

# East Mills Learning Center Handbook



# 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 the 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.



Our goal is to prepare  
all students to graduate ready to pursue  
and succeed on their chosen paths.



#### STUDENT ACHIEVEMENT

We prepare students with strong academic foundations and the skills needed to navigate life beyond graduation.



#### PEOPLE AND CULTURE

We provide a welcoming environment and positive school and district culture for students, families and employees.



#### COMMUNITY COLLABORATION

We engage families, community members and civic organizations as active partners.



#### FISCAL RESPONSIBILITY

We manage and protect public funds and assets through efficient and effective use of available resources.

**EFFECTIVE COMMUNICATION**



#### 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 at:  
[www.emschools.org](http://www.emschools.org)

# WELCOME!

Welcome to the East Mills Community School District! We are pleased that you have chosen to be part of our educational family at the East Mills Learning Center. Our goal is not only to meet your educational goals, but to help you become successful in achieving self-respect, responsibility, personal/social growth, career development, and the necessary skills to be a productive member of society.

The East Mills Learning Center is a general education setting, that provides a structural environment for students who are unable to achieve at their full potential within a typical high school setting. The East Mills Community School Learning Center is provided by the East Mills Community School District. The major emphasis of the program is to provide an educational setting where students can earn a high school diploma. It is designed for students to have a realization of the value of education as a lifelong pursuit.

The focus of the East Mills Learning Center is to meet student's educational goals, to help students become successful in achieving self-respect, responsibility, personal/social growth, career development, self-discipline, and obtain the necessary skills to be a productive member of society. In addition, students will be responsible for designing their own education plan, Thus, students understand their educational needs, expectations, and goals.

This handbook is for you, as a student, in the East Mills Learning Center. The information given is basic and does not include all the regulations and policies that might become necessary. The situations and circumstances not covered in this handbook are left to the discretion of the East Mills Learning Center staff and East Mills School Administrators.

## COVID-19

Any student who has had direct contact with a person testing positive for COVID-19 should contact their medical provider's office as well as East Mills Community Schools before returning to school or school events.

Any student who develops symptoms of COVID-19 including fever, cough, loss of taste or smell, chills, extreme fatigue, or shortness of breath should remain home from school. If symptoms begin while a student is at school, the student will be isolated and asked to wear a mask until the student's emergency contact can pick up the student from school. Please contact East Mills Schools with any questions or concerns regarding COVID-19. East Mills Schools will work directly with Mills County Public Health and Iowa Department of Public Health on a case-by-case basis.

## No Child Left Behind

Parents or Guardians in the East Mills School District have the right to learn about the following regarding their child's teacher's qualifications: state licensure status, special endorsements for grade level/subject area taught, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the East Mills Jr/Sr High School Principal at (712) 624-8645 or by mail at 58962 380<sup>th</sup> Street, Hastings, IA, 51540.

## Discrimination Clause

It is the policy of the East Mills Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status,

sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. 206, et seq.), Title IX (Educational Amendments, 20 U.S.C.SS 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. 794), and the Americans with Disabilities Act (42 U.S.C.§ 12101, et seq.) 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, Kelly Sutherland, Elementary Principal, 58962 380th Street, Hastings, Iowa 51540, 712-624-8696. The school district, in its educational program, had a process to assist students experiencing behavior and learning difficulties. The Student Assistance Team (SAT) is responsible for this process. Representatives from the Area Education Agency (AEA) may also assist the school district in the process. Parents wanting access to this process should contact the high school office at 624-8645.

## Policy Concerning Special Education

The Learning Center environment provides all students some of the elements that are typically found only in Individual Education Plans (IEP's) for students enrolled in the special education program. These include:

- Shortened day
- Independent pacing on work
- Independent coursework schedule
- Low student-to-teacher ratio

The East Mills School District provides this and other individual services to Learning Center students with IEP's. The district's policy on laying off Learning Center students for attendance, behavior, and various other reasons described to you by the Learning Center Staff at your initial interview, will be considered the same as out of school suspensions for students that have an IEP.

