

East Mills Elementary



**Student Handbook
2023 - 2024**

EAST MILLS STRATEGIC PLAN VISION 2018 - 2023

Our Mission

Through education and learning, we foster a culture of excellence where proud and passionate students build a future by being leaders in their community and the world.

Our Vision

Every one, Everyday, A Success!

Our Core Values

- **STUDENTS FIRST**
Make decisions that are in the best interest of students. Use every resource strategically so that we can meet students' individual needs.
- **EXCELLENCE**
Be relentless in your pursuit of greatness. Be bold and innovate. Learn from your mistakes. Hold yourself and others to high standards.
- **INTEGRITY**
Do the right thing, even when no one is looking. Be honest, Be trustworthy. Be accountable.
- **EQUITY**
Diversity is an asset that makes us stronger. Advocate for the needs of others. Ensure that all members of our community have access to the tools and resources they need to be successful.
- **SERVICE**
Listen. Empathize. Respond. Own problems and help to solve them.
- **TENACITY**
Embrace hard work and persevere in the face of challenges. Follow through on your commitments and strive to do your best, no matter what.



Contact Us

East Mills Community School District
58962 380th St.
Hastings, IA, 51540

Business Office (712) 624-8700
Elementary (712) 624-8696
Jr. High/Sr. High (712) 624-8645

Visit us on the web: www.emschools.org

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EAST MILLS COMMUNITY SCHOOL DISTRICT

58962 380th STREET
HASTINGS, IA 51540
PHONE (712) 624-8700
FAX (712) 624-8279

Superintendent – Tim Hood
Jr/Sr High School Principal – Dale Scott
Elementary Principal – Melissa Nielsen
School Business Official – Darla Hetzel
FEIN #45-0635563

Dear Parent(s),

Welcome to the 2023-2024 school year! The purpose of this handbook is to inform both parents and students of the everyday procedures and general policies of East Mills Elementary. We hope to promote understanding and cooperation between home and school by working together, as a team, to insure your student's success.

Your child's progress will be greatly affected by how well we work together. Parents who are involved and communicate regularly and effectively with their child's teacher usually find that their child works harder, feels more confident, and does well in their school work and activities.

We will make every effort to ensure that 2023-2024 is a productive and enjoyable year for your child(ren). Again, we encourage you to share any comments or questions you might have concerning the school. Your comments help us to improve and we appreciate your input!

Please review the information with your child(ren), and discuss the importance of these procedures. For your convenience, the Handbook will be available on the East Mills CSD website. We are looking forward to a happy and successful school year!

Ms. Melissa Nielsen
Elementary Principal
East Mills CSD

East Mills Elementary

Administration:

Mr. Tim Hood, Superintendent - (712) 624-8700
Mr. Dale Scott, High School Principal - (712) 624-8645
Ms. Melissa Nielsen, Elementary Principal - (712) 624-8696

Secretaries:

District Business Manager - Mrs. Darla Hetzel
District Accounts Payable/HR - Mrs. Mariah Shipley
East Mills Elementary - Mrs. Sandy Dornburgh

Staff:

Preschool - Mrs. Dottie Varner and Ms. Jayme Lynn
Kindergarten - Mrs. Pam Mass and Mrs. Laurie VanArsdel
First Grade - Ms. Jen Edie and Mrs. Rachel Barona
Second Grade - Mrs. Molly Roberts and Miss McKenna Lewis
Third Grade - Mrs. Lindsay Franklin and Miss Connor Wittstruck
Fourth Grade - Mrs. Lisa Mitchell and Miss Cheyenne Ruby
Fifth Grade - Mrs. Shelby Blum and Mrs. Jessika Stevenson
Sixth Grade - Mr. Josh Heitkamp and Mrs. Megan Pein
SPED - Mrs. Morgan Heard, Mrs. Samantha Rasmussen, Mrs. Rachel Knight, Mrs. Kaylyn Reynolds
Counselor - Miss Sidney Krajicek
TAG - Ms. Wendy Gardner
TLC Leads - Mrs. Samantha Rasmussen and Miss Cheyenne Ruby
Title I Reading - Mrs. Wendelin Miller
Art - Ms. Mackenzie Trowbridge
PE - Mr. Trenton Turney
Music - Mr. Isaac Gillespie
Band - Mrs. Sarah Hotchkiss
Nurse - Mrs. Melissa Mixan
SRO - Deputy Justin Farnan
Associates - Ms. Holly Brown, Mrs. Lisa Darnold, Mrs. Sarah Escritt, Ms. Nadia Gray, Ms. Evie Ingwersen, Mr. Michael Leonard, Mrs. Michelle Mayhew, Ms. Dayann McGrew, Ms. Jenny McVay, Mrs. Nanete Morrival, Mrs. Rhonda Nelson, Ms. Emily North, Ms. Deb Olerich, Mrs. Shari Volz, Mrs. Angie VandeVoorde
Maintenance Director: Mr. Michael Williams
Custodians: Mr. Aaron Stevens and Mr. Juan Perez
Transportation Director: Mr. Curtis Riley
Food Service Director: Mrs. Monica Graybill
Cooks: Mrs. Kim Yount, Mr. Keegan Poorker

VISION

Everyone, Every Day, A Success

MISSION

Through education and learning, we foster a culture of excellence where proud and passionate students build a future by being leaders in their community and the world.

Core Beliefs

- All students will **strive** to learn.
- We will **strive** to create a safe and supportive learning environment.
- We will **strive** to be positive communicators through collaboration.
- Each teacher will **strive** to meet the needs of each unique learner.
- Parents and community members will **strive** to play an active and supportive role in the learners' education.

EAST MILLS PRIDE

- P - Positive attitude
- R - Respect for all
- I - Integrity
- D - Do the right thing
- E - Etiquette

Equal Education Opportunity- It is the policy of the East Mills School District not to discriminate or treat others differently based on "traits or characteristics of an individual" which include but are not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in its educational programs or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Melissa Nielsen, Elementary Principal, 58962 380th Street, Hastings, Iowa 51540, (712) 624--8696. Email- mnielsen@emschools.org (500)

East Mills 2023-2024 School Calendar

Summary of Calendar:
 Days/Hrs. in classroom:
 First Semester 83/539.5
 Second Semester 95/617.5
TOTAL DAYS/HRS 178/1157

CALENDAR LEGEND

- Begin/End
- P.D.
- Quarter
- P/T Conf.
- Holidays
- Vacation Days

Does not include Professional Development days/hours.

HOLIDAYS:

- Labor Day (09/04)
- Thanksgiving Day (11/23)
- New Year's Day (01/01)
- Martin Luther King Jr. Day (01/15)
- President's Day (02/19)
- Memorial Day (05/27)

Note: In-service Days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed.

