Eddyville-Blakesburg-Fremont
JR-SR HIGH SCHOOL



STUDENT HANDBOOK

School Year: 2026/2027

EDDYVILLE-BLAKESBURG-FREMONT COMMUNITY SCHOOLS

1301 BERDAN ST.
EDDYVILLE, IA 52553
(641) 969-4288

Student/Parent/Guardian Handbook

Welcome to Eddyville-Blakesburg-Fremont Jr/Sr High School. All the members of the staff are pleased to have you here as a student and will do our best to help you make your experience here as productive and successful as you wish to make it.

Scott Williamson, Superintendent	641-969-4226
Jordan Buell, High School Principal	641-969-4288
Jill Schmidt, Administrative Assistant	641-969-4288
Curt Johnston, Dean of Students/Athletic Director	641-969-4288
April Glosser, Curriculum Director	641-969-4288
Amy Spurgeon, EBF Schools Guidance Counselor	641-969-4288
Polly Davis, Mental Health Counselor	641-969-4288
Heather Main, Mental Health Counselor	641-969-4288
Helen Moore, EBF Schools TAG	641-969-4288
Jennifer Helm, Registrar	641-969-4288
Tony Fenton, Technology Director	641-969-4288
Andy Heinle, Building and Grounds Maintenance Supervisor	641-969-4288
David Keeton, Transportation Supervisor	641-969-4288

BOARD OF EDUCATION

Mrs. Brianne Batterson	Mr. Micah Van Mershbergen	Mr. Kyle Teach	
Mr. Eric Klyn	Mr. Tom Judy	Mr. Ed Glenn	Mr. Tyrone Lobberecht

ADMINISTRATION

Superintendent	Mr. Scott Williamson
Junior High/High School Principal	Mr. Jordan Buell
Eddyville Elementary Principal	Mrs. Jil Nelson
Blakesburg Elem. Principal	Mrs. Kayeleigh Rook
Fremont Elementary Principal	Mr. Michael Nicodemus

OFFICE STAFF

Athletic Director	Mr. Curt Johnston
Dean of Students	Mr. Curt Johnston
School Business Official	Mrs. Sherry Matson
School Business Official	Mrs. Mary McCrea
Food Service Program Director	Ms. Tara Waldren
High School Secretary	Mrs. Jill Schmidt
Maintenance Supervisor	Mr. Andy Heinle
Transportation Supervisor	Mr. David Keeton
Technology Director	Mr. Tony Fenton
Curriculum Director	Mrs. April Glosser

SECONDARY INSTRUCTORS

Mrs. Melissa Appel	Agriculture Education
Ms. Kacey Beinhart	HS ELA
Mrs. Kristen Birchard	HS Science
Mr. Mark Bishop	HS Math
Mr. Dimitri Boyer	At-Risk/PE
Mrs. Jessica Bremer	Art
Mrs. Bethany Brown	JH Math
Mrs. Hailey Danner	Special Ed
Mr. Hendrik DeBie	JH/HS Vocal Music
Mrs. Dezirae Fairchild	HS Band
Mrs. Gladys Genskow	PE/Health

Mr. Clayton Hansen	HS Social Studies
Mrs. Leslee Hansen	Special Ed
Mrs. Angie Koebke	JH ELA
Mrs. Megan Lehman	Business
Mrs. Meghan Lettington	JH History
Ms. Kiera MacPherson	Math
Mr. Jason Maddy	HS Social Studies
Mr. Micheal Pilcher	PE/Special Education
Mrs. Lisa Reinier	Science/HS Robotics
Mr. Rick Reinier	Industrial Arts
Mrs. Ann Roberts	JH Language Arts
Ms. Avery Roorda	HS ELA
Ms. Michelle Seddon	HS Science
Mr. Nathan Smith	Spanish
Ms. Lisa Strausser	Family Consumer Science
Mr. Justin Von Ahsen	JH Band
Ms. Sarah Welch	Special Education
Mr. Jeff Whitehall	PE

FOREWORD

This student handbook answers many of the commonly asked questions that you and your parents may have during the current school year; it also provides specific information about board policies and procedures. You are encouraged to become familiar with the contents of this handbook and refer to it if you have questions about school procedure. If you have any questions that are not addressed in this handbook, talk to your teachers, the counselor, or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflict with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subject.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the status of the Board's policies and the school's rules as of August 2024. If any of the policies or administrative guidelines referenced herein is revised after August 19, 2024, the language in the most current policy or administrative guideline prevails.

If you do not have access to a computer to read the online version of the handbook a printed copy is available in the high school office. A hard copy of the acknowledgement page may also be picked up in the office.

In the event there should be a concern to arise within the operation of school business at Eddyville Blakesburg Fremont CSD, or it's governing boards, please refer to the following link Parent, Guardian, and Community Concerns which will provide detailed steps to follow as you seek a resolution.

NOTICE OF NONDISCRIMINATION

The District and the Board will not discriminate on the basis of age (except for permitting/prohibiting students to engage in certain activities), race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status (in programs), gender, socioeconomic status (in programs), creed, or genetic information (in employment) in admission or access to, or treatment in, its programs and activities and in employment practices, pursuant to Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws.

The district has adopted grievance procedures for processing complaints of discrimination. If you have questions or a grievance related to sex discrimination pursuant to Title IX, please contact *Mary McCrea, Title IX Coordinator*, 222 Walnut St, Eddyville, Iowa 52553, 641-969-4226, mary.mccrea@rocketsk12.org, or the U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; OCR@ed.gov). If you have questions or a grievance related to any other provision of this policy, please contact April Glosser, Equity Coordinator, 222 Walnut St, Eddyville, Iowa 52553, 641-969-4226.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against based on race, color, disability, religion, gender, national origin, sexual orientation while at school or a school activity should immediately contact the school district's compliance officer listed below:

April Glosser, Curriculum Director
Eddyville-Blakesburg-Fremont CSD
222 Walnut St.
Eddyville, IA 52553
(641) 969-4226

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunities.

EBF Mission: *The Eddyville- Blakesburg- Fremont Community School District will provide a quality education which cultivates Iowa students to be collaborative and productive citizens.*

EBF Vision: *Learn today for tomorrow's world*

EBF Collective Commitments:
The EBF CSD staff is highly committed to the following principles to ensure that high levels of achievement are possible for all students.

- **Growth Mindset**
  - *Embracing challenges as opportunities.*
- **Multi-Tiered Systems of Support**

    - *Meeting the needs of every student*
- **Professional Learning Communities and Collaboration**
    - *Working together to achieve greatness*
- **Academic Language and Feedback**
    - *Using words to advance learning*
- **Character Building**
    - *Equipping students for life beyond EBF*

SCHOOL DAY

Classes are in session from 7:10 A.M. until 3:20 P.M.
Non-early bird students will be admitted to the building **not prior to 7:45 am each day**

The class periods are as follows on a normal day:

7:10 - 7:50	Early Bird	40 min.
8:10 – 8:54	First Period	44 min.
8:58 – 9:40	Second Period	42 min.
9:44 – 10:26	Third Period	42 min.
10:30 – 11:12	Fourth Period	42 min.
11:16 – 1:02	Fifth Period/Rocket Time/Lunch	108 min.
1:06 – 1:50	Sixth Period	44 min.
1:54 – 2:38	Seventh Period	44 min.
2:42 – 3:25	Eighth Period	43 min.

The class periods are as follows on an early release (PLC Wednesday):

Time	Class Period	Minutes
7:10-7:50	Early Bird	40
8:10 - 8:51	1st	41
8:55 - 9:34	2nd	39
9:38 - 10:17	3rd	39
10:21 - 11:01	4th	40
	Junior High	
11:01 - 11:31	Lunch	30
11:35 - 12:13	5th	38
12:17 - 12:55	6th	38
	High School	
11:05 - 11:43	5th	38
11:43 - 12:13	Lunch A (6th period teacher)	30
11:47 - 12:25	6th B	38
12:17 - 12:55	6th A	38
12:25 - 12:55	Lunch B	30

12:59 - 1:40	7th	41
1:44 - 2:25	8th	41

Students may be on school grounds before 7:20 am (7:50 non-early bird) or after 3:45 pm only if the principal, upon the request of the parent, has granted permission or when students are under the supervision of an employee or extra-curricular activity sponsor. If school dismisses early, students are expected to leave the school grounds within 20 minutes of dismissal. Students are not to utilize the facilities without supervision or loiter on school grounds.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression, association, and fair treatment if they respect those rights for their fellow students and staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Parents can access a student's grades and attendance online through Infinite Campus. If you need your password, contact the high school office.

Students must arrive at school on time, prepared to learn and participate in the educational program. If for some reason this is not possible, the student should seek help from the school's counselor.

- Adult students (age 18 or older) are expected to follow all school rules.
- If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the school office.

HAWK-INSURANCE FOR CHILDREN

Parents can apply for low or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few.

Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at *http://www.hawk-i.org/* for more information.

STUDENT INSURANCE

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the high school office. Student athletes must have health and accident insurance to participate in extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

FOOD ALLERGY INFORMATION/NUT AWARE SCHOOL DISTRICT POLICY

The Eddyville Blakesburg Fremont Community School District takes food allergies seriously. We understand that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parent(s)/guardian(s), and physicians to minimize risks and provide a safe educational environment for food-allergic students. It is our goal to provide a safe learning environment for all students. Parents are encouraged to contact the school nurse or the Principal if they have questions pertaining to an allergy that could affect their child's health and safety at school.

PEANUT AND TREE NUT ALLERGIES AT EBF

There are several children attending our schools who suffer a life-threatening allergy to peanuts and tree nuts. As a result, the Eddyville Blakesburg Fremont CSD is a PEANUT AND TREE NUT AWARE school district**.**

What does peanut and tree nut aware mean?

As a peanut/tree nut aware school, several precautions are factored into the daily routine in order to reduce the risk of accidental exposure. An optional nut-free table can be designated in the cafeteria, a school-wide program to educate students about food allergies by the nurse has been implemented, specific safety precautions are implemented to protect individual students based on need and the staff is provided training in order to properly respond in the event that a reaction occurs. Additionally, steps are taken to ensure that peanut/tree nut products are not served during the school day in which allergic students may be in danger.

Are peanut/tree nut products allowed in school?

Yes. However, in order to reduce the risk of exposure for students who possess an allergy to peanut/tree nut products, these items are not sold in the school lunch program. Students can bring

peanut/tree nut products to school for lunch, however these items are not allowed to be eaten in close proximity to a child with a known food allergy and students will be encouraged to wash their hands after eating.

In some classrooms, parents are asked to voluntarily refrain from sending food items containing peanuts, peanut products, almonds, cashews, walnuts or other tree nuts to school because the risk of harm is high for individuals or groups of students. In those instances, parents may also be asked to help ensure that snack items intended for sharing do not include these items, as they pose a danger (including anaphylactic shock) to some of our students. Parents of these grades will be notified. Snacks that are identified as containing peanuts or tree nuts, or manufactured in a factory that also manufactures the allergens, will not be served to the students. The snacks will be sent home and an alternative snack will be served.

Parent/Guardian:

- As soon as possible, provide the school nurse with a physician or licensed prescriber's order, parent authorization, and properly labeled filled prescriptions notifying the school nurse of the student's allergy and the need to administer medication in a case of anaphylaxis.
- Provide emergency contact information and other relevant information as requested.
- In partnership with the school nurse, the child's health care provider, and the student (if appropriate), 11 participate in the development of the IHP and emergency action plans.
- Educate your student in the self-management of their food allergy, as appropriate.
- Notify the school nurse immediately of any changes in the management of your student's allergy.

School Administration:

- Support the School Nurse in implementation of the IHP and emergency action plans.
- Assist school personnel as needed.

All Staff:

- Support the School Nurse in implementation of the IHP and emergency action plans.
- Staff will be educated on food allergies and use of Epi-pens.
- Staff will limit any items containing peanuts/tree nuts. Staff will contain these items in the teacher's lounge and will wash their hands properly before leaving the lounge.

Food Service:

- Staff will be informed of the student's emergency action plan and trained in Epi-pen use if needed.
- At the request of the parent, staff will designate specific tables in the cafeteria for students with cold lunch excluding students with peanut /tree nut allergy.
- Staff will use separate wiping cloths on cold lunch tables and dedicated cleaning solutions or use dedicated disposable wipes to prevent cross contamination.
- Staff will use a detergent and sanitizer on all food surfaces and utensils which come in contact with the allergen; separate serving utensils kept in a designated area will be used for students with severe peanut allergies.
- Staff will not serve food containing peanuts or nuts or foods that were made in the same factory where peanuts are manufactured.
- Staff will monitor for signs and symptoms of an allergic reaction as outlined in the emergency action plan.

Custodial Staff:

- Consistently implement the protocols to protect the health and safety of students identified with allergies, as they pertain to the cleaning of surfaces such as, but not limited to, tables in the cafeteria and desks in the classroom.
- Coordinate with food services staff, school nurse, or other staff as appropriate.

Transportation Staff:

- Staff will be informed of the student's emergency action plan and trained in Epi-pen use if needed.
- Consistently enforce that no student is allowed to eat or drink on the bus, while at bus stops, and loading/unloading areas.

Thank you for your consideration and support in this matter. We recognize the inconvenience that these guidelines present for families and are appreciative of your help and cooperation. If you have any questions, or if your child has an allergy which poses a risk to his/her health and safety, please contact the Eddyville Blakesburg Fremont Administration Office.

