars to school and must park in the designated student parking section during school hours (and possibly other designated times). Students should park in the three rows on the north side of the parking lot (closest to FB field). **Driving to school and using the parking lot is a privilege that can be revoked and/or subject to disciplinary action (up to and including suspension) for speeding, driving recklessly and/or endangering others walking through the parking lot.** Additionally, cars parked illegally, block traffic or park on the grass are subject to disciplinary action and possible towing. The parking lot is school property, and tobacco and other guidelines are still followed there.

SCHOOL FUNDRAISERS

Fundraisers are held to generate funds to support academic and extracurricular programs.

TEXTBOOKS

Students are responsible for textbooks assigned to them. Teachers record the number of the book, the condition of the book when issued, and the name of the student who the book was issued to. Students who loan a book to another student remain liable for the book. Students must pay for lost or stolen books or damages inflicted to textbooks which were assigned to them. The following will be a guide for assessing these fines:

Lost Book or Damaged Books

1-2 years old...new price

3-6 years old...replacement price

Severity of damage will warrant an appropriate fine. Fines will be based on amount of damage, potential future book use, as well as teacher and principal recommendation.

LIBRARY MATERIALS

Checkout: 7th-12th grade students are allowed to checkout a maximum of two books from the library. Reference books cannot be checked out by students. Books may be checked out for a maximum of three weeks. Students may renew books as needed.

Overdue materials: The date the book is due will be written on the due date slip. The book is due, or to be renewed, on, or before that day. Any books lost or damaged must be paid for at the end of the school year, or will be added to the students' registration charges the following school year.

COMPUTER USE

The computers are to be used for school related research/activities. This means that students should not be accessing e-mail, chat functions, games, or social networking sites (i.e. facebook, myspace, or other similar sites) during school hours. This is not a complete list. Teachers will indicate to students when laptops should be used in their class and the purpose of its use.

Laptops should not be brought to the lunchroom/used during lunch.

The use of the computers will be consistent with the Acceptable Use Policy (AUP) at all times. Inappropriate usage will result in lost privileges, and disciplinary consequences up to and including suspension/expulsion. Additionally, the laptop is the responsibility of the student and should not be left unattended, left outdoors or used by anyone other than the assigned student (including login credentials).

CELL PHONES/ ELECTRONICS/ MUSICAL DEVICES

Cell phones, electronics and musical devices should not interrupt the learning process. Students who choose to bring these devices to school should not use them without the

permission of the supervising staff member. Students are allowed to use these types of devices during passing time and during lunch as long as it does not create a disturbance in the lunchroom or hallway.

Cell phones and other communication devices that are disruptive to the learning environment, or are used inappropriately will be confiscated. At no point should a cell phone be out and/or used in a bathroom or locker room due to obvious privacy issues. (during or before/after school hours). This means that no cell phone should ever be out during PE courses.

Students who use a cell phone during the school day, without permission, will surrender possession of the cell phone and may retrieve it from the office at the end of the day. For repeated offenses, a parent must come in to retrieve the phone. Repeated offenses beyond the third will be considered insubordination with consequences ranging from detention up to, and including, suspension.

DISMISSAL FROM CLASS

Students sent to the office from a class must report directly to the high school office and briefly state the reason for being sent. (Students failing to report to the office will be in risk of additional disciplinary action.) Students must fill out an office referral form to give written detail of why they were sent from class. Generally, students will not be sent back to the same class that day. Consequences for being dismissed from class will be determined by the administrator or designee at the time of the incident. Consequences may range from a detention or Saturday School up to, and including, suspension or withdrawal from the class with no credit earned.

LIGHTERS, MATCHES, ETC.

Possession of lighters, matches, etc. are prohibited at school, on school property, or at a school-sponsored activity (home or away) and will be confiscated and not returned. Such materials which are needed for classroom laboratory purposes will be provided by the school and are to be used for that purpose only under the direction of the teachers. Consequences will be determined according to each individual incident and number of repeat occurrences.

PUBLIC DISPLAY OF AFFECTION

School is neither the time nor the place for contact such as embracing, kissing, or any public display of affection. Students may hold hands, but other contact may result in disciplinary action by the principal. Parents may be contacted. Continuous infractions may result in more serious sanctions.

DRESS CODE(Board Policy 502.2 – STUDENT APPEARANCE)

During academic school hours, Earlham students are expected to dress and groom themselves in a way that is not offensive nor distracting to students and/or faculty. The focus during the school day should be on learning without any disruptions caused by

inappropriate/inadequate dressing. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Faculty members are permitted to specify a dress code for field or activity trips.

A student will be required to change his/her clothing if the dress code policy is not followed. Continued referrals to the office for dress code violations will be considered insubordination.

The following clothing or other apparel may NOT be worn: clothing which promotes illegal use by minors such as alcohol, tobacco, or drugs; clothing which displays obscene material, profanity, vulgar statements, gang symbols, hate messages, sexual innuendoes, suicide, intolerance, violent messages, or other messages which are interpreted as being inappropriate or offensive (ie Confederate flag, gun/knife/weapons). Pajama pants and slippers may not be worn unless it is a specified "dress up" day.