***Note: 90 min. Late Start Mondays
 9:45 AM start each Monday for
 Professional Development**

Elementary Hours Tuesday-Friday
 8:15am - 3:15pm

Jr/Sr High School Hours Tuesday-Friday
 8:15am - 3:23pm

August 2023					Student Days/Hours	
M	T	W	Th	F		
14	15	16	17	18		
21	22	23	24	25	3	3
28	29	30	31		4	7
September 2023						
				1	1	8
4	5	6	7	8	4	12
11	12	13	14	15	5	17
18	19	20	21	22	5	22
25	26	27	28	29	5	27
October 2023						
2	3	4	5	6	5	32
9	10	11	12	13	5	37
16	17	18	19	20	5	42
23	24	25	26	27	5	47
30	31				2	49
November 2023						
		1	2	3	3	52
6	7	8	9	10	5	57
13	14	15	16	17	5	62
20	21	22	23	24	2	64
27	28	29	30		4	68
December 2023						
				1	1	69
4	5	6	7	8	5	74
11	12	13	14	15	5	79
18	19	20	21	22	4	83
25	26	27	28	29		
January 2024						
1	2	3	4	5	2	85
8	9	10	11	12	5	90
15	16	17	18	19	4	94
22	23	24	25	26	5	99
29	30	31			3	102
February 2024						
			1	2	2	104
5	6	7	8	9	5	109
12	13	14	15	16	4	113
19	20	21	22	23	4	117
26	27	28	29		4	121
March 2024						
				1	1	122
4	5	6	7	8	5	127
11	12	13	14	15	5	132
18	19	20	21	22	5	137
25	26	27	28	29	4	141
April 2024						
1	2	3	4	5	3	144
8	9	10	11	12	5	149
15	16	17	18	19	5	154
22	23	24	25	26	5	159
29	30				2	161
May 2024						
		1	2	3	3	164
6	7	8	9	10	5	169
13	14	15	16	17	5	174
20	21	22	23	24	4	178
27	28	29	30	31		

178 Days/1157 Hours Calendar
 Aug 15 New Teacher In-service
 Aug 16-17, 21-22 Staff In-service
 Aug. 23 Begin 1st Semester

Sept. 4 Labor Day (No School)

Oct. 20 End 1st Qtr. (42 days)

Oct. 26 Parent/Teacher Conferences 8:00 AM - 8:00 PM
 October 27 Comp Day-No School

Nov. 22-24 Thanksgiving Holiday (No School)

Dec. 21 End 2nd Qtr. (41 days)
 Dec. 21 End 1st Semester 1:00 PM Dismissal (83 days)
 Dec. 22-Jan. 3 Winter Break (No School)

Jan. 3 Staff In-Service (No School for Students)

Jan. 4 Begin 2nd Semester
 Jan. 15 Martin Luther King Day (No School)

Feb 16 Staff In-service (No School for Students)

Feb. 19 President's Day (No School)

Mar. 8 End 3rd Qtr. (44 days)
 Mar. 27 Parent/Teacher Conferences 8:00 AM - 8:00 PM
 Mar. 28 Comp Day-No School
 Mar. 29 Spring Break

Apr. 1, 2 Spring Break
 Apr. 2 Possible Weather Make Up Date

May 14 Seniors' Last Day
 May 19 Graduation 1:30 PM
 May 23 End 4th Qtr (51 days)
 May 23 End 2nd Semester 11:00 AM Dismissal(95 days)
 May 24 Staff In-Service
 May 27 Memorial Day

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of Board policy and reflects the goals and objectives of the School Board. The Board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, staff, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures. Students, parents, and school personnel can best achieve educational goals if there is an atmosphere of mutual understanding, respect and cooperation. Schools, like all other agencies in which many people work together, must have operational rules and regulations. The procedures outlined below are based on these beliefs:

- Adequate discipline and classroom control is essential if effective teaching and learning is to occur.
- Self-discipline is an important part of good citizenship and an important goal of education.
- While public education is a right of youth, the right implies that students will obey the laws of the state and the rules of the school district.
- Disciplinary measures imposed by parents and school personnel should be firm, fair and sufficiently flexible to meet various situations.
- The attainment of good citizenship behavior is the shared responsibility of parents, school personnel and students.
- The Board of Education realizes its responsibility in supporting parents, school personnel and students in their efforts to promote effective learning and citizenship.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district.

District Website

The district website (www.emschools.org) or the will contain the hot lunch calendar, Parent/Student Handbooks, important events for the up-coming month(s) and other district news.

Fee Schedule for 2023-2024

Registration Fees

	2022-2023		2023-2024	
	Full Price	Reduced Price	Full Price	Reduced Price
Students PK-6	\$45.00	\$18.00	\$45.00	\$18.00
Students 7-12	\$60.00	\$24.00	\$60.00	\$24.00

**The maximum amount any family will pay for registration is \$130. A family will be defined as parents/guardians & children living in one household.*

1 to 1 Laptop Deposit\$35.00
**All 5th grade (and up) students and any student new to 5th-12th grade.*

Band Fee (to cover instrument maintenance).....\$25.00
**5th and 6th grade*

Meal Prices

	2022-2023		2023-2024	
Breakfast	Full Price	Reduced Price	Full Price	Reduced Price
1 Day	\$1.85	\$0.30	\$1.85	\$0.30
1 Day Adult	\$2.25		\$2.25	
Lunch				
1 Day PK-5	\$2.60	\$0.40	\$2.60	\$0.40
1 Day 6-12	\$2.70	\$0.40	\$2.70	\$0.40
1 Day Adult	\$4.13		\$4.84	
Milk/Juice	\$0.50		\$0.50	

**Free and reduced-price meals do not include extra milk or juice. **Adult visitors must pay for meals at the front office & receive a receipt before going through the meal line.*

Activity Tickets Adult\$50.00

Standard Fee Waiver Application

The fee waiver application is in the registration packet.

Student Fee Waiver and Reduction Procedures

A. Waivers

1. Full Waivers - A student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers - A student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. A partial waiver of fees will be a 40% reduction of the full fee.
3. Temporary Waivers - A student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers

may be applied for at any time throughout the school year and will not extend beyond the end of the school year.

B. Application - Parents or students eligible for a fee waiver will make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

C. Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.

D. Appeals - Denials of a waiver may be appealed to the superintendent.

E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

F. Notice - The school district will annually notify parents and students of the waiver.

The following information will be included in registration materials. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), or transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal for a waiver form. This waiver does not carry over from year to year and must be completed annually. (503.3R1)

Section II: Student Attendance

Resident Students

Children who are residents of the school district community will attend the school district without paying tuition. Generally, the legal dwelling of minors is the same as their parents. (501.1)

Nonresident Students

Students who are eligible to attend an Iowa public school but who are not legal residents of the school district may be admitted into the school district at the discretion of the superintendent upon application and payment of tuition. The tuition rate is the current per-pupil cost of the school district as computed by the board secretary and as authorized by the Iowa Department of Education. (501.2)

Compulsory Attendance

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the Board. Students will attend school the number of days' school is in session in accordance with the school calendar. Students of

compulsory attendance age will attend school a minimum of 180 days or 1080 hours. Students not attending the minimum days must be exempted by this policy as listed below or, referred to the county attorney. (501.3)

Entrance – Admissions

Children in the school district community will be allowed to enroll in the school district's regular education program beginning at age five. The child must be age five on or prior to September 15 to participate in the school district's kindergarten program. The child must be age six on or prior to September 15 to begin the first grade of the education program.

The Board will require evidence of age and residency in the form of a birth certificate or other evidence before the student may enroll in the school district's education program. It is within the discretion of the superintendent to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with their health and immunization certificate. Failure to provide this information within the time-period set by the superintendent is the reason for suspension, expulsion or denying admission to the student.