HOMEBOUND INSTRUCTION

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. The school principal must approve applications. The district will provide homebound instruction only for those confinements expected to last at least five (5) days.
Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. A physician must certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

Effective July 1, 2025, pursuant to Iowa Code section 280.17, the Iowa Department of Health and Human Services (HHS) is responsible for investigating allegations of physical abuse, sexual abuse, or prostitution involving students and school employees.

School employees who receive allegations or have reason to believe that student abuse has occurred must follow applicable mandatory reporting requirements and district procedures for reporting allegations to HHS. The district will cooperate fully with HHS and other appropriate authorities during investigations.

The district will also take appropriate steps to protect students, maintain confidentiality to the extent permitted by law, and address any employee misconduct in accordance with district policy.

Physical Abuse
Physical abuse includes nonaccidental physical injury inflicted upon a student by a school employee, as defined by Iowa law. School employees may not use physical force as a means of disciplining students. However, reasonable and necessary physical intervention may be permitted in limited circumstances to protect the safety of students, employees, or others, consistent with applicable law and district policy.

Sexual Abuse

Sexual abuse includes prohibited sexual acts, sexual contact, or other sexual conduct involving a student and a school employee, as defined by applicable law. Allegations of sexual abuse must be reported to the appropriate authorities in accordance with Iowa law.

Sexual Harassment
Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or electronic conduct of a sexual nature that interferes with a student's educational experience or creates an intimidating, hostile, or offensive educational environment.

Allegations of sexual harassment will be addressed in accordance with the district's applicable nondiscrimination, sexual harassment, and Title IX policies and procedures. When allegations also involve suspected student abuse, appropriate reports must be made to HHS.

Reporting Concerns
Students and parents/guardians may report concerns to a building principal, the superintendent, or the district's designated Title IX Coordinator, Mary McCrea, School Business Official, mary.mccrea@rocketsk12.org. Reports involving suspected abuse should be referred to HHS in accordance with Iowa law.

Retaliation against any individual who makes a good-faith report or participates in an investigation is prohibited.

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Iowa's open enrollment law allows students to open enrollment at any time. Open enrollment documents can be picked up school district offices or downloaded from the Iowa Department of Education: Iowa DE Open Enrollment Webpage. The open enrollment handbook and other resources are available at this Iowa DE Website also.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, the parents must provide copies of the following:

- a birth certificate or similar document
- custody papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.
Students enrolling from another school must have an official transcript from their previous school to have credits transferred. The school counselor will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children regarding enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include a parent in

the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Iowa may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling Office prior to the start of each semester, or during the drop and add period at the beginning of each semester. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules.

EARLY DISMISSAL

No student will not be allowed to leave school prior to dismissal time without a parent phone call or a personal visit to the office to request the release. No student will be released to a person other than a custodial parent without written permission signed by the custodial parent or guardian.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from EBF High School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the school counselor for specific details.

School Officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

EMERGENCY FORMS

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

USE OF MEDICATIONS

Most students taking medication can be adequately treated by taking the medication before and after school. However, some students' health and educational needs require that they take medication during the school day.

Medication shall be administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. The course is conducted by a registered nurse or licensed pharmacist. A record of course completion will be maintained by the school district. All medication must be kept in a secured area of the nurse's office. The exception is for students who have demonstrated competence in administering their medication for asthma or other airway constricting illnesses. These students may possess and self-administer the required medication provided an annual self-administration of medication form is completed and on file in the health office.

ALTERNATIVE MEDICATIONS

Alternative medications such as remedies, enzymes, herbs, vitamins, dietary supplements, homeopathic medicines, essential oils, cannabis, or medications from other countries will not be administered under any circumstances. Similarly, alternative medications will not be administered throughout the classroom.

CONFIDENTIALITY

All medical and medication records are confidential and shall be available to school personnel only with parent/guardian authorization in accordance with the Family Education Rights and Privacy Act (FERPA).

EMERGENCY MEDICATION

Iowa law requires school districts to allow students with asthma or other airway constricting diseases (anaphylaxis) to carry and self-administer their medication as long the prescriber and parent have provided written permission. School districts that determine students are abusing their self-administration may either withdraw the permission, if medically advisable, or discipline the student, or both.

In the case of diabetes, students who have demonstrated competency in administering his/her own insulin may self-administer the medication if a written prescription from a legal prescriber is on file and a written statement signed by the student's parent/guardian requesting the student self-administer the medication. This form must be on file in the nurse's office.

LICENSED PRESCRIBER

The medication shall be prescribed by a physician, dentist, podiatrist, advanced registered nurse practitioner, physician's assistant, or other healthcare providers legally authorized to prescribe medication in the state of Iowa.

OVER-THE-COUNTER MEDICATION IN THE JUNIOR/SENIOR HIGH

If over-the-counter medication is requested by a junior high or high school student, only acetaminophen, Tums and ibuprofen will be provided, and the school must have written parental permission on file. No more than FIVE DOSES of acetaminophen or ibuprofen will be provided to a student in ONE SEMESTER. After the student has made a request for medication more than five times, written permission from a physician will be required for any additional doses.

PRESCRIPTION MEDICATION IN ALL DISTRICT BUILDINGS

Prescription medication will not be administered without the completed Medication Permission Form from the health care provider that includes parental signature. All prescription medication must be in the original container, which is labeled by the pharmacy or the manufacturer, with the name of the child, name of the medication, the time of day when it is to be given, the dosage and the duration. When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by the licensed health personnel, the student, and the student's parents. A written record of the administration of medication procedure must be kept for each child receiving medication including the date, student's name, prescriber or person authorizing the administration, the medication and its dosage, the name, signature and title of the person administering the medication, the time and method of administration, and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

SELF MEDICATING

a. In an emergency, students will be allowed to self-medicate Epi-pen, or in the case of asthma or other airway constricting disease, an inhaler if a written prescription from a legal prescriber is on file and a written statement signed by the student's parent/guardian requesting the student self-administer the medication (Epi-pen, inhaler) is on file. (See Consent for Student to Self-Administer Asthma Medication or Epi-pen form, and Medication Permission for Administration at School form.)

b. In the case of diabetes, students who have demonstrated competency in administering his/her own insulin may self-administer the medication if a written prescription from a legal prescriber is on file and a written statement signed by the student's parent/guardian requesting the student self-administer the medication. This form must be on file in the nurse's office. (See Consent for Student to Self-Administer Insulin form.)

Legal Note: In accordance with the Iowa Board of Nursing 655 ICA 6.2 and Declaratory Ruling No. 81, the Registered Nurse has the responsibility to refuse to administer any medication when unable to determine the appropriateness; the condition for which the medication is being used; safety; possible side effects, toxic effects, or interactions; appropriate dose based on age, weight, and body surface; and treatment of overdose.

References: Iowa Code 279.8, 279.9, 279.9A, 280.16, 280.23, 281-12.3 (9)

Exhibit: Annual Health History, Permission for Medication, Medication Administration Log

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to

remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specific in the schools' administrative guidelines.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARCAIDS Related Complex, HIV (Human immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students, or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against based on a disability. This protection applies not just to the student, but also to all individuals who have access to the district's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State Law. Contact the school's counselor at 641-969-4288 to inquire about evaluation procedures and program.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the district. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the district. Parents should contact the school's ELL Coordinator at 641-969-4288 to inquire about evaluation procedures and programs offered by the district.

STUDENT RECORDS

The school district maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual as authorized by the law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information

or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records. Directory information includes:

- enrollment data and validated birth record
- basic health data
- objective progress reports
- Information of a general nature

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board's Annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the high school office.

Other than directory information, access to all other student records is protected by FERPA and Iowa law. Except in limited circumstances as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal or the counselor. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if a non-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or his/her parents.
B. mental or psychological problems of the student or his/her family.
C. sex behavior or attitudes.
D. illegal, anti-social, self-incrimination or demeaning behavior.
E. critical appraisals of other individuals with whom respondents have close family relationships.

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
G. religious practices, affiliations, or beliefs of the student or his/her parents; or
H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period after the building principal receives the request.

The Superintendent will provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for marketing or for selling that information or otherwise providing that information to others for the purpose; and
- the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov: and PPRA@ED.Gov.

ARMED FORCES RECRUITING

The school must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials shall not allow access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to

deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES AND SUPPLIES

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

Book Fees

Jr./Sr. High	45.00
Elementary	30.00

Activity Cards

Jr./Sr. High	50.00
Elementary	40.00
Single Adult	100.00
Adult Couple	180.00

50% discount for the 4th child

Other

Instrument Rental	25.00
Choir Uniform	20.00

Breakfast

Jr./Sr. High	$2.70
Adult/2nd Meal	$3.65

Lunch

Jr./Sr. High	$4.10
Adult/2nd Meal	$5.85

STUDENT FUNDRAISING

Students participating in school sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- Students involved in the fundraiser are not to interfere with students participating in other activities when soliciting funds.
- Student must not participate in a fundraising activity for a group in which they are not members without the approval of the group sponsor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students who engage in fund raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for …," will be monitored by a staff member to prevent a student from overextending himself/herself to the point of potential harm.
- Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal or activities director.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The Board believes the development of healthy behavior and habits about eating cannot be accomplished by the district alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the school office.

The school participates in the National School Lunch Program and makes lunches available to students for a fee of $3.20 for grades 7-12. Breakfast is also available for a fee of $2.10. Students may also bring their own lunch to school. EBF Jr/Sr High School has a closed campus policy, and students are not allowed to leave the school buildings for lunch, **nor may they enter the parking lot or any vehicle unless they are with a parent or guardian and have permission from the office.**

Applications for the school's Free and Reduced Priced Meal Program are made available to all students. If a student believes that he/she is eligible, contact Jill Schmidt, Administrative Assistant.

EMERGENCY DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a continuous, loud buzzing alarm.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of an intermittent fire alarm or a PA announcement.

Other emergency drills will be implemented as needed.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

RADIO:

KBOE	**740 AM**	**104.9 FM**
KISS	**107.5 FM**	
KBIZ	**1240 AM**	**KTWA 92.7 FM**
KLEE	**1480 AM**	
KOTM	**97.7 FM**	
KIIC	**96.7 FM**	
KMGO	**98.7 FM**	
KIOA	**93.3 FM**	
KQLF	**88.3 FM**	

TV:

KTVO	**CH 3**
KCCI	**CH 8**
WHO	**CH 13**
WOI	**CH 5**
KYOU	**CH 15**
KCRG	**CH 9**
KDSM	**FOX 17**

School cancellation notifications will also be delivered through the Infinite Campus phone system.

Parents and students are responsible for knowing about emergency closings, delays, and early releases.

The Superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they will follow emergency routes and the parents are responsible for the delivery and pickup of students at school.

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the school district's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and *Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. To properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor

found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, to schedule a mutually convenient time.

Students may not bring visitors to school without first obtaining permission from the principal.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or the activities director for use of the facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.
Office personnel will initiate all calls on behalf of a student seeking permission to leave school.
Students may use their cell phones to make phone calls before and after school and during their lunchtime. All other times the cell phone must be powered off and locked in the student's locker or student's backpack. Confiscated cell phones will be returned according to policy only upon the conclusion of a consecutive school day confiscation period. *(See Cell Phone/Wireless Communication Device Policy on Page 48)*

SECTION II – ACADEMICS

EDUCATION DEVELOPMENT PLAN (4-YEAR PLAN)

All students prepare an Educational Development Plan (EDP) before they begin high school. An EDP is to be prepared by the student, under the supervision of the student's assigned school guidance counselor or another designee assigned by the high school principal, who meets the statutory requirements to act as a school counselor.

An EDP is an interest-based plan that identifies the career and vocational interests of the student. It assists the student in identifying the course or courses of study necessary to achieve the student's postsecondary goals and assists in developing an educational plan to be pursued throughout the student's secondary educational career. Each student will have the opportunity to prepare an EDP in seventh grade and must complete such a plan no later than the end of their eighth-grade year. Essential elements of an EDP include the personal information of the student, results of the career/vocational inventory, assessment results, the student's career and employment/vocational goals, the student's educational and training goals, a plan to achieve those postsecondary goals, and parent endorsement.

A student's interests and career aspirations may change over time. An EDP may be modified to meet these changes in the same manner as developed above, under supervision of the student's assigned school counselor. It is recommended that a student's EDP be reviewed and revised annually throughout the student's educational career.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular- and extracurricular program. No student may participate in any school sponsored trip without parental consent. If students are failing classes, they will not be able to participate in the field trips. All school rules, including academic eligibility (non-curricular) and attendance rules, prevail on all school-related field trips.

GRADES

EBF Jr/Sr. High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has mastered the concepts presented. In general, students are assigned grades based upon formative assessments, summative assessments, and a semester test or project. Each course may place a different emphasis on assessments and teachers will communicate those expectations to students at the beginning of their course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading categories to notate student proficiency in a course:

A. **Formative Assessment - 35% of the overall grade -** The basis of formative assessment is to provide feedback to the students and teachers about what they have learned during a unit so far and what changes need to take place to ensure understanding. These activities could include daily points, homework, quizzes, etc.
   a. Formative assessments are to be turned in on time. They will be accepted late (with a penalty as assessed by the teacher) through the end of the following unit to allow for reassessment (see reassessment policy expectations below) or at the end of the semester, whichever comes first.
   b. Courses will have at least eight formative assessments in a quarter or 16 formative assessments in a semester.

B. **Summative Assessment - 55% of the overall grade -** The basis of summative assessment is to show that students are able to demonstrate proficiency on all the standards/learning targets identified in a given unit. These activities could include tests, papers, projects, labs, etc.
   a. Summative assessments are to be completed on time. However, student absences happen, so summative assessments will be able to be completed (with a penalty as assessed by the teacher) through the end of the following unit to allow for reassessment (see reassessment policy expectations below) or at the end of the semester, whichever comes first.
   b. Courses will have at least two summative assessments in a quarter or four summative assessments in a semester.