In addition, clothing that calls undue attention to anatomical details may not be worn. Examples include, but are not limited to: mini-skirts shorter than finger-tip length, short shorts, bare midriff and spaghetti strap style tops (good rule of thumb is 3 finger width strap needed), backless tops, open mesh clothing without proper clothing underneath, sagging pants, or clothing with holes in inappropriate places which show intimate apparel.

Shoes or sandals must be worn at all times. Chains are not allowed. No spiked jewelry may be worn.

Students will NOT be permitted to wear caps, hats, hoods, sweatbands, or any head gear unless approved by the principal. Hats are to remain in the locker during the school day. In addition, sunglasses cannot be worn in school unless prescribed by a doctor.

BACKPACKS

As all students in grades 7-12 are issued a laptop bag to carry their laptop in throughout the day, no backpacks are needed for class-to-class use. Additionally, a four minute passing period allows plenty of time to go to each student's locker and get any other materials needed for the next period's class. Backpacks may certainly be used to bring items to/from school, but should be left in the locker during the school day.

STUDENT LOCKERS

School personnel will assign each student a hall locker. For security, neatness and safety, all locker doors must be kept closed. Students are expected to use their own lockers and to keep them neat. Obscene or lewd pictures will not be allowed. Students assigned to a locker are responsible for it and may be charged individually or equally for damage. Do not mark on or deface the locker. Tampering with the locker or its look is considered vandalism and may result in disciplinary action. The school is not responsible for thefts. Students are to use lockers only for the storage of school books, school materials, and possessions ordinarily used in day-to-day

school activities. All lockers are the property of the school district and remain school property even though they are temporarily assigned to students.

School officials may conduct periodic inspections of all, or a randomly selected number of, lockers at any time without prior notice. Inspections may be made for cleanliness, missing school or personal property, contraband, and evidence of vandalism. Contraband may include non-prescription controlled substances, alcohol, pornographic material, tobacco, weapons, explosives, stolen property or anything used that may disrupt the educational setting. Such items of contraband are not to be brought to school or placed in lockers under any circumstances. (A locker search may be conducted at any time without advance notice if there is reasonable suspicion that contraband is in the locker.) School padlocks are available from in the athletic director's office for a rental fee.

VALUABLES

Students should not bring items of value to school (especially technology items and cash). The school will not be responsible for any valuables brought to school by students. If it is necessary to bring items of value to school the office may secure them with administrative approval. Padlocks are available through the school if a student wants to secure items in his/her locker. It is especially important that no items of value be left even for a PE class in the locker rooms.

BICYCLES/ROLLERBLADES/SKATEBOARDS

The Earlham Schools recommend to parents/guardians that their children be in the third grade before riding bicycles to school. The district is not responsible for students riding to and from school and assumes no responsibility for bicycles on the school grounds. Rollerblades and skateboards may not be brought into the school building.

SCHOOL RULES AND EXPECTATIONS

Earlham School has basic and simple rules and expectations of students. Students who comply with these expectations should experience success and be exempt from disciplinary action or punitive measures. Earlham Elementary and Middle School (Grades PK-8) are a PBIS: Positive Behaviors Interventions and Supports School. Students in those grades will receive Cardinal Compliment Cards for demonstrating appropriate school behavior (and minors if they do not).

Students will come to class prepared and be in their seat when the bell rings.

Students will respect others and their property. Issues of disrespect could include any of the following:

- Inappropriate language
- Bullying/hazing/harassment
- Disrespect to Staff
- Skipping detention time (doubles and goes to Saturday school)
- Insubordination
- Disruptive Behavior

- Breaking classroom or school rules
- Vandalism-the student and parents are responsible for all damages
- Illegal acts
- Stealing

Additionally, students will use appropriate volume while talking with others at school. Everything from the lunchroom stays in the lunchroom. Do all you can to be all that you can as a student and member of this school.

The above rules and expectations will be reinforced in the following manner:

- 1st Time = Warning by the observing teacher
- 2nd Time = Detention with the observing teacher
- 3rd Time = Office referral and discipline. This is a recommendation only.

STUDENT DISCIPLINE (See also the section: Good Conduct Policy pp. 24-27)

School district policies, rules, and regulations are in effect 12 months a year. The student handbook, board policy, the Code of Iowa, or “commonly held notions of unacceptable, immoral, or inappropriate behavior” may serve as sources to students of what conduct is impermissible and for which discipline may be imposed.

The Earlham Community School Board affirms its support of the student responsibility and discipline policies, its intent to support school staff who enforce these policies, and its intent to hold school staff accountable for implementing the policies.

Students are responsible for their actions, not the actions of others. These expectations apply to students:

- While on school property.
- While on or in school-owned and operated vehicles or school-chartered vehicles or while traveling under the authority of the school.
- While attending or engaged in a school-related, sponsored, or approved activity, regardless of whether it is on school property or not.
- 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.

