

2009-2010



Ed-Co
Student
Handbook

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ED-CO STUDENT HANDBOOK

Welcome to Ed-Co Jr-Sr High School

We are pleased you are here, and want to help you make this a great year! This handbook will help us do just that. It is very important that we all understand the rules and policies Ed-Co has in place. Please take time to read it and if you have any questions regarding the contents, don't hesitate to ask the office or a staff member. We are looking forward to another great school year, and we hope you are too. Veteran and new staff alike are eager to get started. **Have a great year, and make the most of this opportunity to enhance your future!**

SCHOOL INFORMATION

403 West Union St.

Edgewood, Iowa 52042

(563) 928-6412

MASCOT - Viking

COLORS - Black and Gold

SCHOOL SONG

Hail to the Victors, let us win our fair fight
and Ed-Co High will remain victorious all
through the year.

Rah, Rah, Rah,

Here's to our high school, let us cheer our
team onward

and we'll always be loyal to our Ed-Co's
Black and Gold.

Fight, Fight, Fight!

EQUAL EDUCATIONAL OPPORTUNITY

The school district does not discriminate in its education programs or educational activities on the basis of age, sex, race, religion, color, national origin, gender, sexual orientation, marital status or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women,

to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator for each building is the principal. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

PHILOSOPHY OF EDUCATION FOR THE EDGEWOOD-COLESBURG COMMUNITY SCHOOL DISTRICT

The Board of Directors of the Edgewood-Colesburg School District is committed to a philosophy of service to children; the objective of this philosophy is to help each child develop into a mature individual and a contributing member of society. The Board believes that this objective can best be met through a school program wide enough in scope to encompass the intellectual, physical, civic, social, and aesthetic education of children. The Board of Directors realizes that an effective public school program must be directed toward common needs of all children; however, the Board believes the emphasis must lie always on the unique needs of each individual child.

The Board of Directors recognizes that the guardianship of public education is a trust and an obligation -- that the goals of education and the goals of democracy are fundamentally the same. For that reason, the Board considers that its philosophy and objectives can best be realized when the educational program is directed through written Board policies, policies that are based on the Constitution, the state statutes, federal and state regulations, and the specific needs of this school district.

JURISDICTION

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, or on property within the jurisdiction of the school district. They also apply while on school-owned and/or school-operated buses or vehicles or chartered buses, while attending or engaged in school activities. In addition, they apply while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year.

ATTENDANCE

Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. Only through regular attendance and class participation can students achieve the benefits of an educational system.

Attendance Policy:

All absences will be classified as **excused unavoidable, excused avoidable, and unexcused.**

Excused unavoidable absences shall count as days in attendance for purposes of the truancy law. This type of absence shall include: illness, doctor appointments, family emergencies, recognized religious observances, and school sponsored or approved activities.

Excused avoidable absences shall include but not be limited to tardiness, shopping, hunting, concerts, preparation or participation in parties and celebrations, and employment or working at home.

Unexcused absences are if a student is absent without parent permission, or a student leaves school or misses a class without prior approval by the principal. Unexcused absences will result in no credit for the day in the class missed, and may result in in-school suspension being assigned.

Students who have **three or more** avoidable or unexcused absences from a class may be dropped from that class without credit. Students may be readmitted if the student and his or her parents meet with the Teacher Assistance Team and a plan is developed to improve attendance.

Extra Curricular Activities:

Students participating in extra curricular activities must be in attendance the entire day or have prior approval from the principal in order to practice or participate in a game or performance. This means that students may miss **no academic classes**. Only the principal may make an exception to this rule, and this needs to be taken care of prior to the absence.

Tardiness:

Students will be expected to be on time for class. Tardiness is disruptive and a waste of valuable class time. Teachers will assign a detention for three or more tardies.

MAKE-UP SLIPS AND MAKE-UP WORK

Students who are absent from school will not be admitted back into classes without presenting a make-up slip from the office. The absence will be “excused” only if the office receives a phone call from the student’s parents.

Students with excused absences from school are expected to make up work missed. School policy allows students two days per day absent to make up work or make arrangements with teachers to do so. In most instances, assignments cannot be made up during class time, and it is the student’s (not the teacher’s) responsibility to make the arrangements. There are no make up privileges for unexcused absences.

Student permanent attendance records will reflect full and partial days absent and tardy.

SCHOOL CLIMATE

Learning can only take place in a safe and caring environment. In a society that seems to be increasingly violent, Ed-Co High School will always be a place where young people can devote their energies to learning and not have to worry about being hurt or harassed. The following policies are intended to maintain that environment and will be strictly enforced.

Dangerous Weapons

Possession of weapons, including guns, explosives, fireworks, bows, sling shots, knives of any size, brass knuckles, or any other object or mechanism that may do bodily harm, will result in immediate suspension or expulsion. State law requires that students who bring guns or explosive devices to school will be expelled for not less than one year. The weapon will be confiscated and police and parents will be notified.