C. **Semester Test/Project - 10% of overall grade -** At the end of a semester, students will participate in a semester test, project, presentation, etc. to demonstrate their understanding of the standards or learning targets laid out during that semester of the course.

D. JH exploratory courses will still function as total points classes since these classes change every quarter.

E. At the end of each quarter, students will be notified of their relative academic standing in the form of a grade. All grades are posted on Infinite Campus for viewing.

REASSESSMENT POLICY

Students who score below 90% on a summative assessment are eligible for a reassessment opportunity. To qualify, students must have completed all related formative assignments and engage in a relearning activity with the teacher. Other factors may be considered by the teacher. The purpose of this process is to support student learning and mastery of course content.

The reassessment will cover the same content but may be delivered in a different format than the original assessment. For example, if the original summative was a written paper, the reassessment may take the form of a presentation or another appropriate method. All reassessments must be completed before the next unit summative assessment.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who have been absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments.

Makeup work due to suspension shall be completed by the time the student returns to school or within the number of days the student was suspended.

If a student misses a teacher's test due to an absence, he/she may plan with the teacher to take the test. If he/she misses a standardized test, the student should consult with Mrs. Spurgeon or Mrs. Koebke to arrange for taking the test.

MAKE-UP WORK

It is the student's responsibility to get your assignments for make-up work.

1. Work missed during an absence can be made up.
2. Students are given one day for each day absent to hand in make-up work.
3. If a student is absent four days or more, special arrangements should be made with the teacher.
4. If the work is not completed satisfactorily at the prescribed time, the work may or may not be accepted for credit.

HOMEWORK SUPPORT

At EBF Jr/Sr High School, students have access to a Homework Support Program designed to help them stay on track with assignments and reinforce their learning. This program offers a structured environment where students can receive additional academic support, ask questions, and get help from staff members. This program runs after school on Monday, Tuesday, Thursday, and Friday from 3:30 - 4:30. Homework support can become mandatory when a student is assigned by a teacher because of missing assignments or assessments. Teachers can assign students for any number of missing assignments, but teachers will need to assign students that are on the D/F list two weeks in a row. Teachers will communicate to the student and to the family that they are signing the student up for mandatory homework support. Students that fail to attend mandatory homework support will be referred to administration.

GRADES FROM INSTITUTIONS OTHER THAN EBF COMMUNITY SCHOOLS

Grades received from institutions other than EBF Community Schools, such as Distance Learning host schools, and institutions granting credit for correspondence courses, etc., will be based on the testing and evaluation policies and procedures of the originating institution. As such, these grades

will be recorded on an EBF student's transcript, and used to compute grade point averages, as they are received from the originating institutions.

GRADE POINT AVERAGE

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be .5 x 2=1. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

GRADE PERIODS/REPORTS

Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Parents and students can access their grades through Infinite Campus at any time. (*If you do not have login information for Infinite Campus, please contact the office*)

If a parent, guardian, or student needs a copy of a transcript, they can contact the Jr/Sr High School office and we will send one to them.

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

ROCKET SKILLS

At EBF Jr/Sr High School, Rocket Skills represent the essential habits and behaviors students need to succeed in school, work, and life. These skills are embedded in daily classroom expectations and help students grow as responsible, engaged, and collaborative individuals.

Students are regularly evaluated (every four weeks in all classes) in three key areas:

- Dependability – Being present, on time, prepared, and respectful while using time wisely and meeting deadlines.
- Engagement – Staying focused, completing tasks with or without supervision, and working toward goals.
- Communication & Collaboration – Contributing individually and with a team, communicating effectively, and working well with others.

Each area is rated as Leader, Participant, or Detractor based on student actions. These ratings help students reflect on their growth and prepare for future opportunities beyond high school.

EBF Jr/Sr High School Academic Integrity & AI Use

Policy

Mission: Provide a quality education which cultivates Iowa students to be collaborative and productive citizens.

Vision: Learn today for tomorrow's world.

At Eddyville-Blakesburg-Fremont Jr/Sr High School, our commitment to growth and excellence includes living with honesty and integrity. As we work to educate the whole student, intentionally engage learners, and strengthen our school community, we recognize that academic integrity is essential to building trust, responsibility, and pride in learning. Dishonesty in academic work, including the misuse of AI, diminishes both personal growth and the true purpose of education.

Academic Dishonesty includes, but is not limited to:

- Submitting work that is not your own (including from classmates, websites, or AI).
- Copying answers during a quiz/test or sharing them afterward.
- Plagiarism: using words or ideas from any source without proper credit.
- Using AI to complete all or major portions of an assignment without teacher permission.
- Paraphrasing from a source (or AI) without giving credit.
- Sharing work with others when it is expected to be done individually.

Misuse of AI Tools includes:

- Having AI write assignments or answer questions on your behalf when not explicitly allowed.
- Copying content from AI tools without understanding or properly citing it.
- Using AI to gain unfair advantages on tests, writing assignments, or projects.
- Failing to disclose AI use when required.

Student Responsibilities

- Complete your own work and be honest in all learning situations.
- Give credit when you use others' ideas or AI tools.
- Ask your teacher if you are unsure whether AI use is appropriate.

- Support classmates in making honest choices.
- Use respectful communication in all circumstances

Teacher Responsibilities

- Clearly teach this policy and revisit it regularly.
- Provide examples of allowed vs. dishonest AI use.
- Design assignments that foster individual thinking and discourage dishonesty.
- Teach students how to cite sources, including AI-generated content, appropriately.
- Follow through with consistent consequences when dishonesty occurs.

🚦 AI Use Framework (Stoplight Model)

Color	Description	Examples
🔴 **Red**	**Not allowed. Submitting AI-generated work as your own.**	Writing essays, answering reflection questions, and solving math problems without showing your work.
🟡 **Yellow**	**Use only with explicit permission and proper citation.**	Outlining a research paper, Practicing for debate, Getting suggestions for questions
🟢 **Green**	**AI is allowed with teacher guidance.**	Brainstorming ideas, organizing notes, and using image generation for design projects

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Consequences

Academic dishonesty at Eddyville-Blakesburg-Fremont Jr/Sr High School will be addressed as a serious breach of our learning community's expectations. Our goal in these situations is to promote accountability, reflection, and personal growth.

First Offense:

- Reflection conversation with the teacher and/or principal after filling out the reflection sheet.
- Parent notification.

- Student redoes the assignment/assessment (max score of 100%)

Second Offense:

- Reflection conversation with the teacher and/or principal after filling out the reflection sheet.
- Parent notification.
- Behavior Detention
- Student redoes the assessment (max score of 100%)

Third Offense or Severe Dishonesty (ex., Summative assessment - projects, tests):

- Reflection conversation with the teacher and/or principal after filling out the reflection sheet
- Parent notification
- Behavior Detention
- Temporary loss of privileges (e.g., extracurriculars, activities, etc.)
- Student redoes the assessment (max score of 75%)
- Continued dishonesty may result in broader school-level consequences

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Restorative Approach

At Eddyville-Blakesburg-Fremont Jr/Sr High School, we believe in the importance of restoration and learning from mistakes. In all situations:

- Students will be reminded that a single choice or performance does not define them.
- Opportunities will be provided to rebuild trust with teachers, peers, and family.
- Students will receive support in developing stronger habits through study skills and accountability.

EBF Jr/Sr High School AI Policy

As we prepare students to participate meaningfully in today's world, artificial intelligence (AI) presents both opportunity and responsibility. Like all tools, technology must be used thoughtfully and ethically. AI can enhance learning, creativity, and problem-solving, but

it also requires guidance and accountability.

Intentional Engagement means students must learn when and how to use AI effectively—not to replace their thinking, but to strengthen their understanding, efficiency, and ability to collaborate with others.

Educating the Whole Child involves equipping students with both the skills and the ethics needed to interact responsibly with emerging technology—academically, emotionally, and socially.

Building a Strong Community calls us to prepare students to contribute wisely and ethically to the future. Families, teachers, and mentors play an important role in helping students navigate how and when to use AI responsibly.

AI Use Framework for Assignments

🔴 RED — NO AI USE

Why?
Some assignments are designed to reflect your personal understanding, growth, and creativity. These tasks must represent your own thinking and effort.

These assignments are often:

- Deeply personal or reflective
- Focused on demonstrating individual learning and comprehension
- Creative in nature, where originality is essential

Examples:

- Personal reflections or goal-setting essays
- Closed-book tests and quizzes
- Creative writing drafts or art concept statements

Bottom line:
If an assignment is meant to show what *you* know, think, or can do, it must be completed without AI assistance.

🟡 YELLOW — RESTRICTED AI USE

Why?

AI may be used to support the learning process, but the student must clearly contribute original ideas and properly acknowledge any AI assistance.

Guidelines:

- AI use must be declared or cited
- Only approved tools or features may be used
- Teachers may limit use to specific stages, such as brainstorming or revising

Examples:

- Outlining a research paper
- Practicing for a debate
- Getting feedback on grammar or structure

🟢 **GREEN — OPEN AI USE**

Why?
When the goal is exploration, creativity, or the development of 21st-century skills, students may use AI freely—within ethical and academic guidelines.

Expectations:

- Use AI responsibly and critically
- Cite sources or AI contributions
- Remain actively engaged in the learning process

Examples:

- Brainstorming ideas for a group project
- Generating questions for class discussions
- Using image generation tools for design or presentation work

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Teachers will identify which color category applies to each activity or assessment. Student use of AI outside the indicated guidelines will be considered a violation of our **Academic Integrity Policy**.

Final Note

AI is a powerful tool—but learning is about your growth, curiosity, and effort. Use technology with integrity, purpose, and a commitment to becoming your best self.

PROMOTION, PLACEMENT AND RETENTION

Completing required coursework, earning the necessary credits, and taking the proficiency tests determine a student's progress toward graduation and receiving a diploma. A student is only promoted when the necessary requirements are met, or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.) It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and the counselor will be pleased to answer any questions.

7th & 8th Grade Retention Policy:

If a student does not meet academic performance criteria for a semester, the student will be considered at risk for success at the next grade level and therefore a consideration for retention in their current grade level.

Junior High students have no age promotion. If a student fails, s/he will be retained in the same grade. Students will be retained for the following:

- failed the majority of core academic classes (3) in a semester. (Core academic classes are math, English, science and social studies)
- failed to make adequate progress toward IEP goals.

After reviewing the information, the junior high leadership team will make a recommendation to the principal. If the recommendation is for retention of a student, parents or guardians will be notified of the student's status. Retention can be avoided through successful completion of course work through credit recovery courses and/or summer school. Students that fail to pass the recovery/summer schoolwork will be retained in the current grade for the course.

GRADUATION REQUIREMENTS/GRADING SYSTEM

Grades are issued by the instructors based upon performance on the following: Tests, Rubrics, Class Participation, Multiple Other Performance Criteria. Students must successfully complete the courses required by the Board and Iowa Department of Education to graduate. It is the responsibility of the Superintendent to ensure that students complete grades one through twelve and that high school students complete the listed credits prior to graduation, in no case less than that required by law. The following basic credits are required:

COURSES	Standard Credits	Core Credits
Science	6	6
Math	6	6
English	8	8
Social Studies	6	6
Financial Literacy	1	1
Fine Arts/Vocational/CPU	4	4
Electives	17	10
Physical Education	4	4
TOTAL CREDITS FOR GRADUATION	52	45

*Specific courses required:

*Social Studies – includes 1 yr. of American History, 1 yr. Western Civ., 1 semester of US Government, 1 semester of Senior Economics, and 1 semester Social Studies elective.
*Science –Beginning with the class of 2019 Science requirements will be 1yr. of Physical Science, 1 yr. Biology, and 1yr of Environmental Science or Accelerated Biology in place of Biology and Environmental Science.
*English – includes 1 Yr. of English 9, 1 Yr. of English 10, 1 Yr. of English 11, and 1 Yr. of student's English choice.
*Fine Arts/Vocational/CPU – 3 semesters in any combination. Beginning with the class of 2019, 4 semesters of any combined
**Physical Education - ½ credit per semester enrolled
**Cross Training - 1 credit per semester enrolled
(Required unless "State Standard Course Exemption" applies)
Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Plan (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur.

Course Sequence (Standard)

9th Grade Year (End of)		10th Grade (End of)	
Required		**Required**	
English	2 Credits	English	2 Credits
Science	2 Credits	Science	2 Credits
Social Studies	2 Credits	Social Studies	2 Credits
Math	2 Credits	Math	2 Credits
Physical Education	1 Credit	Physical Education	1 Credit
Fine Arts/Electives & Vocational	4 to 6 Credits	Fine Arts/Electives & Vocational	4 to 6 Credits
Total	13/16 Credits	Total	26/28 Credits
11th Grade Year (End of)		12th Grade year (End of)	
Required		**Required**	
English	2 Credits	English	2
Science	2 Credits	Physical Education	1

Social Studies	1 Credit	Government/Senior Economics (Financial Literacy)		2
Math	2 Credits			
Physical Education	1 Credit			
Fine Arts/Electives & Vocational	5 to 7 Credits	Fine Arts/Electives & Vocational	2 to 12 Credits	
Total	41/43	Total	52 Credits	

STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district, and to comply with state law. Examples of these tests include the Iowa Assessments and the ACT. The ACT will be offered every spring for high school students. The district has agreed to pay for each high school student to take the ACT one time, if they choose. If a student decides to take the ACT but then changes their mind for any reason or does not show up for the test, they will be required to pay the ACT fee to the school district.