DISCIPLINARY TOOLS

The most effective manner in maintaining proper conduct is through parent guidance. When breakdowns occur in student conduct, teachers should make every effort to work with the parent to resolve disciplinary problems. PARENT SUPPORT IS A MUST! When teachers have exhausted disciplinary tools, it may be necessary for students to be referred to the building administration. School officials will use a variety of disciplinary tools in an effort to hold students accountable for their behavior and change negative behavior. Some examples of discipline include:

- Verbal Warning

- Student-Teacher Conference
- Parent-Student-Teacher Conference
- Teacher or Administrator Telephones Parent
- Referral to Guidance Counselor
- Letter of Apology
- Loss of Privileges (No passes, Senior release, etc.)
- Time Out Isolation (Within the classroom)
- Building Assistance Team Referral
- Suspension out-of-school (By Administrator only)
- Expulsion (By School Board only)
- Administrator Conference
- Detention
- In-school suspension
- Saturday school (Increments by hours)
- In-school or out-of-school community service
- Community Service
- In the case of suspension or expulsion, a student has the right of privacy and appeal. Guidelines for school expulsion and hearing procedures are on file in the principal's office.

POSSIBLE DISCIPLINARY CONSEQUENCES

DETENTION (Middle School & High School)

Detention may be given for relatively minor rule infractions. An unofficial detention may be served with the classroom teacher. Detention is an extension of the regular school day for the students concerned; therefore, all rules and regulations in effect during the school day also apply to the detention period. Detention MUST be served that day or the following day (M-Th) unless other arrangements are made in advance. Work is not a valid reason to miss a detention. If a student receives more than one detention in a day or week, they must be served consecutively until satisfied and the "today or next day" courtesy may be waived. The student is to report to detention with enough school work or a book to read to keep busy the whole time. No newspapers or magazines, food or drink, talking, or sleeping is allowed. Failure to follow these guidelines or any others set by the detention hall monitor will result in dismissal from detention. Students dismissed from detention will have the time doubled and will serve it during Saturday School. Failure to stay or make arrangements to stay for detention will result in additional consequences. Students may not be able to play or practice any extracurricular activity until their detention time has been served.

SUSPENSION

A student may be suspended from school for reasons listed in this student handbook plus repeated violation of any one rule or a combination of rules. Whether the suspension is in-school, out-of-school or Saturday School will be determined by the principal. Neither in-school

nor out-of-school suspensions count on the attendance policy. All school work during suspensions may be made up with full credit , if done in a timely manner.

IN-SCHOOL SUSPENSION

A student assigned an in-school suspension will be confined to a supervised area (generally the principal's office for a part of ,or the entire regular, school day. The student will be allowed restroom break only when given permission by the supervising teacher.

OUT-OF-SCHOOL SUSPENSION

A student may be given out-of-school suspension for serious or repeated breaches of discipline. A suspended student may make up all missed school work for full credit. Students on out-of-school suspension for any part of the day will not be allowed to practice, participate or attend any extracurricular activity that day (home or away). In addition students on out-of-school suspension are not allowed on school property. (Iowa code allows a school to suspend a student up to 10 days)

SATURDAY SCHOOL (7-12) REGULATIONS

Saturday School allows students the opportunity to serve their disciplinary action while attending school full time, thereby taking full advantage of the opportunities of regular school attendance. It also allows the students extra time to do classroom assignments. Saturday School may be used in place of in-school or out-of-school suspension, and for making up time for truancy or other absences. The determination concerning whether it will be in-school suspension, out-of-school suspension, or Saturday School will be at the discretion of the administration. Saturday Schools are scheduled as needed from 8 a.m. to noon. Arrangements for Saturday School are made with student, parents, and administrators. If a student is assigned a three or four hour Saturday School and does not show up, he/she will be given community service, double the time of the aforementioned Saturday school hours.

SATURDAY SCHOOL GUIDELINES

Saturday school is an extension of the regular school day and all regular rules apply. Additional rules are as follows:

- Report to the appropriate room at 8:00 a.m. (Students are responsible for their own transportation.) Unless told otherwise, students meet at the Commons.
- The student will be allowed restroom break only when given permission by the supervising teacher.
- Bring enough work to keep busy the whole time. Students must remain seated and be working on regular classroom assignments, class related study, or may read a book (not a newspaper or magazine).
- No talking to other students is allowed.
- Follow the instructions of the person in charge.
- Failure to follow the above rules or other misbehavior may result in immediate dismissal and the time doubles if it is a one or two hour Saturday school.

- If the Saturday school is three or four hours then the time doubles to community service which will be arranged by the building principal.

SCHOOL EXPULSION

The Board of Education may expel any student from school for a violation of rules and regulations, or when the presence of that student is considered to be detrimental to students or staff. The building administrator is responsible for the origin of the recommendation for expulsion of a student and shall have the authority to suspend the student from attendance until a board meeting can be held. The student shall be afforded means of alternative education during this period of suspension. In the case of unusual delay, the superintendent may place the student on probationary status and allow the student to return to classes pending the board meeting. Every effort shall be made to hold the meeting as soon as possible.