If you are suspended for 10 days, a Manifestation Determination meeting will be held. At this meeting, you, your parent/guardian, and the rest of the IEP team will determine if the suspension is related to your disability and if your services need to be changed. A change to your services may include a change in educational setting. This may include a recommendation for an alternative setting, such as Heartland Therapeutic Day School, ALPHA or other programs.

While suspended, you will have the ability to continue your education. Individual arrangements will be made should the need arise.

## **POLICIES AND PROCEDURES**

The educational setting provided by the East Mills Learning Center is designed to teach students personal and social skills, explore career opportunities, and work toward the completion of their high school education. It is designed for you to have a realization to the value of education as a life long pursuit. This includes such things as courtesy, cooperation, and respect for your fellow students and teachers. It is also designed to teach self-discipline. Therefore, the following policies and consequences have been implemented.

## Admission Policy

Students wanting to become pan of the East Mills Learning Center must meet one of the following criteria:

- Formal Application with Board or Administrators Approval
- Student Assistant Team Referral
- Other District's Recommendations

## Application Procedure

1. Interested students must complete an application for the East Mills Community School Learning Center. (Appendix A at back of handbook.)
2. An interview with one or all of the following will be scheduled. (East Mills Community School Learning Center or East Mills Administrators)
3. The East Mills Community School Learning Center staff and administrators will review applications as received.
4. East Mills Community School Learning Center staff will notify applicants regarding the status of their applications.

## Holidays and Vacations

Labor Day  
Halloween  
Thanksgiving Break  
Winter Break  
Spring Break  
Staff Development Days

## Transportation

Drivers are responsible for the manner in which they operate their motor vehicles. All motor vehicles are to be operated according to prescribed laws. They are not to be driven on any portion of the school property not designed for motor vehicles. Any infraction of this policy will result in losing the privilege of driving to school and/or other disciplinary actions may be taken.

Students will ride school provided transportation to/from class field trips. If a student refuses to ride the provided transportation, he/she will be unable to participate in the field trip and will lose points for that project.

## Illegal Substance Policy

Students enrolled at the East Mills Learning Center will not be allowed to be under the influence of or possess tobacco products, illegal drugs, or alcohol in or on any school property. Any use or distribution of drugs in school will be an automatic lay-off for students involved.

## Hours of Operation

East Mills Learning Center's hours of operation will be 8 AM-11 AM Monday-Friday.

## Tardies

Students enrolled at East Mills Learning Center are learning life skills that they will use during their life. One of the most important skills to master is to be on time. Learning Center students must be in the room and ready for work at 8AM. Tardy students will not be admitted and that will count as an unexcused absence.

## Leave of Absence

Students enrolled at the East Mills Learning Center are eligible for personal leave, sick leave, and funeral leave as outlined below:

### **Attendance Policy:**

**The East Mills Learning Center will be operating on a 6-week schedule.** During a 6-week period, students may miss 2 days of school for illness, personal leave, etc. When any more than 2 days of school are missed, and the excess is due to an illness, the student must have a doctor's note for the days to be excused.

**When a full-time student, over the age of 16, misses more than 2 days of school they will be placed on a "lay off" for the rest of the 6 weeks.** During this time, the student does not come to school or receive credit for work. When the next 6-week period begins the student may come back to school and start receiving credit where they had left off at the time of the layoff. It is up to the Learning Center instructor and East Mills Administration to decide who will be "laid off."

Students who are under the age of 16 years and miss more than 2 days will attend East Mills High School instead of the East Mills Learning Center. It is up to the Learning Center instructor and East Mills Administration to decide who will return to the East Mills High School.