HUMAN GROWTH AND DEVELOPMENT

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

OPEN ENROLLMENT

Iowa's open enrollment law states that families have until March 1st to open enroll into a district. After that time, school districts may approve open enrollments for extenuating circumstances. Open enrollment documents can be picked up school district offices or downloaded from the Iowa Department of Education: Iowa DE Open Enrollment Webpage. The open enrollment handbook and other resources are available at this Iowa DE Website also.

GRADUATION

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a curriculum appropriate to the achievement of the district goals and objectives as well as personal proficiency, by the awarding of a diploma or a certificate of completion at graduation ceremonies. The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Iowa Department of Education, and as provided by State law.
Special education students who properly complete the programs specified in their IEP or in a personal curriculum, meet the requirements for a high school diploma, and receive the recommendation of the IEP Team may participate in graduation activities as recommended by the

student's IEP Team. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.
The Board shall grant credit to any high school student who has exhibited a reasonable level of mastery of the subject matter of the course, regardless of enrollment in the course. Mastery (Testing Out Student) includes achieving C+ or better in the final exam for the course, or, if there is no final exam, through the basic assessment used for the course, which may consist of a portfolio, paper, project, presentation, or other established means.

Credit earned through mastery without enrollment in the course shall be based on a "pass" grade and shall not be included in the computation of grade point average for any purpose. Such credit shall be counted toward graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the district providing the student meets the competency criteria established by the Superintendent.

Students previously enrolled in EBF HSAP program since their freshmen year, must enter the Jr/Sr High School at EBF during their junior year and complete two consecutive, full term school years to complete their academic career to be considered for graduation.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation if they are not on track for graduation (within completion of a traditional schedule) as of the second semester of the senior year or when personal conduct so warrants.

EARLY GRADUATION

Students may be permitted to graduate (1) one semester early to enter an advanced educational institution or for other specific circumstances provided that the following requirements are met:
· The student must have at least 52 credits at the time of graduation.
· The student, with parental consent, must submit a written request to the counselor no later than September 15th of his/her senior year.
· The request must be approved by the counselor, principal and superintendent.
· The request must be approved by the Board of Education.

COLLEGE PREPARATORY CURRICULUM

The state universities of Iowa have adopted specific admissions requirements for students who graduate from high school after 1995. To be eligible for regular admission to a four-year degree program, a high school graduate must successfully complete the following course requirements:

1. English – four years required.
2. Mathematics – four years required, including Algebra II.
3. Biological/Physical Sciences – three years required; including one year of biological science and one year of physical science. At least one year of a laboratory course is also strongly recommended.
4. Social Sciences – three years required; one year of Government/Economics, one year of American History, and one year of World History.

5. Arts – two years strongly recommended.
6. Foreign Language – two years strongly recommended.

Suggested Course of Study:

The Tech-Prep curriculum prepares students for post-secondary education, vocational training, as well as the school-to-work transition.

INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION

In accordance with this policy, students in grades nine through twelve may receive academic or career and technical education credits that count toward the graduation requirements set out by the Board for courses successfully completed in post-secondary educational institutions. Students and parents or guardians shall be made aware of the post-secondary instructional opportunities as part of the development of each student's individual career and academic plan as required by law. The Superintendent or designee is responsible for developing the appropriate forms and procedures for implementing this policy and the following post-secondary educational opportunities.

Concurrent Enrollment

The Board may, in its discretion, enter into a contractual agreement with a community college to provide courses for eligible students in grades nine through twelve when comparable courses are not offered by the district. Notice of the availability of the concurrent enrollment program shall be included in the district's registration handbook and the handbook shall identify which courses, if successfully completed, generate post-secondary credit. Students shall not be charged tuition for concurrent enrollment courses and shall not be required to reimburse the district for tuition if they do not successfully complete a course. Students or their parents or guardians may be required to pay a fee consistent with the district's established textbook policy and other materials for the concurrent enrollment course to the extent permitted by law. Students or their parents or guardians may also be required to provide their own transportation to and from concurrent enrollment courses to the extent permitted by law. However, transportation shall be the responsibility of the district for any contracted course that is used to meet district accreditation requirements.

Students who successfully complete a concurrent enrollment course, as determined by the postsecondary institution, shall receive postsecondary credit in accordance with the institution's policies and high school credit that will be reflected on their high school transcript. The Superintendent or designee shall grant to a student who successfully completes a concurrent enrollment course a unit of high school graduation credit for every unit of high school level instruction successfully completed.

Post-Secondary Enrollment Option

Students in grades nine and ten who the district has identified as talented and gifted students and any students in grades eleven and twelve are eligible to take post-secondary educational courses. Students are eligible to take post-secondary educational courses if they meet all the requirements outlined in this policy and as required by the post-secondary educational institution, and if the student has obtained the approval of the superintendent and/or designee. Eligible students wishing to participate in the post-secondary educational courses shall apply to the eligible post-secondary educational institution.

Students may not enroll in a post-secondary education course if the district offers a comparable course through its curricular program. For purposes of this policy, comparable course is determined at the discretion of administration and generally means that the content of a course provided to a high school student for post-secondary credit consists of substantially the same concepts and skills as the content of a course provided by the school district.

Students in grades nine and ten who are in the talented and gifted program and all students in grades eleven and twelve who successfully complete courses at post-secondary educational institutions under an agreement between the District and the post-secondary educational institution or with the Board's approval shall be reimbursed for tuition and other costs directly related to taking any post-secondary education course during the school year up to $250, except as otherwise outlined in this policy. The district may, instead of reimbursing the student, directly pay the post-secondary educational institution.

Should a student fail any course at a post-secondary educational institution and fail to receive credit for any course at a post-secondary educational institution, the student over the age of eighteen or the parent of a student under the age of eighteen shall be responsible for the costs of the course. Prior to registering for any course at a post-secondary educational institution, students under age eighteen shall have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail a course and fail to receive credit for a course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another district, in the Board's discretion, may not be responsible for the costs of the course. Students dissatisfied with the board's decision regarding the re-payment of the costs of the course may appeal to the AEA for a waiver of reimbursement.

Students in grades nine and ten who are not in the talented and gifted program and students in grades eleven and twelve who take courses, other than courses taken under an agreement between the district and the post-secondary educational institution and/or approved by the Board, are responsible for tuition, transportation to and from the location where the course is being offered, and other costs directly related to taking any post-secondary education course. The students and/or their parents shall not receive reimbursement for tuition, transportation, or other expenses. Students who take courses during the summer months when school is not in session are responsible for tuition, transportation to and from the location where the course is being offered, and other costs directly related to taking any post-secondary education course.
Eligible students may take up to seven semester hours of credit at a post-secondary educational institution during the summer months when school is not in session if the student pays for the courses. Upon successful completion of these summer courses, the students may receive academic and/or vocational-technical credit toward the graduation requirements set out by the Board.

Successful completion of any course at a post-secondary educational institution is determined by the post-secondary educational institution. The Board shall have complete discretion to determine the amount of academic credit to be awarded to the student for the courses taken during the school year and for the courses taken during the summer.
The following factors are considered in the Board's determination of whether a student will receive academic and/or vocational-technical credit toward the graduation requirements set

out by the Board for a course at a post-secondary educational institution:

- the course is taken from a public or accredited private post-secondary educational institution.
- a comparable course is not offered in the district.
- the course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program.
- the course is a credit-bearing course that leads to a degree.
- the course is not religious or sectarian; and
- the course meets any other requirements set out by the Board.
- Extenuating circumstances

All courses approved and paid for by the district, and those courses approved by the district and paid for by the student/family will:

a. Be recorded on the official student transcript, including the letter grade granted by the post-secondary educational institution or the pass-fail indication granted by the post-secondary educational institution.
b. Be included in figuring class rank, including valedictorian and salutatorian status, and GPA.
c. Be given graduation credit, as determined by the Board. Typically, a three (3) or four (4) semester hour post-secondary course will be awarded one (1) graduation credit.

The Superintendent is responsible for annually notifying students and parents of the opportunity to take courses at post-secondary educational institutions in accordance with this policy. The Superintendent will also be responsible for developing the appropriate forms and procedures for implementing this policy.

POST-SECONDARY ENROLLMENT OPTION GUIDELINES

General Information

Students in grades nine and ten who the district has identified as talented and gifted students and any students in grades eleven and twelve are eligible to take post-secondary educational courses. Students are eligible to take post-secondary educational courses if they meet all the requirements outlined in the Board's policy on instruction at post-secondary educational institutions and as required by the post-secondary educational institution, and if the student has obtained the approval of the Superintendent.

The district has available a packet of materials concerning a student's enrollment in post-secondary educational courses. The packet can be picked up from either the High School Principal or the Guidance Counselor. The following information is included in the packet:

1. A copy of the relevant Iowa law concerning enrollment in post-secondary educational courses.
2. A copy of the district's policy concerning enrollment in post-secondary educational courses.
3. Information concerning the post-secondary educational institutions with

which the district currently has a post-secondary enrollment agreement.
4. Application Form.
5. Notice of Student Registration Form; and
6. Parent/Student Post-secondary Enrollment Agreement Form.

Guidelines

The following is a simplified guideline to assist parents and students in utilizing the post-secondary enrollment option. The entirety of the Iowa law regarding the post-secondary enrollment option and the Board's policy regarding the post-secondary enrollment option still controls all situations involving post-secondary enrollment option.

1. You must notify the district of your intent to enroll in a post-secondary enrollment course at registration time. You may do this by indicating your intent to enroll in these courses on the registration forms distributed in February each year.

2. You must first complete the district's Application Form, including obtaining the required signatures, and return it to the guidance office.

3. All requests for post-secondary enrollment must be approved by the Superintendent and/or building principal PRIOR to enrollment.

4. Upon receiving approval on the district's Application Form, you should fill out the Notice of Student Registration Form.

5. To be eligible for post-secondary enrollment, a course must.

    a. Be nonsectarian.
    b. Not be comparable to courses offered here at the district (comparable courses are determined at the discretion of administration and generally means that the content of a course provided to a high school student for post-secondary credit consists of substantially the same concepts and skills as the content of a course provided by the district.
    c. Be credit-bearing course that leads to an educational degree.
    d. Be in the disciplines of mathematics, science, social sciences, humanities, and vocational-technical education; and
    e. Not disrupt the normal student schedule at the High School, which shall mean not missing all or part of a scheduled class, including Physical Education, or causing the need for an independent study course, or any other special arrangements, etc.

6. If a course is approved, the district will pay a maximum of $250 per course and you will not pay for tuition unless you fail to successfully complete the course, as outlined in Board policy. If a course is not approved, it may be possible for you to take the course at your own expense. These situations will be handled on a case-by-case basis.

7. If a student fails any course at a post-secondary educational institution and

fails to receive credit for any course at a post-secondary educational institution, the district is not required to pay for and/or reimburse the student/family for any costs associated with the post-secondary educational course, except as outlined in the district's policy regarding the post-secondary enrollment option. If the student fails any course at a post-secondary educational institution and fails to receive credit for any course at a post-secondary educational institution, the student/family may be required to reimburse the district for any costs associated with the post-secondary educational course.

8. A student may take a course in the summer, but the district is not required to pay for and/or reimburse the student/family for any costs associated with the post-secondary educational course.

9. Transportation costs for attending a post-secondary educational course are the sole responsibility of the student/family.

10. All courses approved and paid for by the district, and those courses approved by the District and paid for by the student/family will:

    a. Be recorded on the official student transcript, including the letter grade granted by the post-secondary educational institution or the pass-fail indication granted by the post-secondary educational institution.
    b. Be included in figuring class rank, including valedictorian and salutatorian status, and GPA.
    c. Be given graduation credit, as determined by the board. Typically, a three (3) or four (4) semester hour post-secondary course will be awarded one (1) graduation credit.

If you have any questions, contact the guidance or building principal's office.

POST-SECONDARY ENROLLMENT OPTION

STUDENT/PARENT AGREEMENT FORM

I, _____, am a student at Eddyville-Blakesburg-Fremont High School who is participating in the district's post-secondary enrollment option. I state that I am aware of and have read the district's policy on post-secondary enrollment instruction. I further state that I meet all of the requirements outlined in the district's policy on post-secondary enrollment.

I, _____, am the parent/guardian of _____, a student at Eddyville-Blakesburg-Fremont High School who is participating in the district's post-secondary enrollment option. I state that I am aware of and have read the district's policy on post-secondary enrollment instruction. I further state that I meet all of the requirements outlined in the district's policy on post-secondary enrollment.

By signing below, you state that you are aware of and in agreement with the Board's policy that, if you fail a course taken through concurrent enrollment (at the high school), at any

institution with which the District has entered into an agreement and/or for which prior approval has been granted by the District, that prior to graduation you and/or your family will be responsible for repayment to the District for the cost of that course according to the bill from the post-secondary institution.

For _____ school year, I am agreeing to participate in the following post-secondary educational courses:

Course_____

Course_____

Course_____

Course_____

_____ _____

Student Signature and Date Parent Signature and Date

Please return this to the guidance counselor as soon as possible.

COLLEGE LEVEL EQUIVALENT COURSES

College level equivalent courses offered at EBF High School include Virtual High School Courses (on-line) in AP Biology, AP Calculus, AP Chemistry, AP Computer Science, AP English Literature and Composition, AP Macroeconomics, AP Microeconomics, AP Physics, AP Psychology, AP Statistics, AP US Government and Politics, and AP US History are available for students in grades 9-12. Students receive high school credit for these courses and are eligible to take the AP exam. Students receiving qualifying scores may receive college credit. Qualifying scores and participating post-secondary institutions may be found in the college level equivalent course directory at www.educateiowa.gov.