The superintendent shall notify the student and parents (or legal guardians) of the place and time of the board meeting. The notice shall be both oral and written and shall also include a summary of the specific reason(s) for the consideration of the expulsion of the student. The student and parents shall be made aware of their right to have themselves represented by counsel and their right to present witnesses who may have vital information material to consideration of expulsion. At the meeting the board shall have in attendance the administrator who initiated the request for expulsion and other persons it may wish to call as witnesses. All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, his/her parents, and representative.

Within five days of the board meeting, the board will notify the student and his parent(s) or guardian(s) of the board's decision. When expelled by the board of education, a student may be readmitted only by the board of education and upon such terms as prescribed by the board. In the absence of any overriding judicial directive, the board shall determine whether the school shall provide or deny alternative education to the expelled student.

USE OF VIDEO CAMERAS ON SCHOOL BUSES

The Earlham Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras may be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

BUS EXPECTATIONS/CONSEQUENCES

To help ensure the safety of all students, school employees, and other motorists, students are required to abide by all student behavior rules outlined in board policy, in the student handbook, and the rules included in the following chart. Transportation by school bus is a privilege, not a right, for an eligible student. A student's eligibility to ride the school bus may be revoked due to a violation of school bus safety rules or the school behavior expectations. All consequences are at the discretion of the district administrators.

Misbehavior on District Vehicle (Bus Expectation)	1st Offense	2nd Offense	3rd Offense	4th Offense
<p>*Violation of safety procedures Behaviors include: moving around the bus while bus is in motion, jumping over seats, sitting in the aisle, throwing objects, or other actions deemed unsafe by the bus driver.</p>	Warning – Parents Notified	1 Day Suspension from school bus	3 Day Suspension from school	5 Day Suspension from school
<p>*Aggressive/Threatening Behavior Behaviors include: verbal or physical conflicts/fights; pushing, shoving, hitting and other behaviors outlined in the elementary aggressive behavior consequence system.</p>	1 Day Suspension from school bus	5 Day Suspension from school bus	Remainder of semester suspension from school bus	Determination by building principal
<p>*Disregarding the directions of the bus driver As with any classroom, the bus driver has the authority to set rules and expectations for students riding the bus. Students who disregard the directions of the bus driver will be held accountable for their behavior. Rules set by bus drivers may be reviewed by the administration at any time to determine appropriateness</p>	Warning – Parents Notified	1 Day Suspension from school bus	5 Day Suspension from school	Remainder of semester suspension from school bus

INITIATIONS, HAZING, BULLYING OR HARASSMENT

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

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

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

If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

- tell a teacher, counselor or principal AND
- write down exactly what happened (or complete the google form), keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened:
 - who was involved,
 - exactly what was said or what the harasser or bully did:
 - witnesses to the harassment or bullying:
 - what the student said or did, whether at the time or later,

- how the student felt: and
- how the harasser or bullying responded.

DEFINITIONS:

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Sexual harassment includes, but is not limited to:

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

Harassment or bullying is repeated comments, physical actions or social media posts that disparage a student and are designed to embarrass, distress, agitate, disturb or trouble persons on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status. Finally, the acts of the bully/the harassment:

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

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

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

Protocol for Dealing with Harassment/Bullying

- Step 1: Informal conversation with all parties involved to resolve the issue.
- Step 2: When a formal/written complaint is filed an investigation is done by, Secondary Counselor or building principal and either a phone/e-mail communication with parent/guardians will occur or a parent meeting will be scheduled.
- Step 3: Following the investigation the building principal will meet with the students involved and contact their parents to resolve the issue/provide results of the investigation. Any consequences given to the "bully" will be assigned but will not be shared with the victim/family.
- Step 4: If there is further proof of harassing/bullying incidents ("founded" incident) a minimum of a three day out-of-school suspension will be enforced.

- Step 5: If there is further proof of harassing/bullying incidents (“founded” incidents) a minimum of a five day out-of-school suspension will be enforced.
- Step 6: If there is further proof of harassing/bullying incidents the student will be recommended for expulsion.

SPECIAL CONSIDERATIONS:

Tobacco – Alcohol – Drugs School Board Policy, Code: 502.9

The School Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students 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 the misconduct will directly affect the good order, efficient management and welfare of the school district.

The School Board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products by/for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

REGULATIONS:

TOBACCO

Regardless of age, smoking or possession of tobacco by students is not permitted on school property (including parking lot and fields) or at school activities in Earlham or in a visiting school setting. Students smoking, chewing, or in possession of tobacco/nicotine (gum, vape, etc.) within the jurisdiction of the school or any school activity at home or away, are subject to the following disciplinary measures:

- 1st offense - 3 days out-of-school suspension
- 2nd offense - 5 days out-of-school suspension
- 3rd offense – 5-10 days out-of-school suspension and meet with board for possible expulsion
- 4th offense – Recommended expulsion

ALCOHOL

Students found using, in possession of, coming to school after using, or under the influence of alcohol within the jurisdiction of the school, on school property, or any school activity at home or away, shall be subject to the following disciplinary measures:

- 1st offense - 5 days out-of-school suspension
- 2nd offense - 10 days out-of-school suspension and meet with board for possible expulsion
- 3rd offense – Recommended expulsion

ILLEGAL DRUGS

Students found using, selling, distributing, dispensing, or in possession of, coming to school after using, under the influence of illegal drugs or look alike drugs, or in possession of drug paraphernalia within the jurisdiction of the school, on school property, or any school activity at home or away, may be subject to the following disciplinary measure: Recommended expulsion. State law requires the school to notify law enforcement. 1st offense - 10 days out-of-school suspension and recommended expulsion.