Full-time student workers are granted two days of absence. **\*\*If you are going to be absent, you need to call between 7:45 and 8:00 am to be excused for the day. If you have used your two personal days and are sick, you must bring a Dr.'s note in order to return to class.\*\***

A student that is disruptive may be asked to leave class for the day, this would be using one of their personal days. If the student has already used all of their personal days are asked to leave, the student will be laid off.

**\*\*When a student is laid off, it is their responsibility to know when the next six weeks begins and where they are on the waiting list. They may do this by calling the Learning Center Instructor.**

### **WARNING!!**

**A student who is a habitual offender of missing work or not following behavioral expectations will be at risk of being terminated and receiving no credit. Disrespect of Learning Center staff will not be permitted and can be grounds for lay off.**

**The layoff policy is flexible and if there are circumstances in the classroom that are not in the handbook, the outcome and its application to the layoff policy will be determined by the teacher and administration.**

### **Funeral Leave:**

A full-time student will be granted up to five (5) days of absence per year to attend the funeral of a member of the immediate family. Immediate family shall mean spouse, child/stepchild, parent, brother, sister, grandchild, grandparent, mother-in-law, or father-in-law. Missed days other than those listed will be left to the consideration of the East Mills Community School Learning Center Staff or Administrators.

## Internet Use

Classes at the East Mills Learning Center are taken online thru *Edgenuity*. This may be accessed during class and also from the student's home with approval from the Learning Center Instructor. The use of technology and internet is a privilege and must be used accordingly. Any students that would be looking at pornography, references to drugs/alcohol, gangs, or anything that school personnel deem inappropriate, would be laid off after their first warning. The East Mills CSD Internet use policy is

available on the school website and students at the Learning Center are held to the same expectations as all other students.

## Consequences

A student who is habitually absent or tardy may be laid off.

Conferences will be scheduled for students who fail to make progress and appropriate arrangements will be made.

Disrespect will not be accepted at any time. Students may be dismissed for the day and one personal day will be used for the time away from work. If the student does not have a personal day, the student will be laid off.

The East Mills Learning Center is designed for each individual to achieve success. It may be necessary to have disciplinary action for the following general offences: disruption of school, destruction or damage of property, fighting, and possession and/or use of illegal articles such as drugs, alcohol, fireworks, and any concealed weapons, or any other circumstances that the administration sees deserving of a lay off period.

**Any student who is caught copying work or turning in work completed by anyone else, will be automatically laid off. The student must meet with the Learning Center Instructor and Administration before returning to the Learning Center.**

## Extra-Curricular Activities

While attending the East Mills Learning Center, students will not be eligible to participate in Extra-Curricular Activities.

# Academic Requirements

## Credits

Credits are earned in the following way:

1. A student must attend classes daily and complete all required course work to be eligible for course credit.
2. The course assignments and requirements given by the instructor must be completed at a minimum equivalency of eighty percent (80%).
3. Credits may be earned while working in the community. Students who are employed may earn one (1) elective credit for 60 hours of work. Students who volunteer may earn one (1) elective credit for 60 qualified hours of work. Students will be asked to sign a contract outlining the specific requirements. Students may earn 4 elective work credits during the school year.
4. Students must earn a minimum of two credits each six weeks.

## High School Electives

All students are eligible to enroll in elective courses at the high school. Each student's situation will be considered on an individual basis.

## Work and Community Service

Students who work and do community service will be able to earn elective credit. For every 60 hours of work and community service completed, 1 elective credit will be earned. Students must turn in their work log sheets each week to the Learning Center Instructor. These log sheets must be signed by their boss or supervisor. Students can earn 4 credits from working and/or community service.