ON-LINE/BLENDED LEARNING PROGRAM

The district shall provide eligible students within its boundaries the option of participating in on-line or blended learning courses. Such a program takes place in an interactive learning environment created through technology. The student and teacher may be separated from each other by time and/or space, or may interact before, during, and/or after the regular school day.

The purpose of the program is to make instruction available to district students using online and distance education technology in both traditional and nontraditional classroom settings.

The district shall offer a program for students in Grades 6-12.

The district may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

Student Eligibility

Students eligible for the district on-line/blended learning program must meet at least one of the

following conditions:

A. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public-school district
B. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Iowa from another state or foreign country pursuant to the parent's permanent change of station orders.

ACCESS AND AVALIABILITY

The district shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment.

STUDENT ASSESSMENT

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.
Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Students may receive credit toward high school graduation who successfully complete, prior to entering high school, a State-mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify areas of student interest or talent. The guidance staff often gives these. Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent consent may be obtained. EBF High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Office.

NATIONAL HONOR SOCIETY

The National Honor Society chapter of Eddyville Blakesburg Fremont Jr./Sr. High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standard in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each spring. Students in the 10th, 11th, or 12th grades are eligible for membership.

For the scholarship criterion, a student must have a cumulative GPA of 3.25 or better on a 4.0 scale. Those students who meet this criterion are invited to complete an Application Form that provides Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the Faculty Council makes professional reflections on a candidate's service activities, character, and leadership. The Faculty Council determines a rating for each quality and student and then provides a vote of admission. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service project(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor.

SECTION III – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

EBF High School provides students the opportunity to broaden their learning through curricular related activities. A curricular related activity may be for credit, required for a course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include: FFA, FCCLA, Student Council, NHS, Drama, Quiz Bowl, Jazz Band, ETC.

Extracurricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing if they meet the eligibility requirements.

ATHLETICS

EBF High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements. The following is a list of activities currently being offered. For further information, contact Mr. Curt Johnston, the Athletic Director, at (641) 969-4288.

> Football, Boys Basketball, Girls Basketball, Boys & Girls Track, Boys and Girls Golf, Boys and Girls Wrestling, Volleyball, Softball, Baseball, Cheerleading, and Boys and Girls Cross Country.

EXTRA-CURRICULAR ELIGIBILITY

Under Iowa law students must receive passing grades in all courses the previous credit-grading period (semester grades) to participate in athletics. Students who do not meet this requirement are not allowed the privilege of participating in athletics for a minimum of 20 days in the next athletic activity they are participating; the ruling is in effect for one calendar year. Iowa law represents the minimum standard for eligibility. EBF eligibility requirements are in addition to this minimum standard and are listed under the "*Eligibility Requirements: Weekly*" section. (pg. 39)

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

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

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

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

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

You are not eligible if:

- *A) You do not have a physician's certificate of fitness and proof of accident insurance, or a signed waiver of insurance issued this school year, or if you are twenty years of age or over.*
- *B) You have attended for more than eight semesters. Twenty days of attendance or playing in one contest constitutes a semester. Eligibility for interscholastic athletics extends for a maximum of eight consecutive semesters upon your entering the ninth grade for the first time.*
- *C) You were out of school last semester or if you entered school this semester later than the second week of school.*
- *D) You have changed schools this semester (except upon like change of residence of your parents.) A student who transfers from another school district shall be ineligible to compete in interscholastic competition for a period of 90 school days. Other possible exceptions to this rule are listed in IAC 281-36.15(280); Eligibility from the previous school will follow an incoming student.*
- *E) You have ever accepted an award for high school participation from an outside group, the value which exceeds $10 other than customary awards issued by*

the school, or if you have ever received any money for expenses or otherwise for your participation in an athletic contest.

F) You are not in attendance the whole school day of the scheduled competition, a half-day for practice. Extenuating circumstances will be evaluated, and the decision made by the building principal.

G) You did not pass the equivalent of twenty semester hours or more the previous semester and the current semester (twenty semester hours means four subjects of one period or "hour" each, daily, five times a week for one semester or the equivalent).

*H) HIGH SCHOOL – **To reflect Iowa law** your cumulative grades are not passing at the end of each semester period where the student-athlete must be enrolled in a minimum of 5 classes that meet 5 times per week. Semester grades will be used in determining eligibility. The ineligibility period starts immediately when the grades are posted; the representing association rules of time periods of ineligibility will apply. Special education students will not be denied eligibility based on scholarship if the student is making adequate progress, as determined by the school officials, towards the goals and objectives on the student's individual education program.*

I) Your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school:

i. The sponsors and coaches will establish training and conduct rules for the activities for which they have been given responsibility. The Principal or Activities Director must approve these rules.

ii. Students who represent the Eddyville-Blakesburg-Fremont Community High School in extracurricular activities are expected to characterize high standards of conduct. Students who are charged with the commission of delinquent acts (those more serious than traffic charges) may be suspended from activity participation if an investigation by school officials determines that a preponderance of the evidence supports the charge. They may be penalized according to the Good Conduct Code described in the student handbook.

iii. Severe penalties will also be imposed by the administration on those who are in attendance where illegal acts occur.

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

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

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

Eligibility Requirements-Weekly

1. Sponsors of extra-curricular activities will check the academic eligibility of their members each Wednesday at noon throughout the season.

2. The athletic director will check grades of all student athletes each Wednesday at noon to determine if they meet the eligibility requirements.

3. Students who receive a letter grade of two (2) or more D- 's or lower, or one (1) or more F's (or NC) will receive a verbal warning and parents will be notified.
4. Students will have one week to improve their grade(s) so only one class has a D- and all other grades are higher, or they will become ineligible. They will have this chance only once during each semester of the current school year. This is to be considered their one and only verbal warning.

5. After the initial verbal warning period, each semester/sports season, any athlete/participant receiving two D- 's or more, or one (1) F, thereafter, will immediately become ineligible.

6. If after three weeks of being ineligible a student has not improved the grades to no more than one (1) D- grade, the student will meet with the AD in consultation with the Principal and Sponsor to determine their continued status as a member.

7. Student eligibility will begin upon the 5th full week of each semester.

Semester Eligibility

1. If any student athlete or participant in extra-curricular activities receives three (3) D- 's or lower or 1 or more F's at the end of any semester, the student will become ineligible for the first 20 days of competition to begin the next semester.

SECTION IV – STUDENT CONDUCT

ATTENDANCE

At EBF Jr/Sr High School, consistent attendance is directly linked to successful academic outcomes and overall student well-being. We understand, however, that various reasons, both seen and unseen, can hinder a student's ability to maintain consistent attendance. Our partnership with you, the parents and guardians, is invaluable. Please help us by communicating your child's attendance, promptly informing us of any concerns, and supporting the school's policies.

Below, you will find the attendance codes that will be used across all school districts in Iowa. Beginning October 7, 2024, you will start to see these codes used in Infinite Campus for students at EBF. These codes help us define the cause of a student being absent. SF 2435 defines what is exempt and what is not exempt. In addition, any absence that is not exempt counts towards what is defined as chronic absenteeism (10%) and truancy (20%) in a grading period (semester). In Infinite Campus, any absence that is not considered exempt/excused will show as "unexcused" and have a reason for it being "unexcused." In addition to that, any absence that is excused or exempt will be coded as excused or exempt with a comment from the main office with further details.

The attendance codes and absent percentage processes documented below are newly required coding and processes as outlined by SF 2435 from the State of Iowa Legislature. Included in SF 2435 is the following: If a pupil participating in open enrollment is truant as defined in section 299.8, the board of directors of the receiving district may prohibit the pupil from remaining enrolled in the receiving district and from enrolling in the receiving district in the future after providing notice and an opportunity to be heard to the pupil's parent or guardian.

- **Chronically Absent (10%):** After 10% of the days absent in a given semester, a letter will be sent home, and a copy will be sent to the county attorney's office.
- **Chronically Absent (15%):** After 15% of the days absent in a given semester, we will have a mediation meeting with school representatives and families to devise a plan.
- **Truancy (20%):** After 20% of the days absent in a given semester, the county attorney shall enforce truancy laws.

EBF Absent Codes/Definitions		
Code	Reason	Definition
Present		
SRP	School Related Participant	The student participates in field trips, extracurricular activities sponsored by the school, etc
ISS	In School Suspension	The student has a consequence in the school setting.
SOV	School Office Visit	Nurse, counselor, principal
Exempt/ Excused		
CRTX	Court Exempt	Anything court ordered: Juvenile officer, court date, etc
RELX	Religious Exempt	Religious services
MEDX	Medical Exempt	Written medical doctor excuse or the nurse has excused the student.
IEPX	IEP Exempt	Anything documented in an IEP or absent due to meetings or services
504X	504 Exempt	Anything documented in 504 or absent due to meetings or services
ACTX	Activity Exempt	Participation in an activity, program, competition, or project that does not meet the requirement of school-related participant (Ex: 4H activities)
Non-Exempt/ Unexcused		
SRNP	School Related Non-Participant	Student attended a school-sponsored event but did not participate
MED	Medical-Non Exempt	Parents report student illness or medical reasons without providing a doctor's excuse or excuse from the school nurse
OSS	Out of School Suspension	The student has a consequence outside of the school setting
CV	College Visit	College visits that are not school-directed/supervised
UN	Unexcused	Skip class, no parent contact, student employment, family employment, invalid reason
FAM	Family Leave	Vacation, Parent excused, family emergency, car trouble

ABSENT BEYOND TARDY (15 minutes)

If a student is fifteen (15) minutes late for any class or if the student must leave any class fifteen (15) minutes early, then a student will be marked absent for that class period.

Students who wish to participate in school-sponsored activities (competitions, performances, etc.) must attend school the entire day of the activity unless prior permission has been granted, in

advance, by the principal to be absent. The only excused absences accepted on this day are certified doctor appointments and legal appointments with the court system. The student will bring verification documentation of the time of arrival and dismissal from the appointment on the letterhead from the appropriate office. (Note: To attend practice a student must attend school for ½ day of their scheduled day.) **Administration will be able to make the final determination on eligibility for practice and games in the event of a student absence.**

UNEXCUSED ABSENCES:

A student is considered to have an unexcused absence if they are not present in class and the absence has not been verified by the office, parent/guardian, or an approved school-related activity.

If a student misses 15 minutes or more of a class period without an approved reason, it will be considered an unexcused absence.

CONSEQUENCES FOR UNEXCUSED ABSENCES:

Consequences for unexcused absences are based on the accumulation of unexcused absences by class period during a semester.

1st unexcused absence:

Discussion and warning with administration.

2nd unexcused absence:

2 lunch detentions and parent/guardian will be contacted.

3rd unexcused absence:

2 hours of detention and parent/guardian will be contacted.

4th unexcused absence:

2 hours of detention and parent/guardian will be contacted.

5th unexcused absence and subsequent absences:

1 day of in-school suspension and parent/guardian will be contacted.

All detention and suspension time must be served in order for a student to attend the Homecoming Dance/JH Pythian Games during the first semester and Prom/JH Spring Fling during the second semester. Failure to serve the time will result in not being allowed to attend the event.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parent/guardian must contact the school at 641-949-4288 by 9:00 a.m. If the absence of a student appears to be questionable or excessive, the school staff will try to help the student improve attendance.

It is the responsibility of the student to obtain make-up work. It is possible that certain kinds of schoolwork such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student arrives at school after the first period bell, he/she is to report to the school office for a pass to class/locker. Teachers will keep a record of any student late to class (tardy).
Students who are tardy to a class more than two times during a semester shall be disciplined as follows:

3rd Tardy – Warned
4th Tardy – Two lunch detentions
5th Tardy – One hour after school
6th Tardy – In-School suspension for one day

VACATIONS DURING THE SCHOOL YEAR:

Parent/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parent/guardian should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

LATE ARRIVAL

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

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

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

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.
However, to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

CLASSROOM BEHAVIOR, DISRUPTION, AND REMOVAL

Eddyville-Blakesburg-Fremont Community School District is committed to maintaining safe, respectful, and productive learning environments for all students and staff. Students are expected to follow classroom and school expectations and to respond appropriately to staff redirection.

Under Iowa law, including Senate File 2428, teachers and administrators may respond to classroom disruptions through interventions, office referrals, removal from the classroom, and other appropriate disciplinary or supportive measures. The District distinguishes between **nonviolent disruptions** and **violent disruptions** when determining the appropriate response.

Nonviolent Disruptions

A nonviolent disruption may include behavior that significantly interferes with teaching or learning, including:

- Disorderly conduct that actively disrupts classroom instruction;
- Abusive or profane verbal, written, or nonverbal language directed toward others;
- Bullying as defined by Iowa law; or

- Repeated disruptive behavior that continues despite appropriate redirection and interventions.

When appropriate, staff will use classroom interventions and opportunities for the student to refocus and successfully re-engage in learning before a formal classroom removal occurs. These steps may include completing a refocus and/or an office referral. Immediate safety situations do not require these preliminary steps.

A teacher may remove a student from the classroom for a nonviolent disruption. For students in grades 7-12, a formal classroom removal will be for the remainder of that class period. Students may continue to other classes during the day. Before the student returns, the teacher and principal or designee will discuss the student's readmission to the classroom. Students are responsible for completing coursework missed during the removal.

Violent Disruptions

A violent disruption includes a threat or incident of violence resulting in **injury, property damage, or assault**.