We are always happy to receive new students to our district. For us to be able to prepare and make sure that we have the proper instructional programming, supplies and facilities to meet your child's needs, we ask that we can have prior notice. (501.4)

Attendance Center Assignment

The Board will have complete discretion to determine the boundaries for each attendance center, to assign students to the attendance centers, and to assign students to the classrooms within the attendance center. (501.5)

Student Placement

A great deal of time, effort and thought goes into the process of student classroom placement. Careful consideration is given with input from staff, families as well as student learning styles. Classrooms are balanced academically and socially. Student classroom assignments are structured to provide equity at each grade level. Moving students is difficult without causing imbalances and inequities. Any requests to place a student in a different classroom must be approved by the principal and superintendent. Please remember, it can take time for a child to acclimate to a new grade, peer group and teacher. (501.5)

Student Transfers In

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district. The school district will request the student's cumulative records from the previous school district.

The principal will determine the best placement of the child based on the receipt of the child's educational records. (501.6)

Student Transfers Out or Withdrawals

If the student's parents wish to withdraw or transfer the student from school prior to the end of the school term, the parent should present a written notice at the office and receive instructions

regarding the return of textbooks, library books, locker equipment, etc. (501.7)

Student Attendance Records

As part of the school district's records, the daily attendance of each student is recorded and maintained on file with the permanent records. It is the responsibility of the principals to ensure that such reports are filed. (501.8)

The following schedule is used to determine if absence is to be counted as a full or half day:

- Students need to be in their classrooms by 8:25 AM
- If a student arrives at school after 8:25 AM and before 9:00 AM, they will be considered tardy.
- If a student arrives after 9:00 AM, but on or before 12:00 PM, the absence will be counted as one-half day.
- If a student arrives after 1:00PM will be counted as a full day absence.
- If a student leaves before 10:00AM and does not return, the absence is counted as a full day.
- If a student leaves after 12:30PM and does not return, the absence is counted as one-half day.
- No absence is counted if a student leaves after 3:00PM.

Daily Schedule

Teachers come to school early to prepare for the school day. For this reason, we ask that children do NOT arrive at school early (before 7:45 AM). There is no adult supervision on the playground before or after school, we cannot be responsible for problems or injuries, which may occur.

East Mills Elementary (AM) –Students, upon arrival at school, should go to breakfast or to the blacktop area. There is no adult supervision on the blacktop until 7:45AM. **Students should not go to the classrooms without permission or until the whistle is blown. Students who finish breakfast should go to the blacktop to wait until everyone enters the building at 8:15AM.**

Students who arrive after the tardy bell (at 8:25AM) should enter through the front door and check in with the front office, which is located at the doors at the south entrance of the building

East Mills Elementary (PM) – After the school day, school buses will park in front of the school. Please do not park in the bus loading area between 3:05-3:45 PM while the buses load. At the Elementary campus, students are dismissed at 3:05PM for shuttle and 3:35PM for route buses.

All bus students will be walked to the buses by their teachers or an associate and placed on their correct buses. Their teachers or an associate will walk students being picked up by parents to the east parking lot. Parents can meet their students in the east parking lot.

Student Absences – Excused

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of truancy law. These absences include, but are not limited to; illness, family emergencies, recognized religious observations, appointments that cannot be scheduled outside the school day and school sponsored or approved activities. If a student will be missing school days due to a vacation please request their make-up work in

advance.

We ask if your child is ill or for any reason will not be in school, that you call the elementary school office between 7:30AM and 8:30AM. Please help us by making this phone call. When parents call the school to report absences, the school is assured that the child is safe. Any student who is not accounted for will be called at home to determine the reason for the absence. The principal may require a doctor's note or other evidence of the student's reason for absence.

Excessive absenteeism will result in admin recommending a student be retained. If a student misses a quarter of school (45 days) there will be a retention meeting. (501.9)

Truancy – Unexcused Absences

Students who miss 10 or more days of school per year may be referred to the School Resource Officer. If an attendance plan is not followed the principal and School Resource Officer may refer the student to the Mills County District Attorney. (501.10)

Truancy Regulations

Students will be allowed to make up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that conflict with this provision. The student shall receive:

- Extra time for assignments and tests. The limit on make-up times will generally be equal to the number of days absent plus one more day. (One day absent-two days' make-up, two days absent-three days' make-up)
- Make up work related directly to the regular class assignment and activities missed (without extra work as a penalty). (501.10R1)

Tardy

Students are expected to be in their homeroom classroom when the tardy bell rings each morning at 8:25AM. Tardiness to school will be recorded on the student's attendance record.

Student Release During School Hours

Children leaving school during the day, for any reason, should bring a signed note from their parents/guardians stating the reason for their absence. No child will be allowed to leave school during the day with any adult, other than a parent or guardian that the child lives with, unless proper permission is given by that parent. If your child's normal departure routine changes, please plan (i.e. note to teacher, or call to the school secretary) as early as possible. We also ask that a parent or guardian contact the school if your child is to be picked up by someone else, or sent to another location at the end of the day.

For safety reasons, when a student is picked up early during the school day, we ask that you come to the office to pick up the student. You will need to sign your child out. We will not honor requests to have a child wait outside to be picked up. If parents pick up students before the end of the school day, 3:25PM, they must come to the office to sign them out. (501.11)

Leaving the School Grounds or Activities

Students are the responsibility of school personnel. They are not to leave school grounds or activities without permission. Consequences may include notifying law enforcement, disciplinary

probation, suspension and/or expulsion.

Open Enrollment

Parents/Guardians who wish to transfer their children into or out of the district under the Open Enrollment Act may pick up the appropriate forms from the district central office or from the building secretary.

Parents/Guardians whose income meets the federal poverty guidelines are eligible for transportation assistance. Please contact the central office for additional information.

Homeless Children and Youth

The Board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities is the Equity Coordinator, Melissa Nielsen, Elementary Principal. (501.16)

Section III: Student Rights and Responsibilities

Student Appearance

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

The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. (502.1)

To help prevent injury students are required to wear tennis shoes or enclosed toe shoes with socks every-day of school. Students are encouraged to wear athletic gear on PE days. When playing on the stationary playground equipment, we suggest girls wear shorts or pants under skirts or dresses.

Parents are expected to dress students in weather appropriate clothing.

- No hats, bandanas, hoods, etc. are to be worn in the building during school hours.
- No articles of clothing that could cause damage/injury to themselves or other students and/or disrupt the normal functioning of the school.
- Clothing containing profanity, alcohol/controlled substance advertisement, tobacco

advertisement, or which has suggestive wording is not acceptable.

- Clothing that permits inappropriate exposure of the body. Spaghetti straps, cutoffs, and midriff exposure are not acceptable attire in a business setting and therefore are not acceptable attire in the school setting.
- No sandals or flip flops (on the playground or in PE class)
- No bare feet or stocking feet

The principal makes the final determination of the appropriateness of the student's appearance.

East Mill Elementary Outdoor Play Guidelines Based on the IDPH Childwatch Chart

Feels like Temp	Recess	Outerwear
60 degrees and above	Outdoor	Choice
50-59 degrees	Outdoor	Long Sleeves
40-49	Outdoor	Light Jacket or Coat or Sweatshirt
30-39	Outdoor	Winter coats
29-17	Outdoor	Winter coats and gear
17 and below	Indoor Recess	

Care of School Property/Vandalism

Deliberate destruction of property belonging to others, including school property, is vandalism. Such action not only costs the district taxpayers in the long run, but it also results in deterioration of the educational process. Those committing such acts will be required to provide reimbursement for the damage, school/community service, suspension, and/or referral to law enforcement officials.