Harassment/Bullying

It is the policy of the Edgewood-Colesburg Community School to maintain a learning and working environment that is free from harassment. No employee, volunteer or student of the district shall be subjected to bullying, hazing, physical/sexual abuse or harassment of any kind based on any of the following actual or perceived traits or characteristics, including but not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. This policy is in effect while students or employees are on property within the jurisdiction of the school; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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

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

“Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or other similar technologies.

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

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

Staff and/or students who feel they have been harassed or who feel they have witnessed incidents of harassment are encouraged to contact the principal or any other staff member to file a report. Employees and students are advised that all reports will be kept as confidential as is possible and that retaliation will not be tolerated.

CLOSED CAMPUS

Edgewood-Colesburg School has a closed campus policy for all 7-11 grade students. Closed campus means that once the school day has begun, students will not be allowed to leave the campus without permission from the high school office.

SENIOR OPEN CAMPUS

Senior students at Ed-Co High School have open campus privileges. Open campus means that senior students are free to leave the school grounds during their lunch shift.

Students will lose open campus privileges for the following:

- Tardiness as a result of being off campus (one week)
- Having underclassmen in the vehicle (one month)
- Charged with a misdemeanor or minor traffic violation (one semester)
- Charged with a felony, possession of alcohol, OMVUI, or a serious traffic violation (permanent)
- Smoking in public while away from the campus (one month)
- Failing a class- If a student ends a quarter with a failing grade, the following quarter will be closed campus for that student.
- Parking incorrectly - more than 3 warnings (one quarter)

The open campus privilege is granted by the Edgewood-Colesburg Board of Education and may be rescinded at any time. Students given open campus are expected to live up to the trust that this privilege implies.

DRIVING AND PARKING

Bus transportation is provided throughout the district as prescribed by law. It should be utilized whenever possible. For those who choose to drive private vehicles, the vehicles are to be parked in the student section of the parking lot (northern section). Park in marked spaces on the pavement or in gravel north of the bus barn. Parking spaces along the west side of the gym and administration building are reserved for faculty and visitors. Students who park in areas that are marked “no parking,” or are designated as such with yellow lines, run the risk of being disciplined, ticketed, or towed at the owner’s expense. Students are reminded to use extreme caution when driving in the immediate school area, and are also reminded that cars may enter the parking lot from the south only. Students are not allowed in private motor vehicles during the school day. Students should enter the parking lot from Highway 3, and exit to the north.

ADVISOREES/HOMEROOMS

Each student will be assigned to an advisor when they enter 7th grade or when they are new to Ed-Co. This teacher will remain the student’s advisor throughout junior high and high school. The advisory group will meet every day between 3rd and 4th blocks. There will be occasional advisory activities, with the rest of the time serving as a study hall period. All students are required to attend their advisory. Students will only be able to leave their advisory with a pass from a teacher.

The purpose of the advisory is to provide students with information that will be beneficial to them. They will also serve to assist with goal setting, course registration, monitoring of progress in classes, and so forth. It also allows for a more structured study time for students each day.

STUDENT LOCKERS

Lockers are provided to students for the purpose of keeping their belongings in a safe place—both in the hallways and the locker rooms. These lockers are school property and must be treated with respect. Damage done may result in the student having to pay for repairs. The lockers will be provided with locks, so items placed in them can remain safe. Students are advised to keep their combinations to themselves. Students who elect to disable their lock, or choose to not use their gym lock run the risk of having things stolen. While the school cannot guarantee items will not be stolen, students can take steps to ensure that their belongings are safe and secure by using their locks as intended. Under no circumstances will the school be responsible for items stolen—with locks or without. All students should leave valuables at home, or check them into the office where they can be placed in the vault.

CARE OF SCHOOL PROPERTY/VANDALISM

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers.

SCHOOL BUS BEHAVIOR

Water, in any type of container, is not allowed on school vehicles. This includes, but is not limited to balloons, squirt guns, plastic or glass bottles. Students found to have water in their possession may be suspended from riding the bus for one day for the first offense. The suspension will be longer for repeated offenses.

Students should also be aware that surveillance cameras have been installed on school buses. Your behavior may be monitored. Videotapes are subject to the protection offered by the

Family Educational Rights and Privacy Act, and will only be viewed by parents and authorized school personnel.

DRESS-APPEARANCE

Hats will not be worn during the school day. Clothing or other apparel promoting products, which are illegal for use by minors, such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion, is not appropriate. Neither are items of clothing that reveal too much of a student's body, such as halter tops, spaghetti-strapped shirts or tank tops, strapless tops, or those tops that show a student's midriff or undergarments. These items are not appropriate for a school setting and the student may be asked to change into something more appropriate and less distracting. While the primary responsibility for appearance rests with the students and their parents, school personnel reserve the right to judge what is and is not proper.