A student who causes a violent disruption will be immediately removed from the classroom and placed under the supervision of the principal or designee. The teacher and administrator will discuss the student's readmission before the student returns to the classroom.

When a violent disruption includes the student physically assaulting the teacher who removed the student, the student will not be returned to that teacher's classroom without the teacher's consent.

Repeated Classroom Removals

Repeated classroom removals may result in additional interventions, development of a behavioral support or discipline plan, suspension, consideration of an alternative learning environment, or other appropriate action.

When required, a team that may include the student, parent/guardian, teacher, administrator, counselor, and other appropriate staff will meet to discuss the behavior and establish supports and a course of discipline.

Students with IEPs or Section 504 Plans

Students with Individualized Education Programs (IEPs) and Section 504 Plans retain all protections provided by state and federal law. The District will follow applicable special education and Section 504 procedures when responding to student behavior, including required team meetings and consideration of the student's educational program, accommodations, supports, and placement.

Parent/Guardian Communication

Parents/guardians will be notified of disciplinary action as required by law and district procedures. The district will document classroom removals, administrative actions, and related communications.

Oversight Review Committee

The Jr/Sr High School has an **Oversight Review Committee (ORC)** as required by Iowa law. The committee helps establish procedures for classroom removal and readmission and may review certain disputes about a student's return to the classroom.

CODE OF CONDUCT

A major component of the educational program at EBF Junior-Senior High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school.
- respect the civil rights of others.
- act courteously to adults and fellow students.
- be prompt to school and attentive in class.
- work cooperatively with others when involved in accomplishing a common goal regardless of the other’s ability, gender, race, or ethnic background.
- complete assigned tasks on time and as directed.
- help maintain a school environment that is safe, friendly, and productive.
- act always in a manner that reflects pride in self, family, and the school.

Dress and Grooming
While fashion changes, the reasons for being in school do not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.
Students should consider the following questions when dressing for school:

Does my clothing meet the school dress code? (yes)
Does my clothing expose too much skin? (no)
Is my underwear showing? (no)
Does my clothing advertise something that is prohibited to minors? (no)
Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
Would I interview for a job in this outfit? (yes)
Am I dressed appropriately for the weather? (yes)
Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they will be asked to change clothes, and may be removed from the educational setting.

The following styles or manners of dress are **prohibited**:

- Hats that display inappropriate messages, symbols, or phrases
- Hoods or stocking caps of any kind
- Halter-tops or any top that shows the midriff, back, or parts below the armpits. This includes racer-back style tanks.
- Necklines of tops that are immodest and/or reveal cleavage.
- Shorts/skirts that are deemed to be too revealing.

Students who represent EBF Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

Care of Property
Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items if they create an educational distraction. The items will be returned to the student's parent/guardian.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parent/guardian will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Metal Detector Hand Wand Policy for EBF Junior/Senior High School

Effective Date: 11/4/2024

Purpose: This policy establishes guidelines for the use of metal detector hand wands at EBF Junior/Senior High School to ensure the safety and security of students and staff, particularly

when there is reasonable suspicion that students may be in possession of illegal substances or materials.

Scope: This policy applies to all students, staff, and visitors of EBF Junior/Senior High School.

Policy Statement: EBF Junior/Senior High School is committed to maintaining a safe educational environment. To uphold this commitment, metal detector hand wands may be utilized when there is reasonable suspicion that a student may be in possession of illegal substances or materials. This policy outlines the conditions under which these devices may be employed and the procedures for their use.

Definitions:

- **Reasonable Suspicion:** Based on evidence, school officials have reasonable grounds to suspect that the student possesses an item prohibited under school policy and/or state or federal law.
- **Metal Detector Hand Wand:** A portable device used to detect metallic objects.

Procedures:

1. **Authorization:**
    - Only designated staff members (e.g., school resource officers, administrators) trained in the proper use of metal detector hand wands may conduct searches.
2. **Circumstances for Use:**
    - Metal detector hand wands may be used when there is reasonable suspicion based on:
        - Observations of behavior or physical signs.
        - Information from reliable sources.
        - Previous incidents involving the student.
3. **Notification:**
    - Students must be informed that they are being subject to a search using a metal detector hand wand.
    - Students should be advised of their rights and the reason for the search.
4. **Conducting the Search:**
    - The search should be conducted in a private setting to ensure the student's dignity and minimize disruption.
    - The wand should be used to scan the student's person and belongings in a manner that is respectful and non-invasive.
5. **Confidentiality:**
    - Information regarding searches must be kept confidential and shared only with relevant school personnel as necessary.
6. **Follow-Up:**
    - If illegal substances or materials are found, the appropriate disciplinary procedures will be followed in accordance with the school's code of conduct and applicable laws.

7. **Training:**
    - Staff authorized to use metal detector hand wands must undergo training on their use, legal considerations, and the school's code of conduct.
    - Wapello County Sheriff Don Phillips will provide training.

Review: This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with legal standards.

By implementing this policy, EBF Junior/Senior High School aims to create a safe and secure environment conducive to learning while respecting the rights and dignity of all students.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and or special circumstances of the situation.

The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished. Following each behavior are demerit points that will help determine consequences.

DISCIPLINE REFERRAL	NAME:	GRADE:
Eddyville-Blakesburg-Fremont Jr/Sr High School		
1301 Berdan St.	DATE OF INCIDENT:	TIME:
Eddyville, IA. 52553		
(641) 969-4288	TODAY'S DATE:	STAFF:

The purpose of this report is to inform you of a disciplinary problem involving your son/daughter and the points assessed. A suspension may be invoked if point total gets to 10. Points will be removed at a rate of 3 per 30 school days of good behavior. Please contact us for further information.

Points Assessed:	Total Points to date:	
Tardies and Technology Charging Violations		
3rd offense a warning of 2 lunch detentions	Up to 8	Academic Misconduct (Plagiarism, Cheating)
4th offense-2 lunch detentions assigned	Up to 8	Forgery (Written or Verbal)
5th offense- 1-hour detention assigned	Up to 10	Damaging Property- Restitution
6th offense and more- suspension	Up to 22	Harassment/Intimidation/Defamation,
1+ Dress Code Violation		(Verbal, Non-Verbal, Written, Displayed,
Physical, Sexual,		
1+ Nuisance items (Cell phone, I Pods, Laser pointer		Bullying, Hazing, Taunting, Name Calling,
Cyber)		

Headphones, sunglasses, hats, etc.)
1st offense-device sent to the office- student pick up after second consecutive school day
2nd offense- 5 consecutive school day confiscation and parent pick up.
3rd Offense- 10 consecutive school day confiscation and parent pick up.
after school after two weeks
1+ Public Display of Affection
1+ Unsafe/Unsatisfactory Behavior
Up to 5 Disruptive Behavior
3+ Technology Misuse (off task, gaming, social media)
Up to 5 Closed Campus Violation/Parking Lot W.O.P
Up to 6 Unauthorized Entry
Up to 6 Aiding or Abetting Violation of School Rule
Up to 10 Insubordination/disobedience/disrespect
Up to 8 Profanity/Obscenity
Up to 8 Truancy/Skipping

Up to 13 Theft/Trespassing
Up to 13 Knowledge of Dangerous Weapons or Threats
Up to 13 Use/Purchase/Possession of any product or device containing nicotine or used to deliver nicotine

Up to 16 Student Disorder/Demonstration
Up to 16 Extortion
Up to 16 Gambling
Up to 18 Verbally Threatening Staff
Up to 22 Fighting, intent to harm, physical display toward students or staff
Up to 22 False Alarms, False Reports
Up to 22 Arson/Explosives
Up to 22 Possession of Weapon/Object used as weapon
Up to 22 Possession/Use of Narcotics, Marijuana, Alcohol, Paraphernalia
22+ Threats (Bomb, Death)

Comments:

3-6 points = 2 Lunch Detentions
7-9 points = 2-1 Hour Detentions
10-12 points = 1 Day Suspension
13-15 points = 2-day Suspension
16-18 points = 3 Day Suspension
19-21 points= 4 Day Suspension
22+ points = 10 Day Suspension, Possible Expulsion

DETENTION DATE (S)

SUSPENSION DATE (S)

SIGNATURE _____DATE _____

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

1. Use of drugs ***Up to 22 Demerits***

Illegal drugs are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, possession or being under the influence of illegal drugs or drug paraphernalia or the unauthorized sale, distribution, use, possession or being under the influence of otherwise lawful drugs on District property or at District sponsored or approved events off District grounds at any time, including official District events at other schools. Violations of this rule could result in suspension or expulsion.

2. Use of Alcohol and Use of Breath-Test Instruments

Alcohol is a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, possession or being under the influence of alcohol on District property or at District sponsored or approved events off District grounds at any time, including official District events at other schools. Violations of this rule could result in suspension or expulsion.

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of tobacco ***Up to 13 Demerits***

Tobacco and nicotine products are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, possession or being under the influence of tobacco, nicotine or devices that can be used to deliver nicotine, including, but not limited to electronic cigarettes and vaping devices on District property or at District sponsored or approved events off District grounds at any time, including official District events at other schools. Violations of this rule could result in suspension or expulsion.

4. Student disorder/demonstration ***Up to 16 Demerits***

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a weapon ***Up to 22 Demerits***

A weapon (or look-alike weapon) includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g., air gun, blowgun, toy gun, etc.)

6. Use of an object as a weapon ***Up to 22 Demerits***

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence Up to 13 Demerits

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. Purposely setting a fire Up to 22 Demerits

Anything, such as fire, that endangers school property, and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

9. ***Physically assaulting a staff member/student/person associated with the district Up to 22 Demerits***

Physical assault at school against a District employee, volunteer, student, or contractor, which may or may not cause injury may result in charges filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence".

10. Verbally threatening a staff member/student/person associated with the district Up to 18 Demerits

Verbal assault at school against a District employee, volunteer, student, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion Up to 16 Demerits

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action, up to and including suspension or expulsion.

12. Gambling Up to 16 Demerits

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of schoolwork, identification, forgery Up to 8 Demerit

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

14. False alarms, false reports, and bomb threats Up to 22 Demerits

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

15. Explosives Up to 22 Demerits

Explosives, fireworks, and chemical reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. Trespassing/Unauthorized entry into facility/others property ***Up to 13 Demerits***

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft ***Up to 13 Demerits***

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience ***Up to 8 Demerits***

School staff is acting "in loco parentis," which means law allows them, to direct a student as would a parent/guardian. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

19. Damaging property ***Up to 10 Demerits***

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

20. Unauthorized/Inappropriate use of school or private property ***Up to 6 Demerits***

Computer use 1+ ***Demerits: Refer to technology use agreement***

1st offense – 5 school days computer privileges revoked
2nd offense – 20 school days computer privileges revoked
3rd offense – Computer privileges revoked for the remainder of school year

Students are expected to obtain permission to use any school property, or any private property located on school premises. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.

21. Refusing to accept discipline/insubordination ***Up to 10 Demerits***

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

22. ***Aiding or abetting violation of school rules*** ***Up to 6 Demerits***

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

23. Displays of affection ***1+ Demerits***

Students demonstrating affection between each other are personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion. Handholding is the only

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

24. Possession of an appropriate conduct with Wireless Communication Devices (WCDs) which includes cellphones, smart watches, or earbuds (wired or wireless).

1+ Demerits

Unauthorized Possession:

1st Offense – Device sent to the office. Students pick up after the second consecutive school day.

2nd Offense – Device sent to the office. Parent/Guardian pick up after the fifth consecutive school day.

3rd Offense – Device sent to the office. Parent/Guardian pick up after 10 consecutive school days.

A student may possess a cellular telephone or other wireless communication devices (WCD), electronic storage devices (ESD), smart watches, and earbuds or headphones in school, on school property, at after school activities and at school-related functions, provided that the cell phone or other WCD/ESD remains off, stored, and locked in the student's locker or backpack except for designated times. A student may use a cellular phone in the hallways during the following times: before the instructional day begins, at lunchtime, and once the bell has rung to end the instructional day.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at school activities and school-related functions will be subject to disciplinary action.

Confiscation of WCD's, as a punitive measure, for violation of appropriate use or possession remains the legal right of the district. In cases where the confiscation period enters into a weekend or designated school break, the device will be available for pick up by a parent/guardian only and must be returned to the high school office prior to the start of the next school day for the completion of the confiscation period. Any subsequent WCD infractions, or a failure to return the WCD prior to the next school day, will remove this "return" option on future infractions.

Inappropriate Use: 1+ Demerits

The school prohibits the use of any video recording device/cell phone from any restroom, locker room or other locations where students and staff "have a reasonable expectation of privacy." **A student improperly using any device to take or transmit images will face disciplinary action up to and including a three-five-day suspension, loss of privileges, and may be recommended for expulsion.**

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive one-three days of Alternate Day Assignment or be suspended. S/he also faces automatic withdrawal from the class

depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

25. Disruption of the educational process ***Up to 5 Demerits***

Any actions or manner of dress that interfere with school activities or disrupts the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

26. Harassment ***Up to 16 Demerits***

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parent/guardian, guests, contractors, vendors, and volunteers. It is the policy of the district to provide a safe and nurturing educational environments for all its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This could include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment, through any means, including electronically transmitted methods, (e.g., internet, telephone or cell phone, computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is a victim of harassment should immediately report the situation to a teacher, principal or other school official. Complaints will be investigated in accordance with AG 5517.