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. The principal may apply any or all of these depending upon the severity of the conduct. An expulsion can only be done by the School Board at the recommendation of the Principal and Superintendent. (502.2)

Freedom of Expression

Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. (502.3)

Student Complaints and Grievances

During the school year conflicts and misunderstandings can arise that you feel need resolutions. The normal way to resolve these problems, if it involves the classroom, is to follow the “Chain of Command” by:

- contacting the teacher. If you feel the problem has not been resolved
- contacting the Elementary Principal. If you feel the problem has not been resolved
- contact the Superintendent. If you feel the problem has not been resolved
- contact a member of the School Board. (502.4)

Harassment, Bullying and/or Abuse

It is the policy of the East Mills School District that all members of the district (including staff and students) are to conduct themselves in a professional manner to provide an atmosphere free from harassment. Definitions and procedures are explained in Board Policy 405.8. Inquiries may be directed to Level I Investigators: Elementary Principal, Melissa Nielsen 624-8696, High School Principal, Dale Scott, 712-624-8645, or the Level II Investigator: Mills County Sheriff, 712-527-4871. 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. East Mills CSD has the authority to report students violating this rule to law enforcement officials.

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

Communicate to the harasser or bully that the student expects the behavior to stop. If the student 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
- Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including
 - What, when and where it happened.
 - Who was involved.
 - Exactly what was said or what the harasser or bully did.
 - Witnesses to the harassment or bullying.
 - What the student said or did, either at the time or later.
 - How the student felt
 - How the harasser or bully responded.

Sexual Harassment

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity,

physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when it:

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

Sexual harassment includes, but is not limited to:

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

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

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

(104)

Discrimination

The East Mills Community School District is committed to providing all students with a safe and supportive school environment. Students and staff are expected to treat each other with respect.

East Mills School Board policy states that no one shall be treated differently based on “traits or characteristics of an individual” which include but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Any reported allegations of discrimination will be investigated promptly. The immediate remedy for any act of discrimination shall be to end it, treat the individual equally, and, as much as practically possible, to eradicate any effects of discrimination. Discipline will be imposed where appropriate. (102.E2)

Student Lockers

Student lockers and cubbies are the property of the school district. Students shall use the lockers and cubbies assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged. The district is not responsible for lost, stolen and damaged property that is not materials and personal belongings necessary for attendance at school. (502.5)

Weapons

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-alikes will be taken from students and

others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

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

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

Weapons, ammunition, fireworks, incendiary devices, and explosive devices are prohibited. Possession will result in an automatic 3-day minimum suspension and may result in expulsion. (502.6)

Smoking – Drinking – Drugs

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.

Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol; A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

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 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. (502.7)

Interviews of Students by Outside Agencies

A student may not be interviewed in school unless the principal grants permission. No interview will be granted unless the principal deems it essential to the welfare of the pupil, or if (s)he is directed to do so by court order of law. If law enforcement officers or other officials request an interview with a student, the student's parents or guardians will be contacted and invited to be present. Questioning by anyone other than school personnel without written permission from the parents or guardians will not be allowed unless the parents or guardians are present. (502.9)

Notice of Section 504 Student and Parental Rights

If determined that your student has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided to students without disabilities.
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records, you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate. Should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed. (102.E3)

Section IV: Student Conduct

Student Behavior


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

Discipline begins in the home between parent and child and continues in the classroom between teacher and the pupil. Communication between the school and parent is encouraged. The teacher has the primary responsibility for discipline in the school. The following examples are considered serious offenses.

- A student who commits an assault against a student or staff.
- An act which is intended to cause pain or injury.
- Insubordination towards administration, faculty, staff, visitors or public while at school or school function. Insubordination is defined as refusal to obey a school rule, regulation, or order of a teacher or school official.
- Threats, swearing and foul gestures, refusal to work or cooperate.
- Bullying, harassment or discrimination.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. The principal may apply any or all of these depending upon the severity of the conduct. An expulsion can only be done by the School Board at the recommendation of the Principal and Superintendent. Teachers, staff, and administration will be

using the East Mills Elementary Minor and Major discipline matrix to determine how to handle behavior violations and possible disciplinary consequences. Link to behavior matrix:

 [East Mills Elementary Building Discipline Matrix 23-24](#)

Detention

Students who are assigned detention will be given until the end of the following school day to serve the detention. Making up time before or after school or during lunch is at the teacher's discretion. If a student fails to serve detention, the time will be doubled. If the detention is still not served, the time will be doubled again. If a student again fails to serve detention, he/she will face suspension. Transportation will be the parent's responsibility. *(Infractions include, but are not limited to: East Mills Elementary Building discipline matrix examples)*

Detentions will be assigned for twenty (20) minute increments as follows:

- Detention period is from 7:50 AM to 8:10 AM, 3:55 to 4:15 PM, or during their lunch period
- Detention is every day Monday through Thursday (AM and/or PM) and Friday (AM only)
- Detention is to be served on the day assigned, or the next morning before school (NO exceptions other than illness or departure before the end of school day).
- The teacher and/or administration will notify parent(s) with a phone call.

Probation

Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents. (503.1R1)

Suspension

A student may be suspended from the school by administration upon presentation of sufficient evidence that strongly implicates the student for any of the following offenses while attending school or participating in any school related activity. The principal will determine whether the student will serve in or out-of-school suspension. In-school and/or out-of-school suspension is weighted equally. In the event of out-of-school suspension, parents are responsible to get the suspended child to school and home.

Suspensions and Special Education Students

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws. (503.1R1)

Depending upon the seriousness of the infraction, the principal may suspend a student up to three days and the superintendent can add up to three additional days to the suspension.

Expulsion

Only the Board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

The Code of Iowa gives the Board of Education the power to expel any student from school for violation of the rules and regulations of the Board, when the presence of the student is detrimental to the best interest of the school. It may confer upon the principal or superintendent the power to extend the suspension of, or temporarily dismiss a student. If an act is of an extremely serious nature, the administration may ask the Board of Education to consider expulsion as soon as possible whether it is a first, second, or third suspension. (503.2)

Fines – Charges

The Board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. (503.3)

Good Conduct Rule

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with Board policy and must refrain from activities which are illegal, immoral or unhealthy.

A student's conduct may prevent them from participating in activities that are deemed extracurricular, and may be subject to school disciplinary measures to include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. The principal may apply any or all of these depending upon the severity of the conduct. (503.4)

Section V: Student Activities

Student Government

The principal, in conjunction with the students and licensed employees, will set forth the guidelines for the student government's elections, operations, and other elements of the student government. (504.1)

Student Organizations

Curriculum-Related Organizations:

The principal is to determine whether a student group is curriculum related.

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

Non-curriculum-Related Organizations:

Student-initiated, non-curriculum-related organizations (EMAYS, ACES, and PTO) are provided access to meeting space and school district facilities.