USE OF TOBACCO AND CONTROLLED SUBSTANCES

The use or possession of tobacco, liquor, or controlled substances on school property is strictly forbidden. This prohibition applies at all school activities and on all school vehicles. Violation of this rule will result in suspension from school for one to ten days. State law also requires that local law enforcement officials be notified if students are found to be using or have in their possession alcohol or controlled substances on the school grounds. Students involved in extra curricular activities are also subject to the Code of Conduct, Board Policy 503.9.

SEARCH AND SEIZURE

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their

belongings and school owned lockers and desks might be searched or inspected. A search of a student will be justified when there is reasonable suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Considering factors such as the following may form reasonable suspicion:

- (1) Eyewitness observations by employees;
- (2) Information received from reliable sources;
- (3) Suspicious behavior by the student; or
- (4) The student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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

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

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

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

witness of the same gender present, when feasible. A more intrusive search, short of a strip search, of the student's clothing, handbag, bookbag, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened.

Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of the student parking lot. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

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

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

officials and may be turned over to law enforcement officials.

INTERROGATION BY OUTSIDE AGENCY

As a general rule, individuals from outside the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator makes the request, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

PHYSICAL RESTRAINT AND CORPORAL PUNISHMENT

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide notice to the child's parent.

DUE PROCESS

As part of your school life, students have responsibilities:

1. to become informed or/and adhere to reasonable school regulations
2. to respect other people's rights
3. to refrain from libelous remarks and unnecessary obscenities
4. to be present and punctual
5. to maintain a good level of academic achievement
6. to respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline.

These responsibilities go hand in hand with students' rights to due process, which includes the following basic concepts:

1. rules and regulations are fair and reasonable
2. rules and regulations don't infringe upon Constitutional rights
3. procedural fairness is exercised when disciplinary action is taken, including the following steps:

PROCEDURAL DUE PROCESS INCLUDES...

- A. Adequate publishing of policies and rules, penalties, etc.
- B. Adequate notice to students (and parents, if appropriate) of an accusation
- C. Elements of a fair hearing:
 1. presence of the student(s) (and others, if appropriate)
 2. chance to refute charges, present evidence and witnesses
 3. chance to view evidence and cross examine accusers
 4. a hearing before an impartial tribunal with decisional powers
 5. a record of the proceedings (transcript or tape recording)
 6. opportunity for an appeal to a higher authority

- D. The formality of the hearing should be commensurate with seriousness of the charges.

DETENTION

Detention is time served with the teacher or staff member that assigned the detention. The staff member will determine the day, time of the day, and the duration of the detention. The time the detention is served may be before school, after school, or during the day, and will be of a length deemed appropriate by the staff member assigning the detention. Parents will be notified of the detention, the reason for its assignment, and the time to be served. The school may not provide transportation for students assigned a detention. Students who do not appear the first or second time may be suspended from school for one day. Suspension may be in school or out of school. Multiple detentions from the same staff member for the same offense will likely result in a conference with the student, their parent(s), the teacher, and the principal.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also 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. Parents should notify the office if the information on the emergency form changes during the school year.

SCHOOL POSTPONEMENTS

Students (and parents) will be notified by radio if inclement weather causes the closing of school. These radio stations will be notified:

- KOEL (Oelwein)
- KWWL (Waterloo)
- WMT (Cedar Rapids)
- KMCH (Manchester)

IMC

The IMC and its materials are intended for student and staff use. The center and its materials should be accessible to all. To accomplish this goal a system of accountability is necessary to avoid abuses. Unless change is announced otherwise, the following rules will be in effect:

1. Material will be checked out for a two-week period.
2. Fees for lost material (books, magazines, etc.) will be assessed as per replacement cost.

EARLY GRADUATION POLICY 605.4B

1. A student requesting early graduation must present a written statement signed by parents and the student requesting early graduation. This statement must be presented to the principal, who in turn will present it to the Board of Education for approval/disapproval.
2. An early graduate will be considered and treated as a non-student adult in all subsequent school functions. Early graduates will pay adult prices to all school activities. They may not attend dances (unless they are the date of an Ed-Co student), and may not participate in class or club field trips. There will be no refunding of any class dues that have been paid.
3. Early graduates will be allowed to participate in the end-of-year commencement exercises if they so

desire, provided they adhere to the rules of behavior expected of the other graduates.

COMMENCEMENT

The Board of Directors may exclude students from participation for violation of rules established for the orderly governance of the school. Failure of a student to participate in the commencement ceremony will not be reason for withholding the student's final progress report, or diploma certifying the student's completion of high school. The commencement ceremony shall be a secular ceremony.

REPORT CARDS/GRADES

PROGRESS REPORTS

Grade determination for a class taught is the responsibility of the classroom teacher. Each teacher will present his/her grade determination procedures at the beginning of the course. If a student/parent feels there may have been a mistake in a grade, he/she should visit with the classroom teacher first to determine grade criteria before checking with the building principal who will review the grade criteria for possible miscalculations, such as totaling errors, etc. Generally, the principal will not deal with course and academic judgement of grade criteria.