Every student should and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If an investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parent/guardian, guests, volunteers and contractors and removal from any officer position and/or request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes that there has been harassment, regardless of whether it fits a definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment:

Any **repeated** and **targeted** electronic, written, verbal, or physical act or conduct toward a student that creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property
- Has a substantially detrimental effect on the student's physical or mental health
- Has the effect of substantially interfering with a 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, may include, but is not limited to:

A. verbal harassment or abuse
B. pressure for sexual activity
C. repeated remarks with sexual or demeaning implications
D. unwelcome touching
E. sexual jokes, posters, cartoons or etc.
F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety
G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

Note: An inappropriate boundary invasion by a District employee or school authority into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority that engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

26a. Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

1. illegal activity, such as drinking or drugs.
2. physical punishment or infliction of pain.
3. intentional humiliation or embarrassment.
4. dangerous activity.
5. activity likely to cause mental or psychological stress.
6. forced detention or kidnapping.
7. Undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

26b. Bullying
The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the district, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying:

Any **repeated** and **targeted** electronic, written, verbal, or physical act or conduct toward a student that creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property
- Has a substantially detrimental effect on the student's physical or mental health
- Has the effect of substantially interfering with a 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.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.
And student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence

Introduction

The 2023 Iowa Acts, chapter 96 (House File 604), signed by Governor Reynolds on May 26, 2023, requires the Iowa Department of Education to develop and distribute a model policy for school districts and charter schools that, if adopted, satisfies a school district's or charter school's responsibilities under Iowa Code 279.79 established by the Act. These model policies are intended to support a school district and charter school in meeting the requirements of new Iowa Code section 279.79 and in developing policies for different grade levels that describe how a school district or charter school may discipline a student for making a threat of violence or causing an incident of violence that results in injury or property damage or assault.

Districts are required to:

- Publish the district policy on the district website (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).
- Provide each parent or guardian with a copy of the policy and require the parent or guardian acknowledge receipt of the policy in writing or electronically (2023 Iowa Acts, chapter 96 (House File 604), sec. 8).

Discipline Policy

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).

Students will conduct themselves in a manner fitting their age, grade 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 tailored to the age, grade level and maturity of the student. Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 3).

District Response to a Threat or Incident of Violence by a Student

Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an 1 investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the

parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

Threat of Violence
Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict physical injury, property damage, or assault.

Incident of Violence
Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury
Injury means "physical pain, illness or any impairment of physical condition." State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

Property Damage
Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

Assault
Assault means when, without justification, a student does any of the following: an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another. The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).

Grades 7-8

Level	Escalating Response
Level 1	• Requires parent or guardian notification. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Responses to an incident may include the following: o Parent or guardian conference that may include the student, when appropriate; o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; and/or o Temporary removal from class.
Level 2	• Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Responses to an incident may include, but are not limited to, the following: o Parent or guardian conference that includes the student, when appropriate; o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.
Level 3	• Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include the following: o Parent or guardian conference that may include the student, when appropriate; o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or o Recommendation for expulsion.

Grades 9-12

Level	Escalating Response
Level 1	• Requires parent or guardian notification. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Responses to an incident may include, but are not limited to, the following: o Parent or guardian conference that includes the student, when appropriate; o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary removal from extracurricular activities; o Temporary removal from class; o In-school suspension; and/or o Suspension of transportation, if misconduct occurred in a school vehicle.
Level 2	• Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include the following: o Parent or guardian conference that includes the student, when appropriate; o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.
Level 3	• Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include the following: o Parent or guardian conference that includes the student, when appropriate; o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or o Recommendation for expulsion.

Definitions (consistent with the Iowa Education Department's Data Dictionary 2022-23)

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

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

In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Placement in an alternate learning environment means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

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

REVIEWED: 11/20/2023 – APPROVED: 12/18/2023

Confidentiality
Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification
Notice of this policy will be **annually** circulated to all school buildings and departments within the district and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the district will be required to review and sign off on this policy and the related complaint procedure.

Parent/guardian and legal guardians of the alleged victims, as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

Procedure
Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints of bullying, and/or other unacceptable behaviors that may violate this policy. The investigation will be completed as promptly as the circumstances permit.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. Actions may include up to expulsion for students, up to discharge for employees, exclusion for parent/guardian, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

27. Possession of a Firearm, Arson and Criminal Sexual Conduct Up to 22 Demerits

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal's office.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are both violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of the district is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including, but not limited to theft and vandalism, occurring in the school as well as in the community.

28. Profanity Up to 8 Demerits

Any behavior or language, which in the judgment of the staff or administration, is obscene, disrespectful, vulgar, profane, and/or violates community held standards of good taste would be subject to disciplinary action.

29. ***Violation of bus rules***

Please refer to Section V on transportation for bus rules.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible: informal and formal.

Informal Discipline
Informal discipline takes place within the school. It includes:

- Writing assignments
- Change of seating or location
- Lunchtime and/or afterschool detention
- In-school restriction

Detentions
A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parent/guardian one day's notice. The student or his/her parent/guardian are responsible for transportation.

In-School Discipline
When an adequate place is available within the building, the principal may assign students to in-school suspension, which allows a student to remain in school but isolates the student from the rest of the student body.

Failure to serve in-school suspension (ISS) may lead to a suspension from school for a period not to exceed 35 days. Any such suspension shall be in accordance with district guidelines on suspension and expulsion.

The following rules shall apply to in-school discipline restriction:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission.
- Students are to remain in their designated seats always unless permission is granted to do otherwise.
- Students are to keep their heads up and eyes open.
- No radios, cell phone, cards, magazines, and computers for non-school can be in a student's possession.
- No food or beverages shall be consumed.

Formal Discipline
Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal due process hearing with the building administrator prior to removal. At this time, the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parent/guardian may appeal the suspension, in writing, to the Superintendent, and a formal appeal hearing will be held.

Suspension from co-curricular and extracurricular activities may not be appealed.
When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education. The parent/guardian will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to

be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.
Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.
If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).
Merit points may be awarded at a rate of 3 points per 30 school days of good behavior.
Once a student gets 3 demerits, parent/guardian will be contacted to inform them of their child's demerit level and consequences.

At the end of each semester, each student will have a fresh start with demerit points.
Any demerits issued the last 2 weeks of the semester may be carried over to the next semester.

DISCIPLINE OF STUDENTS WITH DISABILITIES

EBF Community Schools must follow the state and federal regulations within the *Individuals with Disabilities Education Act (IDEA)* when considering the appropriateness of discipline practices that may constitute the removal of a student with a disability from the instructional setting. EBF Community Schools is responsible for looking at the actual incident, the description of the behavior, and the student's **Individualized Educational Plan (IEP)** when determining how the demerit system's violations and consequences may be tailored to meet the needs of students with disabilities.

DISCIPLINE OF DUAL ENROLLED OR HOME SCHOOL ENROLLED STUDENTS

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

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School
When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will decide whether to suspend. If a student is suspended, s/he and his/her parent/guardian will be notified by phone or in writing within one (1) day of the reason for and the length of the suspension. The suspension may be appealed to the superintendent within two (2) school days after receipt of the suspension notice. The request for an appeal must be in writing.

Suspension from co-curricular and extracurricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the Open Meetings Act governs the hearing. Under the Open Meetings Act, the hearing may be public unless the parent/guardian request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make up work missed after the return to school and/or while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than 10 days) or expulsion, the student will receive a formal letter of notification addressed to the parent/guardian, who will contain:

- the charge and related evidence.
- the time and place of the Board meeting.
- the length of the recommended suspension or a recommendation for expulsion.
- a brief description of the hearing procedure.
- a statement that the student may bring parents, guardians, or counsel.
- a statement that the student and/or parent/guardian may bring a translator or request a transfer for hearing impaired students or parent/guardian.
- a statement that the student may give testimony, present evidence, and provide a defense.
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.
- the ability of the student and/or parent/guardian to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parent/guardian, legal counsel and/or by a person of his/her choice.

Within ten days after notification of expulsion, the expulsion can be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before officials designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

EBF Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it may not be appealed. Should a student or parent/guardian have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent and either with or without the use of a drug sniffing animal.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything found during any search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. During any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers issued to students, computer labs, and offices of the district are the district's property and are to be used by students, where appropriate, solely for educational purposes. The district retains the right to access and review all electronic, or computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

The district with or without the student's knowledge or permission may do review of such information. The use of passwords does not guarantee confidentiality, and the district retains the right to access information despite a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, no sponsored, non-commercial written material, and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent, and pervasively vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents likelihood of disrupting school or a school event.
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, if exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

SECTION V – TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live outside the city limits and within the boundaries of the school district. The bus schedule and route is available by contacting the transportation supervisor at (641) 969-4288 Ext. 2680.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need upon the principal's approval of a note or a phone call from a parent/guardian stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation.
The driver may assign seating or direct the student in any reasonable manner to maintain that transportation safety.

The students must comply with the following basic safety rules:

Before loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (5-8 minutes prior to schedule stop).
- stay off the road always while walking to and waiting for the bus.
- line up single file off the roadway to enter.
- wait until the school transportation is completely stopped before moving forward to enter.
- refrain from crossing a highway until the bus driver signals it is safe to cross.
- go immediately to a seat and be seated.

It is the parent/guardian responsibility to inform the bus driver when their child will not be aboard the school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- Remain seated while the school transportation is in motion.
- keep head, hands, arms, and legs inside the bus always.
- not litter in the school vehicle or throw anything from the vehicle.
- keep books, packages, coats, and all other objects out of the aisle.
- be courteous to the driver and to other riders.
- not eat or play games, cards, etc.
- not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

- Remain seated until the vehicle has stopped.
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Penalties for Infractions

1. Driver assigns student a seat and calls parent/guardian. (Driver must contact parent/guardian)
2. Student receives 3-day suspension from the bus and Administrator calls parent/guardian.
3. Student receives 30-day suspension from the bus. Meeting between driver, parent/guardian, administrator, and transportation supervisor.
4. Student will be removed from the bus for the remainder of the school year.

(Loss of riding privileges are for all types of bussing including but not limited to A.M./P.M. route, sporting events, activity bus, and field trips)

Self-Transportation to School

EBF Community Schools understands that driving to school and parking on school property is a privilege, which can be revoked at any time. Students are provided an opportunity to ride school transportation and are encouraged to do so.

Students not following driving or parking lot guidelines are subject to disciplinary action by the administration. All drivers are asked to follow the following rules:

1. The speed limit is 10 miles per hour

2. Students are to park in the West lot only with your vehicle pointing in an east-west direction and not blocking another driver's car exit. Park on the gravel, never the grass and **never along the circle outside of the main entrance.**

3. Reckless driving as determined by staff and administration is prohibited.

4. Students are not to be in the parking lot area during the school day unless they have permission from the administration.

5. Students are never permitted to loiter in the parking lot. Students are expected to progress toward the building or the location of their supervised activity after parking their vehicle and get into their vehicles and leave after school or the conclusion of their activity.

Infractions:

1st: Warning
2nd: 1 week removal of driving privileges on campus
3rd: 2-week removal of driving privileges on campus
4th: Possible removal for the remainder of the school, with carry over to the subsequent school year if infractions occur at the end of a school year.

GOOD CONDUCT CODE FOR ATHLETICS AND OTHER ACTIVITIES

This Good Conduct Code establishes the standards by which Eddyville-Blakesburg-Fremont Community School District students shall conduct themselves if they choose to

take advantage of the privileges afforded them by participation in the District's extracurricular activities. Students who participate in the District's extracurricular activities serve as ambassadors of the District throughout the calendar year, whether away from school or at school. This Code applies to student conduct at all times and in all places.

Students who fail to abide by this policy may be subject to disciplinary measures. The Activities Director and/or Principal may declare a student ineligible to participate in extracurricular activities when the student's conduct has been determined to be in violation of this Code.

In addition to this Code, there are standards of academic performance developed by the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, the Iowa High School Music Association, and the Iowa High School Speech Association which also may impact a student's eligibility to participate in the District's extracurricular activities.

Students will not be eligible to participate in extracurricular activities if they have not been in attendance at school for at least one-half day the day of the activity. The only exception will be in cases where the Principal has been contacted in advance and the absence is of an emergency nature.

If a student transfers in from another school and the student had not, at the time of enrollment in the District completed a period of ineligibility for a violation of a Good Conduct Code or similar rule in the previous school district, the student will not be eligible to participate in District extracurricular activities until the student has completed that period of ineligibility.

This Code applies to all extracurricular activities, including, but not limited to:

- All athletics
- All non-graded activities such as music, speech, drama, cheerleading, and drill team
- School royalty
- Student council and elective officers
- School honors
- Activities such as Agri-Power FFA, FCCLA, Foreign Language Club, Art Club, Science Club, etc.
- School sponsored trips, including, but not limited to, trips related to competitions and performances such as band trips, trips to a foreign country, etc.
- Prom

Once a particular extracurricular activity season has begun and a student has begun their participation in the extracurricular activity, the student cannot change to another activity

without the consent and approval of the coaches/sponsors involved and the Activities Director and/or Principal.

Students shall: (1) always abide by this Code and in all places and (2) abide by any additional specific rules and regulations that the coach/sponsor has established such as training hours attendance at practices, etc. The Activities Director and/or Principal will approve such rules prior to distribution to students and student will be required to sign an acknowledgment of their agreement to abide by such rules and this Code.