Only students may attend and participate in meetings of non-curriculum related groups. Such attendance is strictly voluntary and student-initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings. (504.2)

Student Publications

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Student Performances

Students, as part of the education program, may participate in contests or other public and private events approved by the superintendent that will be of benefit to the student and the education program. Performance at such events is a privilege. Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day. Students who fail to abide by this policy may be subject to measures that include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. (504.4)

Student Fundraising

Students may raise funds for school-sponsored events with the permission of the principal and/or the superintendent. All fundraising must be approved by the Board of Directors annually. Collection boxes for school fundraising must have prior approval from the principal before being placed on school property. The Fundraising Approval Form can be picked up in the school office. (504.5)

Student Activity Program

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime. Student activity events must be approved by the principal unless they involve unusual travel expenses, in which case the Superintendent will take action. The events must not disrupt the education program or other school district operations. (504.6)

Section VI: Student Scholastic Achievement

Standards-Based Grading (Kindergarten-5th)

A great school system begins with a clear and rigorous set of expectations, or standards, that educators help all students reach. In Iowa, those academic standards are known as the Iowa Core. The Iowa Core standards describe what students should know and be able to do from kindergarten through 12th grade in math, science, English language arts and social studies. These clear, consistent standards can provide peace of mind to parents, teachers and other stakeholders who want students to have the best education possible. The Iowa Core sets appropriate expectations for all students, regardless of where they live or what school district they attend, and reflects the

real-world knowledge and skills students need to graduate from high school prepared for college or to enter the workforce. Teachers take these standards and turn them into learning targets that are posted and communicated to students for each lesson.

East Mills standards-based grading communicates how students perform on the Iowa Core standards. The purpose of standards-based grading is to identify what a student knows, or is able to do, in relation to the given learning targets- as opposed to simply averaging grades/scores over the course of a grading period, which can mask what a student has learned or not learned. Standards-based grading reports individual progress and growth toward mastery in contrast to comparing students to each other. A standards-based approach allows parents, teachers, and students to understand more clearly what standards in each subject their student(s) are demonstrating towards mastery of a standard and how they are progressing throughout the year.

Grading Scale (Kindergarten-5th)

Outcome Scale Score	EM Elementary Academic Descriptor	Student-Friendly Description	Teacher Look-Fors
4	Exceeds	I have demonstrated a deep understanding that goes beyond the components of the outcome.	Applying outcome performances beyond what was taught
3	Proficient	I have met the components of the learning outcomes.	Demonstrates mastery of the content with grade level expectations
2	Developing	I have the foundational skills and some knowledge for the outcome, I am almost there but my performance varies.	Basic understanding and some progressing, approaching grade-level expectations for outcomes
1	Beginning	I have just been introduced to the standard or have minimal understanding and evidence of the outcome	The student is beginning to show evidence towards outcomes; little to no evidence of grade-level outcomes
I	Incomplete	I have not demonstrated evidence of learning for the outcome.	Incomplete evidence to evaluate
(Blank)	Not yet assessed	These areas have not been taught yet in the grade -level	These areas have not been taught yet in the grade -level

Blank = (Not Yet Assessed)

I = (Incomplete) Student has demonstrated no evidence of learning

1 = (Beginning) The student has just been introduced to the standard or the student has minimal understanding.

2 = (Developing) The student has a basic understanding and is progressing. Performance varies for consistency with regards to accuracy, quality, and level of support needed.

3 = (Proficient) The student demonstrates mastery of the concept for the grade-level content.

4 = (Exceeds) The student exceeds mastery of the concept for the grade-level content.

Students with accommodation and modifications:

- Students with IEPs or 504 plans:
 - Should not receive a lower grade due to receiving appropriate accommodations and modifications of learning outcomes.
 - Should receive a grade that reflects their performance while accommodations and modifications are in place.
 - Appropriate accommodations and modifications should be documented in the IEP or 504 plan and reviewed with teachers and paras at least 4 times a year.

Student Progress Reports and Conferences

The staff at East Mills Elementary feels that communication between the teachers and parents is an essential part of the child's educational program. One method of facilitating this communication is through Parent-Teacher Conferences, which are held twice a year. This is an excellent opportunity for you to get acquainted with your child's teacher, to see your child's progress and to ask questions or voice concerns you may have. Good parent-teacher communication is necessary for your child's success in school.

Students will receive a progress report eight times a year; at (mid-term) and at the end of each (nine-week) grading period.

Student Promotion – Retention – Acceleration

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

Retention/Promotion in kindergarten-eighth grade: The retention of a student will be determined based upon the judgment of the licensed employee, the parents and the principal. When it becomes evident a student in grades kindergarten through eighth grade may be retained in a grade level for an additional year, a collaborative decision will be made to determine the best interest of the student.

Acceleration in kindergarten-twelfth grade: Students in grade kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. (505.2)

Student Honors and Awards

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist

students in setting goals. (505.3)

Testing Program

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

Parents will be provided District-wide tests results as they become available to the district and when Administration and staff have had the opportunity to analyze the tests. Teachers will use the assessments to guide their instruction. (505.4)

Parental Involvement

Parental involvement is an important component in a student's success in school. The Board encourages parents to become involved in their child's education to ensure the child's academic success. Please schedule a time to meet with your child's teacher. Scheduling an appointment is always appreciated, so the teacher can arrange their schedule to accommodate your visit. We ask that when you visit, please stop by the front office and sign in so the school knows who is visiting the building and when. Arranging your visits in a manner which accommodates the before and after school procedures described above is appreciated.

Section VII: Student Records

Student Records Access

Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education at the post high school level.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. (506.1)

Student Directory Information

The student handbook or similar publication, which contains general information about the school, will contain the following statement, which is published at least annually in a prominent place or in a newspaper of general circulation in the school district: The following information may be released to the public regarding any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing by September 1 to the principal. The objection needs to be renewed annually. (506.2)

- Name

- Address
- Telephone Number
- Email Address
- Date and Place of Birth
- Major Field of Study
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Dates of Attendance
- Degrees and Awards Received
- The Most Recent, Previous School or Institution Attended by the Student
- Photographs and Likeness
- Other Similar Information

Student Photographs

The Board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families. Parents will be notified prior to the taking of pictures by a commercial photographer for student portraits. In no case will students be required to have their picture taken or be pressured to purchase pictures. Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper. (506.3)

Student Library

The East Mills CSD Libraries shall affirm the SCHOOL LIBRARY BILL OF RIGHTS of the American Association of School Librarians and endorsed by the American Library Association and assert that the responsibility of the school library is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of students served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- To provide a background of information which will enable students to make intelligent judgments in their daily life.
- To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the Library.

A library is provided at East Mills Elementary with a varied selection of books. Library materials may be checked out for a two-week period of time. Students/parents will pay for all lost or damaged materials.

Section VIII: Student Health and Well-being

Immunization Requirements:

According to law, students not presenting an appropriate "certificate" to the school are not entitled to

enrollment. **School officials cannot allow your child to attend school unless they have one of the “certificates.”** Elementary/Secondary School Requirements (4 years of age and older):