Progress Folders will be sent home on a regular basis (every three weeks). These folders will include reports for all of the students' classes.

Report cards will be distributed at the end of each quarter. Quarter grades are recorded on the students' permanent transcripts. NOTE: the semester "grade" is not necessarily an average of the two quarter grades IF the grade criteria is based on a continuous scale for the entire semester.

STUDENT FEES

State law permits public school districts to charge fees for certain services and materials. Fees for driver education must be paid in advance. Qualified students may apply for a waiver of fees. Waiver forms can be picked up in the High School office.

ACADEMIC RECOGNITION

Honor roll will be calculated at the end of each quarter. It will be reported for averages 3.0 and above.

Academic letters will be awarded to students who maintain at least a 3.25 cumulative grade point for one academic year. Students will graduate with honors if they have a four year cumulative GPA of 3.25 or above.

POST-SECONDARY ENROLLMENT OPTION

The Post-Secondary Enrollment Options Act (Iowa Code 261C, 1989) was enacted to promote rigorous academic pursuits and to provide wider variety of options to high school students by enabling eleventh and twelfth grade students to enroll part time in nonsectarian courses in eligible post-secondary institutions of higher learning in Iowa.

Student Eligibility

A student who is enrolled at the beginning of grade 11 may enroll in post-secondary courses for secondary credit for a period of time not to exceed four semesters, or six quarters, or the equivalent of two academic years. A student who first enrolls at the beginning of grade 12 may enroll in post-secondary courses under this policy for secondary credit for a period of time not to exceed two semesters, or three quarters, or the equivalent of one academic year.

Persons who have graduated from high school are not eligible under this policy.

However, students who are eligible for early graduation will be permitted to participate under this policy for the remainder of that regular school year provided that they have not received a diploma prior to the end of the school year.

The Edgewood-Colesburg Community School District may provide counseling services to aid students and parents or guardians in decision-making. These counseling services, to the extent possible, will be structured to do the following:

1. Inform students and parents or guardians about options available in the high school, in post-secondary institutions, and about schedules of course offerings.
2. Aid students to clarify goals.
3. Advise students regarding benefits and risks of participation in post-secondary program, including academic, social, emotional, and other facets of participation under the Act.
4. Encourage joint counseling for students from both our high school and the post-secondary institution counseling staff.
5. Assist students to plan schedules and select courses for the entire year.

A student anticipating participation under the Act should inform the guidance department no later than March 15, although the student is not bound by this date. The signatures of the student and parent or guardian are required prior to enrolling in this course. These signatures indicate that the student and parent or guardian received information regarding the program, are aware that counseling is available, and are aware of their responsibilities when participating under the Act. If the student is 18 or older, the student's signature is required.

The Edgewood-Colesburg Community School District shall certify the eligibility of its students for participation under the Act. A student shall

not be eligible for participation until the school district completes a certification of eligibility.

Type of Credit

The student will be granted one credit for each course that is successfully completed as determined by the post-secondary institution and approved by the Board of Education. In order for a course to yield one high school credit, it must either be pursued for eighteen weeks for at least two hundred minutes per week or for the equivalent of sixty hours of instruction. If there is a dispute between the school district and the student regarding the credits to be granted, the student may appeal the Board of Education's decision to the State Board of Education.

Eligible Post-Secondary Courses

Post-secondary courses eligible for students to enroll in under this Act shall be limited to the following:

1. Nonsectarian courses.
2. Courses that are not comparable to courses offered by the school district.
3. Credit bearing courses that lead to an educational degree.
4. Courses in the discipline areas of mathematics, science, social sciences, humanities and also the courses in career option programs offered by area schools.
5. In addition to the aforementioned limitations, enrollment of students in courses offered by an area school shall be limited to arts and sciences.

Transportation

The parent or guardian of an eligible student who has enrolled in and is attending an eligible post-secondary institution under this Act shall furnish transportation to and from the eligible post-secondary institution for the student.

Payment of Courses

Students taking post-secondary enrollment classes will be asked to submit \$250 to the school district prior to the start of the class. This money serves as an assurance that the student will complete the class satisfactorily. When the class is satisfactorily completed, the \$250 will be reimbursed to the student, and the school will assume the responsibility of payment to the post-secondary institution for amounts not to exceed \$250. If the student fails to get credit for the class, the money submitted will be forfeited and used to pay expenses incurred. Questions about post-secondary enrollments may be directed to the high school principal or counselor.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the central administrative office for information and forms.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data,

objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations that process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents and legal guardians of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

Information from student's educational records, designated as directory information by the school district, may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent in a notice stating their rights under federal law. This notice will be distributed annually. Directory information includes, but is not limited to, the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic

teams, date of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

HEALTH AND IMMUNIZATION CERTIFICATES

Students who wish to participate in athletics shall have a physical examination by a licensed physician and provide proof of such an examination to the principal. This certificate of health will be kept on file at the building in which the child is attending. Students enrolling for the first time in the district shall submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella.

Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

STUDENT ILLNESS OR INJURY AT SCHOOL

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

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

COMMUNICABLE AND INFECTIOUS DISEASES

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

HEALTH SCREENING

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight

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

ADMINISTRATION OF MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:

1. A licensed medical or osteopathic physician or dentist must prescribe the medication.
2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to aforementioned medication.
3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container which shall be labeled with: (A) name of pupil, (B) name of medication, (C) directions for use, (D) name of physician or dentist, (E) name and address of pharmacy, and (F) date of prescription.
6. The medication, while at school, shall be kept in the office, in a locked cabinet or drawer. When required, refrigeration will be provided.
7. In each building access to the medication shall be under the authority of the principal of that building.

8. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
9. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action (if medication is destroyed) should be noted on the pupil's health record.

HUMAN GROWTH AND DEVELOPMENT

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

ASBESTOS NOTIFICATION

Asbestos has been an issue for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for schools.

A certified asbestos inspector as required by AHERA has inspected the school district facilities. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos.

The inspection and laboratory analysis records form the basis of the asbestos management plan.

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

VISITORS TO SCHOOL

Please contact the office at least a day in advance if you wish to bring a visitor. Younger children, including relatives, will generally not be allowed to visit.

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from any school administrator.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is: obscene; libelous; slanderous; or encourages

students to: commit unlawful acts; violate school district policies, rules or regulations; cause the material and substantial disruption of the orderly and efficient operation of the school or school activity; disrupt or interfere with the education program; interrupt the maintenance of a disciplined atmosphere; or infringe on the rights of others. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

SCHOOL PHONE AND CELL PHONES

A phone is available in the office for student use, if the need arises.

Cell phones, beepers, and pagers are to be turned off and kept out of sight during the day except for lunch and passing times. They are not to be used during study halls or other scheduled class times. They may be kept in a locker or purse, or stored in the high school office. Students run the risk of having them taken away if the phones are visible during class periods.

Communication with parents/guardians during class time will be facilitated through the high school office. Students will not be called out of the classroom to take a telephone call. In cases of extreme emergency, calls will be referred to our guidance counselor. Important messages will be transmitted to students at appropriate times.

Cell phones are strictly prohibited in locker rooms, restrooms, and shower facilities. Cell phone use by students on buses or other school vehicles is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

If a student cell phone is taken during class time, the following procedures may occur:

First Offense: The phone is taken and returned at the end of the day (after 3:13)

Second Offense: The phone is taken and returned at the end of the day (after 3:13), a 30-minute detention is given and parents are notified. The cell phone policy will be discussed with the parent/guardian at this time.

Third Offense: The phone is taken and released only to a parent/guardian, a 30-minute detention is given and further discipline actions will be discussed with a parent or guardian.

EXTRA CURRICULAR ACTIVITY PARTICIPATION

Ed-Co Good Conduct

It is the belief of the Edgewood-Colesburg Community School District that students should conduct themselves as good citizens if they desire to represent the school in any activity sponsored by our school. Not only is it a privilege and honor to be able to participate and represent Edgewood-Colesburg CSD in co-curricular activities, students should realize that they serve as models to many people and that their behavior and attitude have an important impact on themselves and others. In short, directly and indirectly, the conduct of a student reflects on the standards, attitudes, and philosophy of our school.

A student whose habits and conduct in and out of school, during both the school year and summer months, are not consistent with the ideals, principles, and standards of the Edgewood-Colesburg CSD may be declared ineligible for participation in student activity programs and/or for the privilege of attending school events. This includes any student involvement in public performance, competitions, or attendance as a representative of a specific organization or the school in general. Student activities shall be inclusive with reference to music, drama, speech, athletics, and cheerleading.

The following conduct may lead to such ineligibility:

- a) Admitting to or being found guilty of delinquent behavior, except for such things as minor traffic violations.
- b) Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so.

Determination of Violation

1. A student is said to have violated the Code of Conduct if:
 - a) found so by a court of law.
 - b) it is reported to school staff by law enforcement.
 - c) he/she admits to violating one of the standards.
 - d) they are witnessed breaking one of the standards by one or more staff members.

Rumors

A coach, advisor, or administrator may call in a student if information comes via the "rumor route". The administrator will investigate and evaluate this information as indicated, and the student will be informed of the situation and updates on the consequence of conduct.

First Offense

The period of ineligibility for the first offense will be a minimum of the next three (3) performance dates.

Second Accumulated Offense

The period of ineligibility for the second offense will be for a minimum of the next eight (8) performance dates.

Third Accumulated Offense

1. Ineligible in all extracurricular activities for the remainder of their high school

career. After twelve (12) calendar months they may appeal to the school board for reinstatement.