Violations of this Code include, but are not limited to, the following:

1. Sale, distribution, use, possession or being under the influence of tobacco, nicotine or devices that can be used to deliver nicotine, including, but not limited to electronic cigarettes and vaping devices
2. Sale, distribution, use, possession or being under the influence of alcohol.
3. Sale, distribution, use, possession or being under the influence of illegal drugs or drug paraphernalia or the unauthorized sale, distribution, use, possession or being under the influence of otherwise lawful drugs.
4. Being present, even if not possessing or consuming, where illegal acts occur, including, but not limited to the sale, distribution, use or possession of tobacco, nicotine or devices that can be used to deliver nicotine, including, but not limited to electronic cigarettes and vaping devices; alcohol; illegal drugs or drug paraphernalia; and/or the unauthorized sale, distribution, use, possession or being under the influence of otherwise lawful drugs.
5. Assault or physically or sexually harassment or abuse any person.
6. Damage, destroy, vandalize or steal the property of another person or entity.
7. Participate in any conduct that is illegal whether or not an arrest or conviction occurs except simple misdemeanor traffic violations.

Possession with regard to determining a violation of this Code shall mean under the actual control of or on the student's person, contained in property under the student's personal control or accessible to the student and the student has knowledge or the facts indicate the student reasonably had knowledge, of the prohibited item's presence.

When school officials are made aware that a student may have violated this Code or the rules of a specific extracurricular activity, the Activities Director and/or Principal will determine whether the student has committed a violation of this Code.

Prior to making a determination that there has been a violation, the Activities Director and/or Principal shall: (i) be informed of the allegations; (ii) perform an investigation into the allegations; (iii)notify the student orally or in writing of the allegations against the student and the basis of the allegations; and (iv) provide the opportunity to the student to respond to the allegations.

A determination that there has been a violation of this Code whether or not criminal charges have been filed, whether a student's trial is pending or whether or not the student

is found guilty as long as there is reasonable evidence to support the finding of a violation of this Code.

Once there has been a determination that a student has violated this Code, the Activities Director and/or Principal shall determine the appropriate consequences for the student. The student and the student's parent(s) will be informed in writing of this decision, including the nature of the violation and the determination of the consequence and this written notice will be provided to the student and the student's parent(s) within a reasonable time after the determination of a violation. In addition, the student's parent(s) will be notified orally, if possible.

The consequences listed below are for specific violations of this Code. Violations not specifically listed will result in similar consequences. A coach/sponsor may impose additional consequences pursuant to any specific rules of a particular activity.

First Offense: The consequence for a student's first violation of this Code will be a loss of eligibility to participate in all extracurricular activities for the shorter of four (4) weeks or the time necessary to miss four (4) extracurricular dates in which the student would have otherwise participated in as a member. The consequence is to commence immediately upon the determination of a violation.
Second Offense: The consequence for a student's second violation of this Code will be a loss of eligibility to participate in all extracurricular activities for the shorter of eight (8) weeks or the time necessary to miss eight (8) extracurricular dates in which the student would have otherwise participated in as a member. The consequence is to commence immediately upon the determination of a violation.

Third Offense: The consequence for a student's third violation of this Code will be a loss of eligibility to participate in all extracurricular activities for 365 days commencing immediately upon the determination of a violation.

Fourth Offense and additional offenses: The consequence for a student's fourth and/or additional violation of this Code will be a loss of eligibility to participate in all extracurricular activities for the remainder of the student's school career. However, if a student goes for a calendar year without a violation of this Code, the student may be eligible to participate in extracurricular activities and will be determined to have two prior offenses of this Code (i.e. if the student has a subsequent office, it will be determined to be a third offense).

Any student who comes forward and admits to a District Administrator, coach or sponsor a violation within twenty-four (24) hours after it occurs and provides complete and accurate facts about the student's involvement shall have the consequence that would have been imposed reduced by one-half (1/2). The Principal will have the sole authority and discretion to determine whether a student has complied with this section and is eligible for a penalty reduction.

The consequence for a first or second offense involving alcohol or drugs will be reduced by one-third (1/3), if the student successfully completes counseling, and alcohol or drug rehabilitation at the student's expense unless it is determined that such reinstatement would not be appropriate. Other students may likewise reduce the penalty through community service. These activities must be approved in advance by the Activities Director and/or Principal and the student must satisfactorily complete the activity prior to any reinstatement of eligibility.

During a period of ineligibility, a student may practice with the rest of the team, squad or group provided the coach/sponsor allows the student to participate and a student may appear in a local school event if such an appearance contributes to the student's grade in a related class.

If a student receives a suspension or expulsion because of a violation of the Student Code of Conduct, the student will not be allowed to participate in any extracurricular activity, including practices, meetings, and competitions/performances for the duration of the suspension or expulsion.

If a student is participating in multiple extracurricular activities at the time the student loses privileges under this Code, the loss of privileges shall apply to all of the activities in which the student is participating. If that the time of a violation the student is not currently participating in any activity, then the loss of privileges shall apply to the first extracurricular activity or activities in which the student participates within the next twelve calendar months. A student must begin participation in an extracurricular activity from the date when the activity begins (at least before the first competition/performance) and will not be allowed to join an extracurricular activity in progress unless the coach/sponsor provides written permission, the student has no outstanding violations and/or periods of ineligibility under this Code. If a student begins an activity with an outstanding violation of this Code, the student may not quit such activity until the end of the activity's season and must participate in that activity to the satisfaction of the coach/sponsor in order for the student to receive credit for serving a period of ineligibility for a violation of this Code. A period of ineligibility may carry over from one activity to another and may carry over from one school year to the next.

If a student violates this Code while serving a period of ineligibility, the period of ineligibility for the subsequent offense will be served after the student has completed the period of ineligibility for the initial violation.

A student may appeal the Activities Director's and/or Principal's determination of a violation and/or the consequences imposed for a violation to the Superintendent. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or the Superintendent's secretary within five (5) calendar days of receipt of the Activities Director's and/or Principal's decision. The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. The Superintendent may meet with the parents and/or student as soon as practicable. The decision of the Superintendent shall be issued as promptly as practicable.

The decision of the Superintendent shall be final unless it involves a period of ineligibility for a first or second offense. The Superintendent's decision involving a third, fourth or additional offense may be appealed to the Board of Directors. This appeal shall be in writing and filed with the Board Secretary within five (5) calendar days of receipt of the Superintendent's decision. A meeting with the Board shall be held as soon as reasonably practical. During the appeal, the student shall remain ineligible pending a decision of the Board. The Board's decision shall be final.

Fees Charged for Damaged Books

Part of the student's job on the first day of school is to check the condition of each book issued them. The textbooks should last a minimum of five years. Each student is responsible for the books. Students are charged damage fees according to the damages to the books.
The principal and staff member will determine the final charge for replacement of books considering the age, condition of the book, and the new replacement cost. Guidance will come from the chart below. A new textbook will cost the district $50 or more.

Book's Age	%-charged	Book's Age	%-charged
1	100	4	70
2	90	5	60
3	80	6 or more	50

Eddyville-Blakesburg-Fremont Community School District
Technology Policy, Procedures, and Information

EBF CSD 1:1 Technology Program

To learn is to pursue understanding. To teach is to encourage and enable the pursuit of understanding.

The policies, procedures, and information within this document apply to all district-owned Technology used at the EBF CSD, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for their classroom.

As used in this Technology Policy, Technology includes, but is not limited to, computers, iPads and other equipment used to store, retrieve, transmit and manipulate data. Due to the rapid evolving nature of Technology, it is impossible to create a completely inclusive definition.

1. Technology assignment: parent/guardian and students must sign and return the Technology Acceptable Use Policy before the technology can be issued to a student.

1.1 Technology Assignment

Technology will be assigned by teachers and students will be allowed to take home at appropriate times. This process will take place at the beginning of the school year and student's will be required to return all technology and school assigned accessories upon the last day of school or financial or criminal charges may be incurred.

PROTECTING & STORING YOUR Technology

1.2 Storing Your Technology

Devices should be contained within the school issued backpack or another approved bag. When students are not using their device, they should be stored in their locked lockers. Nothing should be placed on top of the Technology when stored in the locker. Students are encouraged to take their Technology home every day after school, regardless of whether they are needed. Technology should not be stored in a vehicle at school or at home.

1.3 Technology Left in Unsupervised Areas
Under no circumstances should technology be left in unsupervised areas, other than in a locked locker. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any Technology left in these areas is in danger of being stolen. If a Technology is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

COST OF REPAIRS
Students will be held responsible for ALL non-accidental damage to their technologies including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for the full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

2. TAKING CARE OF YOUR Technology
Students are responsible for the general care of the Technology issued by the school. Technology that are broken or fail to work properly should be taken to the student's teacher or advisor.

2.1 General Precautions

- The Technology is school property and all users will follow this policy and the EBF acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the Technology to prevent damage.
- Technology and cases must remain free of any writing, drawing, stickers, or labels that are not the property of EBF School District.
- Technology should always be locked or supervised directly by the student to whom it is assigned. For instance, Technology should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their Technology battery charged for school each day.

2.2 Carrying Technology
The protective cases provided with Technology have sufficient padding to protect the Technology from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Technology should always be within the protective case provided by the district.
- No other items should be stored or carried within the Technology case to avoid pressure and weight on the screen.

2.3 Screen Care
The Technology screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Technology when it is closed.
- Do not place anything near the Technology that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the Technology against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

3. USING YOUR Technology AT SCHOOL
Technology is intended for use at school each day. Students must be responsible for bringing their Technology to all classes, unless specifically instructed not to by their teacher.

3.1 Technology Left at Home
If students leave their Technology at home, they are responsible for getting the course work completed as if their Technology was present. Students who repeatedly (as determined by any staff member) leaves their Technology at home, will be required to leave their Technology at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.2 Technology Undergoing Repair
If available, Loaner Technology may be issued to student when repairs are required.

3.3 Charging Your Technology Battery
Technology must be brought to school each day in a fully charged condition. Students need to charge their Technology prior to bringing back to school. Students who repeatedly (as determined by any staff member) fail to bring their Technology to school charged will be required to leave their Technology at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.4 Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

3.5 Sound, Music, Games or Programs

- Sound must be muted always, in the classroom, unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Technology and can be used at the discretion of the teacher.
- All software/apps/games must be district approved.

3.6 Printing

Printing will be available with the Technology on a limited basis. Students should talk to their teacher about when and how to print.

3.7 Home Internet Access

- Students can set up wireless networks on their Technology. This will assist them with Technology use while at home. Students are not required to have wireless access at home.
- Students use of Technology at home is subject to the provisions and requirements of this policy just as if being used at home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Technology Home Directory

Students may save work to their Technology. Limited storage space will be available on the Technology- BUT it will NOT be backed-up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Technology malfunctions are not an acceptable excuse for not submitting work. Teacher will instruct students on methods of managing workflow.

4.2 Network Connectivity

The EBF School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON Technology

5.1 Additional Software

Students are not allowed to load extra software/Apps on their Technology. EBF will synchronize the Technology so that they contain necessary apps for school work. Student will not synchronize Technology or add apps to their assigned Technology including syncing to home or personal iTunes accounts.

5.2 Inspection

Students may be selected at random to provide their Technology for inspection. Technologies are property of EBF School District, and any staff member may confiscate any Technology at any time for any purpose.

5.3 Procedure for Re-loading Software

If technical difficulties occur or illegal software, non-EBF installed apps are discovered, the Technology will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to reformat and re-image.

5.4 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their technology for periodic updates and syncing.

6. ACCEPTABLE USE

The use of the EBF Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the EBF School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the EBF School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The EBF School District's Student Code of Conduct shall be applied to student infractions.

The EBF Community School District is not responsible for the accuracy of information students access on the Internet. The EBF Community School District retains the right to monitor all aspects of its Technology, including but not limited to, monitoring sites students visit on the Internet and reviewing email.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/ Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of taking a Technology home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities are to:

- Provide Internet access and provide an individual Google account to its students.
- Provide Internet Blocking of inappropriate materials on district networks.

- Immediately report any inappropriate digital content to the building principal.
- Provide network data storage areas. These will be treated like school lockers. EBF School District reserves the right to review, monitor, and restrict information stored on or transmitted via EBF School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help ensure student compliance of the acceptable use policy.

6.3 Students are Responsible For:

- Using all technology in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Technology use.
- Using all technology resources in an appropriate manner to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting in delays, non-deliveries, missed deliveries or service interruptions caused by the students own negligence, errors, or omissions. Use of any information obtained via EBF School District designated Internet System is at your own risk. EBF School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping EBF School District protect our Technology by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Securing their Technology after they are done working to protect their work information and device.
- Notifying an adult immediately should they receive inappropriate digital content.
- Returning their Technology at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at EBF for any other reason, must return their individual school Technology on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials intended to harass, demean, or bully recipients.
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Technology settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files and/or data
- Use of school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information over the Internet- except for teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism of school equipment. (malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components)
- Bypassing the EBF web filter through a web proxy or by any other methods.

6.5 Technology Damage

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual Technology and keeping them in good working order. Students are responsible for all damage. An insurance option is available through the district.

- Technology that has malfunctioned and/or is damaged must be reported immediately. All Technology repairs must be handled through the district. Students are responsible for the actual cost of damages- not to exceed the cost of replacement.
- Technology batteries must be charged and ready for school each day.
- Technology cases furnished by the district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Technology that is stolen must be reported immediately to a building administrator.
-

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent/guardian.
- Plagiarism is a violation of the EBF Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to EBF Student/Parent/Guardian Handbook. Violation of applicable state or federal law will result in criminal prosecution of disciplinary action by the District

PARENT/GUARDIAN/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We, _____ and
Parent/Guardian

_____
Student

_____
Grade

have read the ***Eddyville-Blakesburg-Fremont Junior-Senior High School Student Handbook*** *either on the school website, or at the High School office.* We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the school district. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

_____
Parent/Guardian Signature

_____
Student Signature

_____
Date