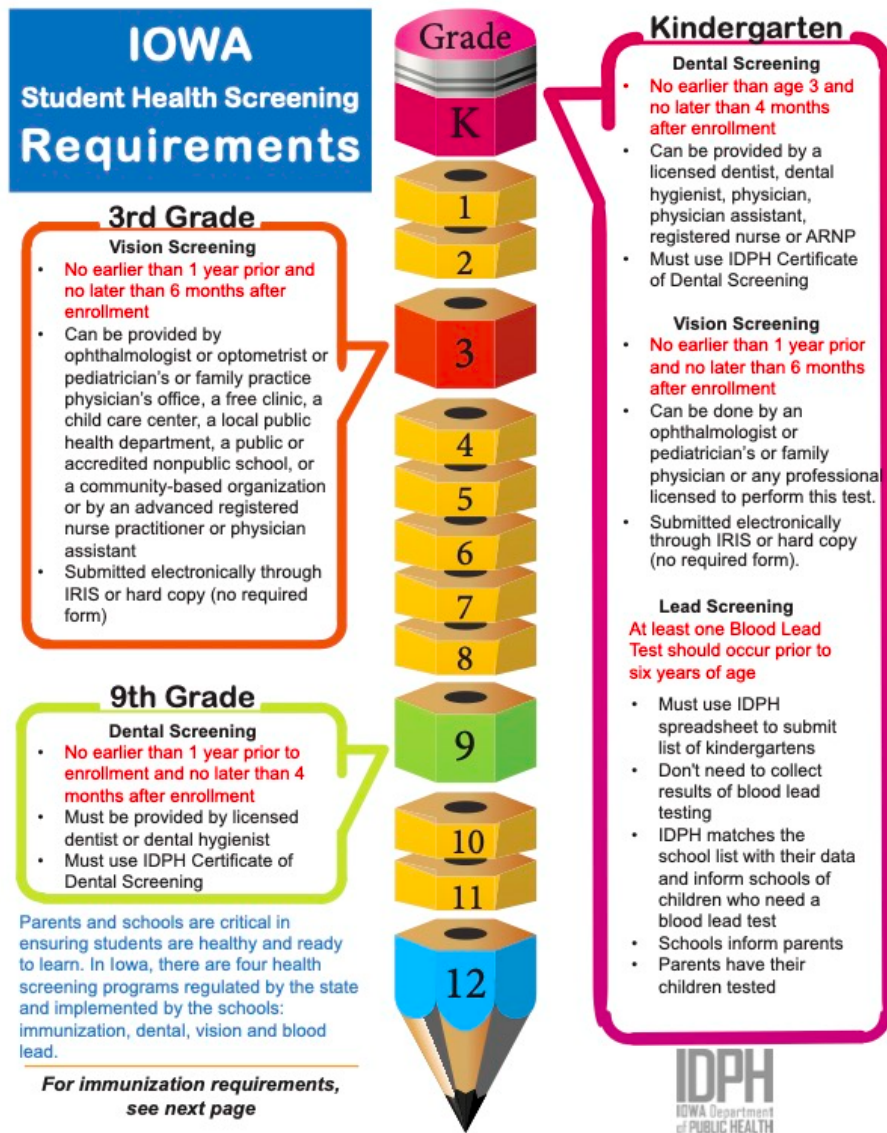
- 5 doses Diphtheria/Tetanus/Pertussis with at least 1 dose received > 4 years of age if born on or after September 15, 2003; or 4 doses, with 1 dose received > 4 years of age if born after September 15, 2000, but before September 15, 2003; or 3 doses, with 1 dose received > 4 years of age if born on or before September 15, 2000.
- 4 doses of Polio with 1 dose received > 4 years of age if born on or after September 15, 2003; or dosed 3, with 1 dose received > 4 years of age if born on or before September 15, 2002
- 2 doses of Measles/Rubella; the first dose shall have been received > 12 months of age; the second dose shall have been received > 28 days after the first.
- 3 doses of Hepatitis B; if born on or after July 1, 1994.
- 2 doses Varicella > 12 months of age if born on or after September 15, 2003; or 1 dose received > 12 months of age if born on or after September 15, 1997, but before September 15, 2003, unless the applicant has a reliable history of natural disease.

One of the following must be secured and presented to the school prior to the school upon entering:

- A certificate of immunization
- A provisional certificate
- A certificate of immunization exemption

Students that have a provisional certificate must receive immunizations within 60 days or a medical exemption granted by a doctor. It is the parent/guardian’s responsibility to ensure the school has a copy of the necessary immunizations/documentation. If you have any questions regarding immunizations please contact East Mills Community Schools. (507.1)

Iowa Students Health Screening Requirements



Administration of Medications to Students:

Students requiring medication administration during school hours will need a consent form on file at the school that has been signed by the parent/guardian. Prescription medications **must be** in the original container that shows the student's name and proper dosage. Medications must be brought to the nurse's office. All medications will be administered by a trained staff member at the appropriate time. All over-the-counter medications including but not limited to Tylenol, antacids, cough drops/cough syrup, and Ibuprofen will be handled the same way. According to Iowa Code, schools are not qualified to diagnose any medical conditions. If a parent/guardian sends an over the counter medication, East Mills Schools must have written permission including the dosage. OTC medication must be age appropriate medicine according to the label and note

expires by the end of the school year. School does not have OTC medicine on hand. A staff member will contact a parent/guardian if the medication is not able to be administered. All medication administration is documented and all documentation is kept in the nurse's office. Students can self-carry inhalers with a parent and health care provider consent. (507.2), (507.2E1), (507.2E2)

Health Concerns

- Parents are responsible for notifying the school, including the school nurse and teacher of any condition that may need special health accommodations or medication at school.
- A doctor note is required if a student is unable to participate in PE or recess

Communicable Diseases:

All communicable diseases should be reported to the school nurse as soon as possible. When a student returns to school, a written excuse should be sent with the student as appropriate. In some situations, a physician's note may be required for return to school. (507.3)

Head Lice:

Students who have head lice are not required to be sent home from school or miss school due to head lice, however, students should receive immediate over-the-counter treatment upon arrival home at the end of the school day. A staff member will call and notify a parent/guardian if head lice is detected. Over-the-counter treatment can include but is not limited to: Rid and Nix. A "nit comb" should also be used to carefully comb the student's hair.

Further information can be found at the following websites:

www.cdc.gov/lice/head

www.idph.state.ia.us

Student Illness/Injury at School:

A student will be sent home from school or should be kept home from school for any of the following reasons:

- Fever- A fever is a temperature over 100.4 degrees. A student should remain home until fever-free for 24 hours without the use of fever reducing medications such as Tylenol.
- Sore throat along with other symptoms
- Vomiting and/or diarrhea- A student may return when "normal" after a minimum of 24 hours.
- Undiagnosed skin condition or body rash spreading
- Eye redness and/or abnormal eye drainage
- Severe cough

If a student becomes ill, a staff member will call the student's parent/guardian or emergency contact. (Please make sure all emergency contact information is up to date). At that point a decision will be made to:

- Allow the student to rest at school and return and return to class in a reasonable amount of time (1 hour). Beyond the 1 ½ hour mark, the student will be marked absent.
- Make arrangements for the student to be picked up and taken home.

A student may be sent home for the following reasons:

- Fever (100.4 or higher)
- Vomiting/diarrhea
- Skin eruptions or a suspicious rash
- Contagious disease
- Insufficient hygiene

Injury at School:

Following an injury at school, first aid will be administered immediately. If the injury appears serious, the student's emergency contact will be notified and a decision will be made if the student should receive further medical treatment. If the injury is life threatening, 911 will be called and the student's emergency contact will be notified. (507.4)

Emergency Plans and Drills

Fire Drill

An on-off buzzing of the fire alarm system will be sounded. Follow the teacher to the nearest exit and leave the building quickly and quietly to designated areas.

Tornado Drill

A solid buzzing of the bells will be sounded as well as a verbal announcement of a Tornado Drill in progress. Follow the teacher to the designated area. Go quickly but do not push, run, or panic. Students are to be quiet at all times during the drill so that vocal commands may be given and heard.

Lockdown Drill

A verbal announcement will be given to staff and students to go to their designated area.

Stay Put Drill

An announcement will be made to keep hallways clear in the event of minor disruptions or medical emergencies.