State law requires the school to notify law enforcement. Under the school’s “Good Conduct Policy”, whether the student is in violation on or off school property they (the student) will also be subjected to the consequences of the Good Conduct Policy stated below.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the School Board.

WEAPONS

School is not an appropriate place for weapons, weapon look-alikes, or dangerous objects. Students should not bring or possess such objects at school, on school property, or at a school activity. For the purpose of this portion of the policy, a weapon is any object including, but not limited to, guns (including BB guns), explosive devices, knives, chains, or clubs that may be used to cause bodily injury. Weapon look-alikes may include, but are not limited to, all “toy” guns (including water guns), and “toy” knives, or other facsimiles. Such objects will be confiscated, reported to parents and to law enforcement officials, and the student will be subject to the following disciplinary action if appropriate and at building level and principals discretion.

Possession of Weapon (Recommended but not mandatory):

- 1st offense – 1-5 day out-of-school suspension
- 2nd offense – 5-10 day out-of-school suspension or possible recommendation for expulsion
- 3rd offense – Recommended expulsion

If a student makes a threat with a weapon in their possession the consequences are as follows:

- 1st offense – 10 days out-of-school suspension or possible recommendation for expulsion.

- 2nd offense – Recommended expulsion. If the weapon is a firearm see below.

POSSESSION OF FIREARM

To comply with federal law, the board shall expel from school, for a period of not less than one calendar year, a student who has brought a firearm to school or knowingly possessed a firearm at school, under the jurisdiction of the board or the authorities. (The superintendent may modify expulsion requirements on a case-by-case basis.) (See board policy 502.13 for details.) Law enforcement will be contacted.

STEALING OR VANDALISM OF SCHOOL PROPERTY

If a student is found to be guilty of stealing or vandalizing school property it will be handled the same as a shoplifting offense with the exception that we reserve the right to call law enforcement. Students have the right to file charges if it is personal property. If it is school property, then school has the right to file charges.

Consequences:

- Restitution – return item(s), if damaged, student will replace or make it satisfactory to the victim.
- Minimum of 10 hours of community service if first offense. Community service hours will double for subsequent offenses.
- Minimum number of weeks of ineligibility will be three (3) for first offense. Again, weeks of ineligibility will be doubled for subsequent offenses.

OTHER ILLEGAL ACTIVITY

A student who admits to or is determined to have violated the law by committing an offense punishable by law as defined in federal or state statutes or municipal ordinances, will be declared ineligible from three weeks to six months, and must complete 10-40 hours of community service. This does not pertain to speeding violations or parking tickets.

BOMB THREAT

Any bomb threat will result in recommended expulsion.

STATE STATUTES REQUIRING RELEASE OF INFORMATION

STUDENT RIGHTS AND DUE PROCESS

The appeal procedure is meant to guarantee a student's right to due process in disciplinary matters. This includes the administration informing the student of the charges and the student's right to tell his/her side of the story. Respect, fairness, and recognition of responsibilities for both parties must prevail in all relations. The school will make available to each student a copy of the appeal procedure, which is below.

APPEAL PROCEDURE FOR VIOLATION OF THE DISCIPLINE POLICY

Purpose

The purpose of the appeal procedure is to preserve the rights of all students attending the Earlham Community School District concerning disciplinary matters. These rights include ensuring that any student will be informed of a violation of the discipline code and will have an opportunity to tell his/her side of the story.

General Guidelines

The disciplinary council is to step in only if errors were made, not to substitute their judgment for that of the administrator. If the administrator's decision was made within the parameters of his/her authority and unless there is evidence that a mistake was made, the decision should stand. Students declared ineligible due to a decision concerning the good conduct rule remain ineligible during any appeal process. Here-say from witnesses not present is admissible (witnesses don't have to be present in person). The disciplinary council may take this into account when determining the credibility of the testimony.

Appeal requests

All requests for appeals shall be made to the Superintendent within three school days after the student has been notified of a violation. A request for an appeal may be made for two reasons: 1) The student is pleading innocent to the charges, or 2) The student thinks the punishment is unjustified or unfair. The Superintendent has the authority to determine whether an appeal may be justified and should go forward or not.

Detention vs Suspensions

An appeal of a detention (or lesser consequences) is decided by the Superintendent and one other administrator. They will hear both sides of the issue and make a decision. Their decision is final. An appeal of a suspension (or greater consequence) is decided by the disciplinary council.

Membership of disciplinary council.

The following persons shall be members of the disciplinary council:

- Two teachers who are not involved with the disciplinary case. Teachers shall be selected on a rotating basis.
- Two student council members who are not involved in the disciplinary case. Members shall be selected on a rotating basis.
- One principal who is not directly involved with the disciplinary case.
- The Superintendent will preside over the disciplinary council but will not have a vote in any decision made by the council.