Notes & Explanations

- A. If twelve months have elapsed since the first or second violation, the next violation will carry the same ineligibility as the last violation.
- B. A student who is ineligible must practice, but will not compete interscholastically with respective groups. He/she may travel with the team or group to attend the performance providing he/she does not miss any portion of the school day.
- C. A student who is in violation of eligibility rules will not be allowed to enter an extracurricular activity already in progress. It is a violation of the intent of the Code of Conduct for an athlete to participate in a sport simply to serve the ineligibility punishment. Athletes must complete the season in the sport to be credited with serving the punishment.
- D. Students who move or transfer into the Edgewood-Colesburg District and were ineligible because of a violation of their previous school's Good Conduct Policy, will also be ineligible at Ed-Co. The student will be held out for the length of time he/she would have served at his/her previous school.
- E. NHS, FFA, FBLA, student council, and school clubs will develop their own Code of Conduct. These will be described in the student handbook.
- F. The administration reserves the right to use their discretion in imposition of this policy.

DUE PROCESS

Before a student's eligibility is affected, the following example of due process will be followed:

1. Prior to being declared ineligible, a hearing shall be held with the student and principal, at which time the student and parents will be given oral and/or written notice of what he/she is accused of doing and an explanation of the evidence. The student will be given an opportunity to present his/her side of the story.
2. Following the decision, the student and/or his/her parent(s)/guardian(s) shall be given three (3) school days to file an appeal with the superintendent. The appeal shall be heard by the superintendent at the earliest feasible opportunity, but no later than seven (7) days following the filing of the appeal.
 - a) An appeal of the decision of the superintendent may be made to the Board of Education. The appeal must be filed with the Board Secretary within three (3) days of the receipt of the superintendent's decision. The Board will hear the appeal no later than the next regularly scheduled meeting, in closed session, except that the student and/or parent(s)/guardian(s) request that the hearing be in public session. Formal action by the Board must be taken in an open meeting.
 - b) Legal counsel may represent the student during any or all phases of the appeal procedure.

Ed-Co Academic Eligibility (Athletics and cheerleading)

- Contestants must be under 20 years old.
- Must meet all state transfer and open enrollment regulations.
- High school students must pass all classes in order to remain eligible.
- If at the end of any grading period a contestant is given a failing grade in any course, the contestant is ineligible to dress for and compete in interscholastic athletic contests and competitions in which the student is a contestant for 30 consecutive calendar days. If a student becomes ineligible while already serving days, the 30 days will be restarted (not tacked on at the end) and additional time will be added for the failing grade(s) received.
- If a student becomes ineligible during a season, the period of ineligibility will take effect immediately. If 30 days are not served, the remaining time will be carried over to the next season in which he/she is a participant. The final day that counts toward ineligibility is the final day Ed-Co competes in the sport.
- If a student becomes ineligible while out of season, the period of ineligibility will take effect beginning on Ed-Co's first date of competition of the next sport he/she competes in, assuming it is within the one-year time frame.
- If a student is involved in two sports and becomes ineligible, the 30 days applies to both sports.
- If a student is ineligible due to a violation of code of conduct and then becomes academically ineligible, the two ineligibility periods will be served consecutively, not concurrently.
- The 30 calendar days will begin on the day after grades are issued for those students already in a season; this is not the same as the end of the grading period. It will likely be a few days after the quarter ends. Students and parents will be notified.
- If one calendar year expires following a failing grade (with no other Fs in the interim), students are considered eligible without serving the 30 days. For example, if a student receives an F at the end of the third quarter during their freshman year, but does not fail another class or participate

in anything until their junior year, they are eligible without serving the 30 days.

- Students will be expected to practice, but cannot dress for performances at any level during their period of ineligibility.
- A student is academically eligible upon entering ninth grade.
- Students who received an “I” for incomplete work will be considered to have failed that class and the policy will be implemented until the work is made up and the grade becomes a passing grade. The student will then be reinstated immediately.
- Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the IEP team, towards their goals and objectives on the student’s IEP or accommodation plan.

Speech, Music, FBLA, FFA, Student Council

- In these activities, the period of ineligibility will be for a period of 30 consecutive calendar days, commencing on the day after grades are issued. It is quite possible that this may or may not coincide with athletic ineligibility.
- Only non-graded activities are affected by this rule. For example, if a student receives a grade for concert participation, they will not be excluded from that event. They will be excluded from competitive or honorary events (ie. state or conference music or speech performances, contests, or festivals).
- Students who participate in music, speech, FFA, FBLA, or student council, in addition to athletics, may have to serve two periods of ineligibility, depending upon individual circumstances.

For athletics, speech, music, FBLA, FFA, and Student Council, the following will occur:

If the initial time of academic ineligibility has not been completely served and a failing grade is earned, then a new 30-day ineligibility period will begin. The student will not finish out the original 30 days and will begin a new set of days. In addition to the new 30 days, an additional 10 days will be added for each quarter a failing grade is given until the period of ineligibility is completed.

For example, if a student participates only in volleyball and she fails a class at the end of the first quarter (when volleyball would still be in session), she would face a 30-day period of ineligibility. If, however, she does not complete the 30 days and fails one or more classes during any of the next quarters, then the 30 days begins over and an additional 10 days will be added so that her period of ineligibility will be 40 days.