Bus Evacuation Drill

Bus safety drills are conducted twice a year.

*****Please note: There will be no one to answer phone calls during weather, fire, and lockdown drills.*****

Emergency School Closing

The school will send out an email notification via Infinite Campus and post closing information on the school's website. In case of severe weather, parents and students should listen to one of the following radio or TV stations for late starts, early dismissals and/or no school announcements.

- KMA (960 AM) Shenandoah
- KFAB (1120) Omaha
- WOW (590) Omaha
- KMTV (Channel 3)

- WOWTV (Channel 6)
- KETV (Channel 7)

Cancellation or late-start announcements will be made on the above media as early in the morning as possible. Please do not call school personnel at home for this information. If school is in session and threatening weather conditions occur, an announcement will be made immediately on the above stations that school will be dismissed early.

Unexpected Early Dismissal

In the event of an unexpected early dismissal during school hours, in which children must be dismissed before the normal school day has ended, we need to know what transportation arrangements you would prefer for your child. Please be aware that it may be difficult to contact each parent personally. We at East Mills want to ensure that your child gets home safely in the event of an unexpected early dismissal. As a parent, please talk with your child about the plans that have been made for them during emergencies. In case of an unexpected early dismissal we want to make sure all our East Mills children are safe.

Custody and Parental Rights

Rights of Non-Custodial Parents

The Family Education Rights and Privacy Act of 1974 (FERPA) sets our requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to:

- provide a parent access to records that are directly related to the student.
- provide a parent an opportunity to seek correction of records he/she believes to be inaccurate or misleading.
- with some exception, obtain the written permission of a parent before disclosing information contained in the student's education record.

Child Custody

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents. (507.7)

Student Special Health Services

The Board recognizes that some special education students need special health services during the school day. These students will receive special health services in conjunction with their individualized education program.

Wellness

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals. (507.9)

Sharing of Foods

The school district does not allow students to share food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Beverages

Recommended: Water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50 percent fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free milk and nutritionally equivalent non dairy beverages

Not Recommended: Soft drinks containing calorie sweeteners; sports drinks; iced teas; fruit-based drinks, beverages containing caffeine,

Snacks

In 2008, the Iowa Legislature passed the "Healthy Kids Act". Snacks and treats consumed during the school day should make a positive contribution to a child's diet and health with an emphasis on healthy treats. Prepackaged food with ingredient labels are preferable snacks to help those students who have food allergies. If a student in your child's classroom has a severe allergy to certain foods, you will receive a notification from the school and will be asked to not send any foods containing this product to school. Treats and snacks sent from home should be from the approved list of treats:

Fruit snacks raw vegetables apples wedges fresh fruit Fresh fruit granola bars low fat yogurt popcorn Wheat crackers dried fruit cereal bars crackers Mini bagels pudding cups frozen fruit bars meat sticks Gelatin cups rice cakes mini muffins pretzels String cheese raisins/craisins goldfish Go-gurt Applesauce graham crackers fruit/vegetable chips trail mix

Rewards

The school district should not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment.

Gum

No gum is allowed on school grounds.

Physical Education

The school district will provide physical education that:

- is frequent
- is for all students in grades K-12 for the entire school year
- is taught by a certified physical education teacher
- includes students with disabilities, students with special health-care needs may be provided in alternative educational settings
- engages students in moderate to vigorous activity during at least 50 percent of physical education class time

Daily Recess

Elementary schools should provide recess for students that:

- is at least 30 minutes a day
- is preferably outdoors
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment
- discourages extended periods (i.e., periods of two or more hours) of inactivity

Physical Activity and Punishment

Employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

Note - Iowa law now requires elementary students, K-5, to have 30 minutes of physical activity, not physical education, per day. This requirement can be met through a combination of PE, recess, classroom and other activities.

Section IX: Miscellaneous Student-Related Matters

Class or Student Group Gifts

The Board welcomes gifts to the school district from a class or student group. While class gifts to the school district do not require the approval of the superintendent, the Board encourages students to consult with the superintendent or other licensed employees prior to selecting a gift for the school district.

Open Night

Wednesday Evenings- In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. It is the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy. Exceptions require prior Board approval.

Objects from Home

School provides learning materials for your child, we ask that you do not bring personal items such as toys from home. The school cannot be responsible for lost or broken personal items from home.

Section X: Instructional Curriculum

Basic Instructional Program

The basic instruction program will include the courses required for each grade level by the State Department of Education. The instructional approach will be gender fair and multicultural. The basic instruction program of students enrolled in kindergarten is designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete individual tasks, character education and the ability to protect and increase physical well-being

with attention given to experiences relating to the development of life skills and human growth and development. The basic instruction program of students enrolled in grades one through six will include English/language arts, social studies, mathematics, science, health, human growth and development, physical education, music, and visual art. (603.1)

Summer School

The East Mills Community School District recognizes the importance of ongoing learning opportunities for students. As such, the district shall offer summer school instruction in accordance with the following:

- an intensive summer literacy program for students assessed as exhibiting a substantial deficiency in reading.
- a child who is eligible for special education has been determined to need extended school year services as necessary to receive a free appropriate public education.
- students who need additional instruction or for enrichment in literacy, math or science (603.2)

Special Education and Title I

Special Education

The Board will provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to the maximum age allowable in accordance with the law.

Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP).

Children under three years of age will receive in-home services through Early Access, a program through the AEA (Area Education Agency). During this time, the AEA will collaborate with the school to ensure a smooth transition to early childhood special education services within the public school setting starting at age three, if the child continues to qualify. (603.3)

Title I Parent Involvement Policy

It is the policy of the East Mills Community School District that parents of children participating in Title I services shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home school partnership that will provide the best possible education for our students.

The district provides coordination, technical assistance and other support necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and material for parents to help their children; and educating school personnel about involving parents and the value of parent contributions. (See Title 1 Reading handbook)

Providing all East Mills Community School District's children with equal access to quality education is of primary purpose. It is crucial that all partners (students, parents, educators, and communities) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.

Talented and Gifted Program

The board recognizes some students require programs beyond the regular education program. The school will identify students with special abilities and provide education programming. (See TAG Handbook) (604.3)

Section XI: Instructional Arrangements

Animals in the Classroom

Live animals are only to be in school for educational purposes. If the school decides an animal is a useful educational tool and allows them in the building, a note will be sent home notifying the parents that an animal will be present in the classroom. It is up to the parents to notify the teacher, school nurse or principal if their child is allergic to animals. This policy is not intended to address the use of service animals, assistive animals, therapy animals or emotional support animals on District property. (606.3)

Video Policy

The district may use videos or movies that are related to the curriculum. The videos or movies will be age appropriate with a G-PG rating. All videos and movies will need prior approval by the principal. Communication will be sent to the parents allowing their consent for their child to view the video or movies.