The Superintendent will appoint members to the council, as above described and will have the authority to disqualify anyone from serving on the council for cause where individual bias may jeopardize a fair hearing. The Superintendent may also appoint a replacement to preside, if deemed necessary.

Representation at appeal meetings

The following persons are eligible to attend appeal meetings when a violation has been filed against a student:

- The disciplinary council, including the presiding officer.
- The student, parents of the student, and any representative they choose.
- The person filing the violation.
- Legal counsel for the person filing the violation.
- Witnesses for the student as approved by the presiding officer.
- Witnesses for the person filing the violation as approved by the presiding officer.

Witnesses

Guidelines in approval of witnesses and procedure in notifying witnesses shall be as follows:

- Witnesses must have specific, relevant and necessary information in regard to the violation the student has been charged with.
- The person filing the violation and the student shall submit a list of witnesses and state reasons for calling them to the presiding officer for approval prior to the meeting.
- If any witnesses are not approved, the presiding officer will notify the person submitting the list.
- The presiding officer will notify all witnesses of the time and place of the meeting.

Appeal meeting procedure

The presiding officer of the disciplinary council will adhere to the following procedures:

- All proceedings except private deliberations will be recorded.
- All persons shall be introduced.
- Any alleged violations committed by a student will be set forth by the person filing the violation.
- The student will either admit to or deny the violation.
- The person setting forth the violation will give testimony and shall have the right to call all witnesses as approved by the presiding officer.
- The student (or his/her counsel) shall have the right to examine the person filing the violation and any witnesses presenting testimony or evidence against the student. Further, any council member or the presiding officer may examine any person testifying.
- The student may give testimony on his/her behalf and shall have the right to call any witnesses as approved by the presiding officer. The person filing the violation may examine the defendant or any of his witnesses who testify. The council or the presiding officer of the disciplinary council may examine the student or any witnesses. The student will not be required to testify if he/she does not desire to do so.
- Any further questioning or procedural process will be at the discretion of the presiding officer.
- After all testimony has been heard and all evidence entered, the council will deliberate in private (no tape) and to render a decision by taking a vote by secret ballot. The decision shall be made upon the basis of only those facts, testimony, and evidence presented at the meeting. In making the decision, a majority vote will rule.
- The decision will be announced in "open session" (and taped).

Appeal to the board of education

The student or the principal may appeal the decision of the disciplinary council to the Earlham School Board. The appeal must be made by submitting a written request to the superintendent or board secretary within three days after a decision is rendered by the disciplinary council. The school board will review the appeal and either affirm or reverse the decision of the disciplinary council within ten days upon receipt of the request by the student or principal. The board will only listen to the tape of the disciplinary council hearing meeting. No new information or evidence is to be submitted to the board.

NURSE/MEDICAL INFORMATION

INJURY/ILLNESSES

The accident report will be forwarded to the nurse's office within 24 hours, and kept on file in the nurse's office. All injuries at school shall be reported to the teacher, coach, or sponsor in charge.

The school will make every effort to inform parents of any accident or illness occurring at the school that may need care or observation at home. Normally a student will not be sent home because of illness unless a parent (or alternate adult) is contacted. Therefore it is important that the information on the student health and emergency information sheet be as accurate and complete as possible. Parents should notify the school of any change in information contained on this sheet.

Students should be fever-free (temperature less than 100.0F) for 24 hours before returning to school. This eliminates students returning to school when they are still ill and transmitting illness to other students

The Iowa Department of Public Health regulations are the guidelines used to determine exclusions and re- admittance of children with communicable diseases. A child who has a communicable disease may return to school when the doctor says he/she is non-communicable and he/she feels well enough for school.

MEDICATION GUIDELINES

Students may be required to take medication during the school day. The school encourages parents, and student to inform the school nurse of medication being administered in the event of a reaction. Students may not be in possession of or take prescription medication at school unless the following prerequisites are met:

- The medication must be prescribed by a health professional with prescriptive privileges.
- Whether the student or nurse holds the medicine, while at school it shall be maintained in the original prescription container which shall be labeled with: a) name of pupil, b) name of medication, c) directions for use, d) name of person issuing prescription, e)

name and address of pharmacy, and f) date of prescription. A pharmacist will, for a nominal charge, provide parents with a separately labeled, small, empty bottle within which to send the child's daily dosage.

- Written permission from the parent or guardian of the pupil must be received prior to the giving of any medicine. The note or medication authorization slip must be dated, state name of the child, provide exact instructions as to the amount of drug and time of day to be administered, and signed by the parent or guardian. Only medications whose dosage schedule cannot be adjusted for before or after school hours should be given during the day.
- Students may possess and take non-prescription medication at school if it is kept in the original container. A medication authorization slip must be signed by the parent/guardian stating what medication the student is allowed to possess and use. (Medication authorization slips for prescription and nonprescription medications are available in the nurse's office. These slips must be renewed at the beginning of each school year.)

If requested, the nurse will hold and dispense the medication. When required, refrigeration will be provided. A written record will be kept of any medication dispensed by the school. At the end of the school year, or at the end of dispensing time, any remaining medication shall be returned to the pupil or destroyed. All prescriptions need to be with the nurse and administered by the nurse with the exception of epi pens, and inhalers.