Multiple failures in any quarter do not affect the number of days of ineligibility. A student who fails 3 courses in the same quarter will serve the same period of ineligibility as a student who fails one course.

SOCIAL ACTIVITIES

School-sponsored social events are open to the students enrolled in the school district. Other individuals, such as alumni or out-of-district students, may attend as the date or escort of students enrolled in the school district only with prior approval from the personnel supervising the event. Students who come to school social events must stay in the building once they come. School-sponsored events must have prior approval from the principal and be placed on the school calendar before they are announced publicly.

EMERGENCY DRILLS

Periodically the school holds emergency fire, tornado, and bomb threat drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedure and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

BUILDING ENTRANCES:

For the safety of Ed-Co students and staff, all exterior doors to the building (except the main entrance by the office) will be locked from 8:30 A.M. until 3:13 P.M. each day, and again at 6:00 P.M. each evening. A staff member will be assigned to open the exterior door on the North ramp between blocked classes. Nobody is to enter through the kitchen area at any time per the inspector. If a teacher takes students outside during class, he/she will need to carry keys to get back into the building. These doors are to remain locked during those times and they should not be propped open for any reason. Discipline measures will be taken if not followed.

GRADUATION REQUIREMENTS

All Ed-Co High School students must take a minimum of physical education plus three additional block courses. All courses are one credit per quarter unless they meet only every other day.

54 credits are required for graduation from Edgewood-Colesburg High School. The following courses must be taken and a passing grade received (D- or above).

1. Physical education- Four years
2. Health- One Credit - 9th Grade
3. Parenting - One Credit- 11th Grade
4. English-8 credits - English 9, English 10, English 11, speech, plus 1 elective credit.
5. Social Studies - 6 Credits –
9th - Am. History (2 Credits)
10th - World History (2 Credits)
12th - Am. Government (1 Credit)
12th - Economics (1 Credit)
6. Math - 6 credits
7. Science - 6 credits
9th - Physics (2 credits)
10th - Chemistry (2 credits)
11th - Biology (2 credits)

Grade Point Average is based on the following scale:

A = 4.0	C = 2.00
A- = 3.65	C- = 1.65
B+ = 3.35	D+ = 1.35
B = 3.00	D = 1.00
B- = 2.65	D- = .65
C+ = 2.35	F = 0

ED-CO JR-SR HIGH STAFF

<u>Name</u>	<u>Position</u>
Kim Anderson	Resource
Rita Barnhart	Teacher associate
Eileen Bergan	Home Ec/Health
Sherry Berger	Lunch Server
Jodi Burgin	Evening custodian
Duane Culbertson	Daytime custodian
Janet Diers	Teacher associate
Kelly Egan	Social Studies
Jodi Ehlers	Business Education
Jennifer Gilbert	Language Arts
Aaron Hamann	Mathematics
Alex Hanna	Social Studies
Arlys Hansen	IMC associate
Mark Hansen	Vocal Music
Bev Hartbeck	Kitchen
Marsha Hauser	Librarian
Arthur Johnson	Science, Technology
Kari Kintzle	Language Arts
Georgia Kirby	Principal's secretary
Kevin Kleis	Spanish
Jennifer Lange	Mathematics
Shirley Lindauer	Guidance
Theresa Luker	Special Ed.
Michael Lutgen	Social Studies
David Millis	PE/Biology
Shelly Mommer	Nurse
Janet Nadermann	Teacher associate
Justin Olind	PE/Health
Mike Putz	Language Arts
Jess Ronnebaum	Teacher Associate
Kimberly Shields	Instrumental Music
Mary Smock	Teacher associate
Greg Snook	Evening Custodian
Dawn Voss	Secondary Principal
Edward Wadsworth	Voc. Agriculture
Holly Wille	Science
Roger Wright	Mathematics/AD
Melissa Yocum	Art

USING AN ON-LINE DATABASE

Each year Ed-Co's IMCs subscribe to on-line databases. What's an on-line database? Most moms and dads, like me, will remember using the Reader's Guide to Literature when they needed to find information for reports or research. The Reader's Guide indexed magazine articles so that we could find information about specific subjects. Ed-Co's on-line databases take the place of the old Reader's Guide. The databases are actually better than the Reader's Guide because they will usually give the user the complete article and even the pictures from the article. The articles can then be saved to student folders or printed.

At Ed-Co we have access to several databases: EBSCO and AP Multimedia Archive at both the high school and the elementary; Infotrac at the high school; and SIRS Discoverer at the elementary. We are able to purchase these valuable resources because the state of Iowa negotiates with the various companies to put together huge group buys, which significantly lower the costs of the databases. On top of that, Keystone AEA has been assisting with the purchase price. This year, every school in Keystone AEA receives the EBSCO and AP Multimedia Archive products for free.