## Grading Procedures

The grading system will consist of credits given at the completion of each term or semester. A student can carry work completed into the next term (up to two terms). Students are encouraged to complete all classes each term. Letter grades are determined by the following percentages:

A	97-100%	4.00	
A-	93-96%	3.67	
B+	90-92%	3.33	
B	88-89%	3.00	
B-	86-87%	2.67	
C+	83-85%	2.33	
C	80-82%	2.00	
C-	78-79%	1.67	*Students will be
D+	76-77%	1.33	considered for Academic
D	73-75%	1.00	Honor Roll and for
D-	70-72%	0.67	membership into
F	69% and below	0.00	National Honor Society.
I	Incomplete		

## Graduation

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students who have not met the graduation requirements for the East Mills Community School District will not be allowed to participate in graduation ceremonies. Students are not required to participate in the graduation ceremony.

Students are required to complete the graduation requirements from their home districts.

To receive a high school diploma from the East Mills Community School District, a student must have earned a total of 50 credits in grades 9-12. One credit is earned for successful completion of a semester of work in a full-credit class (band, chorus, and physical education earn  $\frac{1}{2}$  credit per semester). Graduation requirements approved by the Board of Directors are available in East Mills CSD Board Policy. Personnel at East Mills High School are available to advise student about the graduation requirements and their status in meeting those requirements.



# East Mills Learning Center

## Student/District Contractual Agreement

If circumstances exist that a student from East Mills High School or participating district needs an alternative setting, and the administration feels the student will be successful, the East Mills Learning Center can be an option. There are various circumstances in which a student may be a candidate for the East Mills Learning Center; however, the administration will make the final determination whether a student qualifies for the East Mills Alternative setting.

School districts make a financial investment in the student when a placement is made into the Learning Center. For each six-week session, the participating district pays over \$600 in tuition for a student. Therefore, it is important that each student understand the expectations of the district before entering the Learning Center.

In order for a student to be successful at the Learning Center, the following criteria must be met:

1. A student must complete coursework for two credits per six-week session. If coursework for two credits is not completed the student will have one more opportunity to enroll in a six-week session. If at any time a student again fails to receive two credits in a six-week session, the district will no longer pay a student's tuition at the Learning Center.
2. A student gets one 'Slay-off" while enrolled at the Learning Center. The one "lay-off" will hopefully be a learning situation for the student. If a student experiences a second "lay-off" the district will reconsider its commitment to pay a student's tuition at the Learning Center.
3. If a student chooses to continue enrollment in the Learning Center at his/her own cost, then a separate contract will be written between the administration and the Learning Center. The administration will not allow a student to continue at the Learning Center if the student is not serious about earning credits and progressing toward graduation.

By signing this document all parties agree to the above terms and understand the agreement set forth by all parties involved.

Student \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Administrator \_\_\_\_\_

Date \_\_\_\_\_

Learning Center Instructor \_\_\_\_\_

Date \_\_\_\_\_

# East Mills Learning Center Internet Policy

## A. Educational Purpose

1. *Edgenuity* has been established for an educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.

## B. Student Internet Access

1. Students may obtain an individual account with the approval of their parent and the school.

2. You and your parent must sign an account agreement to be granted an individual account on *Edgenuity*. This Agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time.

## C. Unacceptable Uses

### 1. Personal Safety

a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.

b. You will not agree to meet with someone you have met on-line without your parent's approval. Your parent should accompany you to this meeting.

c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

### 2. Illegal Activities

a. You will not attempt to gain unauthorized access to *Edgenuity* or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of browsing.

b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c. You will not use the internet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

d. You will not use the Internet to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research and both your teacher and parent have approved.

## D. Consequences of unacceptable use

a. A student looking at inappropriate material (as described above or other) will be given one warning. If a student has to be warned a second time, they will be laid-off for the rest of the six-week term.

# Student/Parent Internet Agreement

## Student Section

I have read the East Mills Learning Center's Internet Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated, and I may face other disciplinary measures.

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

Date \_\_\_\_\_

## Parent or Guardian Section

I have read the East Mills Learning Center Internet Policy. (I will supervise my child's use of *Edgenuity* if my child is accessing the courses from home.)

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the East Mills Learning Center Internet Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an Internet account for my child.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