The school reserves the right to inspect any medication which is possessed or taken at school.

IMMUNIZATIONS

Iowa State law requires that all children who are enrolled in school must have completed the following recommended program of immunization:

- DTP—Diphtheria/Tetanus/Pertussis (whooping cough) – 4 doses with one dose 4 years of age: 3 doses if born before September 15, 2001 or 4 doses if born after September 15, 2001.
- Polio—3 doses of polio vaccine, with one dose 4 years of age
- MMR—Measles/Mumps/Rubella – 2 doses of measles and rubella vaccine.
- Hepatitis B—3 doses if born on or after July 1, 1994
- Varicella (Chicken pox)-1 dose if born on or after September 15, 1997, or a reliable history of natural disease.

On the day of enrollment, parents must submit the necessary data to show that their child has completed the necessary immunizations or qualifies for a provisional certificate. (Has received one dose of each of the above vaccines and is under medical care for the completion of the necessary immunizations.)

Medical and religious exemptions may be granted under certain conditions. Please fill out the necessary forms and any further information which may be obtained through your school, the Madison County Health Department, Iowa State Health Dept., or your physician's office.

STUDENT ACCIDENT INSURANCE

Optional student accident insurance may be available at the beginning of the school year. No school official serves as an agent, nor does the school district or any school staff member

HUMAN GROWTH AND DEVELOPMENT PROGRAM

Parents may have their children excused from a class when human growth and development program objectives are taught. The students will incur no penalty, but may be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class. Please contact the principal to request this excuse.

OTHER:

DISSEMINATION OF DIRECTORY INFORMATION

By state regulation, the following student directory information may be released to the public as necessary. Any student or parent/guardian not wanting this information released to the public must make objection in writing to the principal. It is necessary to renew this objection at the beginning of each school year.

Name, address, telephone, date of birth, grade level, participation in activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school or institution attended by the student, honor rolls, date of graduation, photograph, image, or likeness (for newsletter, web page, annual, etc.), and other similar information.

STUDENT RECORDS

The school maintains student records in order to facilitate the instruction, guidance and educational progress of the student. Student records containing personally identifiable information, except for directory information, are confidential. Only persons who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents of students under age 18 and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inaccuracy, to have the records explained, and to withdraw directory information from general release.

HIGH SCHOOL TRANSCRIPT

A student's high school transcript contains at least the following information: Name, date of birth, gender, parents' names, address, grades for classes taken, credits, cumulative grade point average, and class rank. Attendance, aptitude test, standardized test scores such as Iowa

Assessments, NWEA, ACT, and SAT, (PSAT/NMSQT scores are not included on transcripts, but may be sent with transcripts upon request).

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon a parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1st of the year preceding the school year in which they wish to open enroll unless there is good cause, as defined by the law. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent for information and forms. Exception: Families may open enroll to Kindergarten at any time throughout the year.

HOME SCHOOLING

Students have the option to be home-schooled and still enroll in the school district for some courses or for extracurricular activities (dual enrolled). Notification of intent to dual enroll should be filed each year with the school board secretary by September 15. Dual enrolled students requesting books and materials from the school shall be charged a prorated book rent fee. Please see the counselor or principal for more information and board policies 604.6 & 604.12. High school credits can be granted towards graduation requirements if course taken by student meets board policy 603.11 with regards to "Competent Private Instruction".

SUPPORT SERVICES

The school district has a process to assist students experiencing behavior and learning difficulties. The Building Assistance Team (BAT) is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the high school principal.

Each building will have a Building Assistance Team (BAT team) in place for the purpose of addressing concerns about student progress or behavior. This team is made up of general education teachers and special education teachers, and may also include special area teachers such as Art, PE, Music and administrators. Generally they meet and create intervention plans for students that are ineligible academically or who have been referred to the team from teachers. When the Building Assistance Team is called upon to assist a student's progress, several different steps will be taken. Parents are invited to participate throughout all of the steps. The steps are as follows:

- Prior to referral to the Building Assistance Team, communication must occur between teachers and parents addressing any and all concerns. Interventions with documentation may begin at this step.
- Communication with other resources through the Building Assistance Teams. Intervention with documentation **MUST** be implemented in step 2.

- Communication with an extended problem solving team. This includes, but may not be limited to, Heartland Area Education Agency staff. Interventions with documentation are reviewed, revised and continued. The BAT team will review interventions and data and consider the following items: the student's rate of progress, discrepancy from peers, and specific educational needs. If interventions are successful, students may or may not proceed to the following step. This will be handled on a case by case basis. Additionally, a 504 evaluation and process may be started at this time rather than following with the step outlined below.
- Consideration for entitlement to a special education program. These services are outlined in an Individual Education Plan (IEP). Special education services are considered when a student's needs require resources beyond that of their general education program. Once again rate of progress, discrepancy from peers, and educational needs will be considered.