An especially cool feature of this arrangement is that you and your student can also use these databases at home, if you have Internet access. Just type in the URLs, which I'll list below and type in the user names and passwords. Be sure to bookmark your sites, so your access will be a little easier next time. How much information is available to you and your student, and how easily it is accessed will amaze you. We've come a long way from the days of the big green Reader's Guide!

Marsha Hauser, Ed-Co Media Specialist

Here's how to get to the databases:

Go to <<http://www.aea1.k12.ia.us>> (Don't type in the < or the >! That's true for all URLs)

Select "**Online Resources**:"

For **EBSCO** the user name is "**edcohs**" or "**edcolem**." The password is "**keystone**." (Don't type the quotation marks! That's true for all of the user names and passwords.)

For **AP Multimedia Archive** the user name is "**keystone**" and the password is "**aea**"

For **Infotrac** the URL is <<http://infotrac.galgroup.com/itweb/edgw96650>> the password is "**edge_log**"

For **SIRS Discoverer** the URL is <<http://discoverer.sirs.com>> The user name is "**IA0912H**" and the password is "**20560**"

INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY

Internet access is available to the students and staff of the Ed-Co School District. This technology is an important part of both the information and communication resources of our world. To provide our students with the very best educational experiences possible, the Ed-Co School District is pleased to offer this resource to its students. Such a privilege requires responsible behavior on the part of students. To ensure the smooth operation of the school information network, and to protect the best interests of Ed-Co students, the following guidelines have been developed to establish efficient, equitable, ethical, and legal usage. Parents may deny unsupervised access to these resources by completing a form available from the high school office.

Acceptable Use

Ed-Co's Internet resources will be used to support Ed-Co educational objectives, and not for personal use by students. Transmissions that violate any district, state, or US regulations are prohibited. Use of these resources for commercial activities, product advertisement, or political lobbying is prohibited. Specifically prohibited are Internet activities that do not directly support the curriculum including, but not limited to, personal e-mail, games, and chat rooms, downloading software, downloading media such as movies and music, and accessing online radio or TV stations. The use of interactive software through which live communication can be sent or received is prohibited without prior specific approval by a school authority. Such software includes instant messenger software, chatroom software, or any other software by which two or more persons can communicate directly via the Internet.

The use of Ed-Co's Internet resources is a privilege. Abuse of that privilege will result in a suspension of its use.

Students are expected to observe the generally accepted rules of network etiquette. Students will use a polite, non-abusive tone in their communications. "Flaming", or the use of obscenities, swearing, or vulgar language is not acceptable.

Users will not reveal the name, address, personal likeness or phone number of themselves or anyone else while using the Internet, unless permitted by a faculty member.

Illegal activities are forbidden. This includes, but is not limited to, threats, harassment, stalking and fraud.

Other users should not use the network in such a way that would cause disruption of the network.

Students will respect intellectual property of others by crediting sources and respecting copyright laws.

Ed-Co provides no warranties for information accessed on the Internet. The district is also not responsible for damages incurred while using the Internet, including loss of data.

Students are not to tamper with the system's security mechanisms. Attempts to damage or destroy hardware, software, data or the network system will be grounds for serious disciplinary action.

Students are specifically forbidden to load on school computers or the network server any application software from disk, CD-ROM, the Internet, or from any other source. If such application software is needed to support the curriculum, a request to allow its installation will be evaluated by the technology director.

Permission to do so may be granted on a case-by-case basis.

Students should understand that e-mail, which is available to Ed-Co students only through special arrangement with the technology director, is not private and may be reviewed by others. Information downloads and server storage are subject to review and monitoring.

The Ed-Co School District is not responsible for financial obligations incurred while using the district Internet resources.

The display screen on a computer monitor should not contain anything that is offensive by community standards.

Any student wishing to access information which is blocked by the network filter, or which may be offensive to some members of the community, but which is considered necessary for educational purposes, shall state his/her case in a written proposal. The media specialist will review this proposal. Permission to access such sites may be granted on a case-by-case basis.

All Internet activity is monitored by a filtering system designed to restrict access to inappropriate sites as defined by the Ed-Co Technology Committee. Since filtering systems, by nature, are less than 100% effective, some inappropriate sites can still be accessed. A site is not considered appropriate simply because it passes through the filter.

If an inappropriate site is encountered, the student should immediately leave the site and contact a staff person in the area. Failure to report such instances to a staff person can lead to disciplinary action.

Students are reminded that all computer operations can and will be monitored for appropriate use. Students should not allow others to access their accounts. Student account passwords are confidential, and students should take precautions to prevent others from acquiring them. Since access to student accounts is password protected, any inappropriate activity on a student account is the sole responsibility of the student account holder. Passwords can be changed for good cause by contacting the network administrator.

Applicable School Board Policies

502.1	School Discipline
503.3	Student Publications
602.1	MCNS
602.18	Technology and Instructional Materials
603.4	Selection of Instructional Materials
603.5	Reconsideration of Instructional Materials
603.7	Teaching Controversial Issues