Student Field Trips and Excursions

Field Trips are planned in order to provide additional educational experiences for your children. These field trips are an extension of a classroom experience and have educational value relevant to material being studied in the classroom. Parents will always receive advance notice of upcoming field trip opportunities and be asked to sign a permission slip. If there are no restrictions set by the facility (seating, etc.) teachers may ask parents to attend to assist with supervision. **Parents will need to provide their own transportation to and from the field trip site.** Please note that **school-aged** siblings will not be allowed to attend these outings. (Parents who volunteer will be required to have a background check done through the business office). (606.5)

Field Trip Chaperone Guidelines

School district policies apply to district sponsored, off site activities. As a volunteer chaperone you:

- a. May not smoke or use tobacco or controlled substances including electronic cigarettes, vapes or look a likes in any form
- b. May not be under the influence or consume alcohol or illegal substances
- c. May not possess weapons

Birthday/Special Celebrations

We welcome a little celebration for a child's birthday or special celebration. We do ask parents to use good judgment in what they send, keeping items simple. If your child has a summer birthday, the teacher will handle it individually. If your child brings a birthday treat, there should be enough for every child in the classroom. We ask that birthday party invitations not be handed out at school (unless each child in the classroom is invited). Birthday presents are not to be given at school. Birthday treats should adhere to Iowa's Healthy Kids Act.

Parties

Elementary classrooms may have classroom parties to celebrate the following holidays: Halloween, Christmas, and Valentine's Day. Teachers and parents will plan these parties and ask parents to help furnish treats for the parties. All classes will participate in the Homecoming float activity.

Section XII: Transportation

Transportation Eligibility

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district. Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan. (711.1)

Student Conduct On School Transportation

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator.

The Board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. Video cameras may be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, Board policy and administrative regulations.

After one warning for bad conduct, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline. (711.1)

Student Conduct on School Transportation Regulation

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Recording devices may be in operation on the school buses.

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

(711.2R1)

To operate a safe, efficient, and economical transportation system it is absolutely necessary that all passengers observe the set of regulations. In order to avoid any misunderstandings that might develop at some future date, your child will follow the procedures described below in case of an infraction of the rules:

1st offense: A warning to the students with a report to the parents. It is hoped that the parents will help prevent a recurrence.

2nd offense: Students will have a conference with the principal or his/her designee. Parents will

be notified.

3rd offense: Automatic suspension of riding privileges for up to 3 days. Parents will be notified.

4th offense: Students will have their riding privileges suspended pending a conference with the Superintendent, Principal or his/her designee, parent, and the student.

If a student is unable to successfully ride the bus, it will be the parent's responsibility to get their child to and from school.

Use of Video Cameras on School Buses Regulation

The District may use video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the recordings may be used as evidence in a student disciplinary proceeding. (711.2R2)

School Bus Passenger Restraints

The district shall utilize lap/shoulder seat belts on district school buses that are equipped with lap/shoulder seat belts, as required by state administrative rules. All lap/shoulder belts available on district buses will be used by passengers when the vehicle is in any non-stationary gear. The Bus driver will be charged with applying and enforcing this requirement. Non-compliant students can be subject to disciplinary action. All students will receive instruction on proper use of lap/shoulder seat belts on school buses at least (2) times a year. (711.10)

School Bus Safety Instruction

The school district will conduct school bus safe riding practices instruction and emergency safety drills at least twice during the school year for students who utilize school district transportation. (711.7)

Transportation in Inclement Weather

School district buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the school district and may change quickly, the best judgment possible will be used with the information available. When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced by commercial radio and TV stations. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school until they are picked up by the parents. (711.8)

Section XIII: Phone Use At School

Student Receipt of Telephone Calls

Calls for students during school hours are disturbing to the school routine and therefore should be held to a minimum. Messages will be taken by the office staff and delivered to the students. Please call prior to 3:00PM if a message is to be delivered before dismissal time. Students will not be called to the telephone while in class except in an emergency situation. If you would like to talk to your child's teacher, please call either before classes begin (7:45-8:10AM) or after the students are dismissed (3:45PM). Teachers are unable to leave children unattended, so in most cases, they

cannot take a call during class time. A message will be taken or voice mail may be left for the teacher. The teacher will return your call at his/ her earliest convenience.

Telephone Use by Students

Students may use the classroom or office telephone only when a special need exists. The student must receive permission from his/her teacher to make a call. All after school arrangements are to be made in advance. Cell phone use is prohibited during school hours, 7:45AM-3:45PM, and on school grounds unless the child has permission from the principal or teacher. The teacher or principal may require the cell phone to be stored in a secure place until the end of the day.

Technology

APPROPRIATE USE OF DISTRICT TECHNOLOGY, NETWORK SYSTEMS, AND INTERNET ACCESS

East Mills Community School District (EMCSD) is committed to making available to students and staff members access to a wide range of electronic learning resources (including, but not limited to, computers, laptop computers, tablets, and handheld devices), equipment, software, network systems, and internet access. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The district's technology, network, and/or internet access is not a public access service or a public forum. The district has the right to place reasonable restrictions on the material accessed and/or posted through the use of its technology, network, and/or internet access.

Computer users will have access to the Internet. Student use of the Internet is a privilege. The Internet is a global information system with great educational potential. Information on the Internet changes rapidly and it is not possible to predict or control what users will encounter. Users may discover controversial and inappropriate information. Therefore, it is the responsibility of the parents and the schools to teach students to be responsible Internet and email users. The school district uses technology measures in an attempt to protect students from inappropriate access, however, individuals are responsible for appropriate use. For safety and security reasons, faculty and staff may directly observe all content that the student is accessing. (605.6R1)

The East Mills Community School District will not be responsible for student use of personal devices, such as cell phones. However, if students use personal devices to access inappropriate sites or files while at school or school activities, the same discipline will apply as for school-issued devices.

Internet access is a vital part of the EMCSD's instructional program. Access to the Internet will be available to all students. The District will make good-faith efforts to promote the safe, ethical, responsible, and legal use of the Internet, support the effective use of the Internet for educational purposes, protect students against potential dangers in their use of the Internet, and ensure accountability compliance with all legal requirements, including the Children's Internet Protection Act (CIPA). All Students will be able to access the District-provided Internet connection. Student accounts and passwords for District systems will be issued to students. Student account information will remain private and must not be shared with anyone. However, upon request, parents may have access to their student's account credentials. Student use of the District's

Internet connection will be governed by this policy, related District and school regulations, and the student code of conduct.

Users should have no privacy expectations concerning the contents of their computers, including any and all files and records of their online activity while connected to the Internet via the district's data network, or when using a district issued computer. While the District does not have access to computers outside of the EMCSD network, students will still be held accountable for unauthorized or inappropriate use. The District will cooperate fully with local, state, or federal officials in any investigation involving or relating to any unlawful activities conducted while using school-issued devices or accessing the school network.

The District will not be responsible for financial obligations arising through the unauthorized use of the District's data network or Internet connection. Users or parents of users will indemnify and hold the District harmless from any losses sustained as the result of misuse of the District's data network and Internet connection by that user.

Parents/guardians may request that their child's connection to the Internet be restricted. Some educational content, resources, and assessments are only available via the District's data network and Internet connection. Students who are restricted will still use those educational resources deemed essential by the District. Parents or guardians who wish to further restrict access to District-required online resources should contact the building principal.

The District employs technology protection measures, including an Internet content filter and network monitoring, to restrict access to files or visual depictions deemed as obscene, pornographic, or harmful to minors. As well as content deemed as offensive, violent, threatening, or otherwise unauthorized. Students who deliberately attempt to bypass these measures, whether successful or not, will be subject to discipline and, possibly, legal consequences. (605.6)

EMCSD issues computers on a one-per-student (1:1) basis. These computers remain the property of the district. Students are expected to maintain their computers in good condition. Any loss or damage should be reported immediately to school administration. Students or parents/guardians will be held financially responsible for damage to school-issued computers, in accordance with the user agreement, up to and including the cost of a replacement. (502.2)