These considerations are based on a student's skill deficits, or when it has been determined that a student's needs cannot be met within their general education program. These considerations are based on comprehensive evaluations and documented data from the interventions in steps 1-3. Students entitled to special education services will:

- Receive services as specified on their IEP's.
- Receive service through both general education and special education through collaboration between the general and special education teachers.
- Be integrated into general education classes whenever possible.

The Earlham Community School District receives support services from Heartland AEA 11, located in Johnston, Iowa. The special services team includes a psychologist, speech clinician, audiologist, social worker, and various other consultants. Parents and/or teachers may request that testing be done for students. Screenings of whole classes or retesting of students with a history of problems (such as hearing loss) may be conducted during the school year. Comprehensive testing may not be done without parental permission. Parents will be notified if problems are discovered. If you have questions or wish to request testing, contact the principal.

EMERGENCY RESPONSE PROCEDURES

All emergency situations and procedures (fire, tornado, bus evacuation, etc.) are outlined in the teacher handbook. Bus evacuation will be covered by the bus drivers and outlined in bi-annual drills provided to all students. Other emergency procedures will be covered by the teaching staff and signs will be posted in all classrooms. Fire and severe weather drills are practiced twice a semester. Additionally, lockdown and reunification drills may be practiced.

TELEPHONE USAGE

All students must use the telephone in the district office for all calls. Students may use the telephone with permission, but calls must be very important. Students can be called to the phone for only very important messages, but we prefer to take a message for the student so his/her class will not be interrupted. The phone may not be used to call home to make

arrangements for staying with a friend or for going to a party. The phones are not meant for student use and only in extreme circumstances when all other means are exhausted will the phone be used.

FIELD TRIPS

From time to time students may take field trips to enhance their educational experience. Parents will be notified by the teacher in advance of the trip and of any needs for the trip, such as a sack lunch or admission money. Students will be supervised during any field trip. If for any reason parents do not want their students to participate, they may contact the school to make other arrangements. Each child needs to have a field trip permission form, received at registration, filled out in order to attend any field trip during the year. This will be a mandatory form that will need to be completed every year at registration time. Field trips are a privilege and may be taken away from students because of disciplinary action.

LEGAL NOTES

TITLE IX AND 504 STATEMENT AND GRIEVANCE PROCEDURE

The Earlham Community School does not willfully or knowingly discriminate on the basis of sex, race, religion, color, national origin, marital status or disability in the education programs or activities which it operates. The Earlham School District is required by Title IX of the Education Amendments of 1072 and the regulations there under, and Section 504 of the Rehabilitation Act of 1973, not to discriminate in such a manner. Title IX and Section 504 provide that a person be assigned to coordinate activities in these areas and to investigate any complaints. Students who feel they have been discriminated against are encouraged to report it to the school district affirmative action coordinator. The affirmative action coordinator is the Superintendent (758-2235 x127). Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294, The section 504 contact person is the building principal.

CHILD ABUSE

Neglect, sexual molestation, emotional abuse and any non-accidental physical injury suffered by a person under eighteen years of age resulting from acts or admissions of parents, guardians or persons legally responsible for the child, have legally been declared as child abuse. School personnel, such as the school nurse, teacher and principal, are mandated to report suspected child abuse to the Department of Social Services.

As of July 6, 1992, The Department of Human Services decentralized child protection intake and investigation. Referrals are now directed to county offices by calling the following number: 1-800-652-9516. Forms for follow-up reports are available in the principal's office. If you have

any doubts whether to report suspected abuse or not, please visit with the principal. Generally, it is better to be safe than sorry when the safety of a child is at stake.

PHYSICAL FORCE AS A MEANS OF RESTRAINT

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 physical force may be appropriate include, but are not limited to: 1) purposes of self- defense, 2) confiscating a weapon or other dangerous object, 3) the safety of others, 4) protecting a student from self-infliction of harm, 5) removing a disruptive student, 6) protection of property, and 7) stopping a disturbance. Several staff members have been formally trained in Crisis Prevention Institute (CPI) which involves specific steps to physically restrain an individual without causing undue harm.

ABUSE INVESTIGATOR

A person who thinks a student has been physically or sexually abused by a school employee may contact the school's level-one abuse investigator, the high school counselor (758-2214).

CONTACT PERSONS

In summary, the following individuals serve as the contact persons and/or coordinators for the Earlham Community School in the areas listed. The school telephone numbers are 758-2213, 758-2214, or 758-2235.

- Affirmative Action Michael Wright
- Educational Equity Michael Wright
- Title IX Jason Hammen
- Multi-Cultural, Nonsexist Jason Hammen
- Home Schooling Jason Hammen
- Homeless Mindy Harskamp
- Americans with Disabilities Act Michael Wright
- Section 504 Building Principals
- Level One Abuse (of student by school employee) H.S. & Elem Guidance Counselor
Level One Abuse Alternate At-risk Coordinators
- Level Two Abuse (of student by school employee) James Mazour (279-8383)

DEFINITION OF HOMELESS STUDENT

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

NON-DISCRIMINATION STATEMENT

Student will have an equal opportunity for a quality education without discrimination, regardless of their race color, religion, sex, marital status, national origin, sexual orientation, gender identity, socioeconomic status, creed or disability.