



CHARLES CITY SCHOOLS MS/HS



2020-2021



STUDENT



Handbook

The Charles City Community Schools Way of Life



Our Vision

Creating compassionate competent problem solvers.

Our Mission

Regardless of who you are or what your story is, you can learn and be loved here.

Our Core Values

We do what is BEST FOR ALL KIDS

We are FAMILY

We are COMMITTED LEADERS

We are PASSIONATE


We are INVITATIONAL

Names of Faculty and Staff and Their Assignments

Faculty: For faculty names, pictures, and e-mail addresses check our website www.charlescitieschools.org

School Colors and School Mascot

Charles City School District Colors are Orange and Black and our School Mascot is the Comets. Please see the Athletic Director with further information concerning logo and style guides.

<p>School Song: On Charles City (Tune: On Wisconsin) On, Charles City, on, Charles City, On Charles City, on Charles City Fight until you win, You know you can win, Pass the ball right down the field (court Fight, Comets! Fight! Fight! Fight! For a touchdown (basket) every time To win this game, Rah, Rah, Rah</p>	<p>Alma Mater Here's to dear old C. C. High School, Praise to thee we raise; Glorious deeds and acts of honor given in solemn praise. C.C. High our alma mater we'll remember thee Till the end, we shall remember Dear old C. C. High</p> 
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Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs which 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 is Mike Fisher and can be reached at 641-257-6500. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

- The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Student Assistance Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the Principal.

Educational Equity

The board will not discriminate in its educational activities on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity, socioeconomic status, creed, or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity or disability, Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Students, parents, employees and other doing business with or performing services for the Charles City Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing

Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

Mr. Bryan Jurrens
1 Comet Drive
Charles City, IA 50616
641-257-6510

who has been designated by the school district to coordinate the school district's effort to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA § 504 and Iowa Code § 280.3(2007).

Legal Refs.: Civil rights Act of 1964, as amended in 1972,
Title VI, Title VII Executive Order 11246, 1965, as amend-
ed by Executive Order 11375 Education Amendments of
1972, Title IX (P.L. 92-318) 45 CFR, Parts 91, 86 (Federal
Register June 4, 1975; Aug. 22, 1975) Education for All
Handicapped Children Act (P.L. 94-142)
Vocational Rehabilitation Act, Sec. 504
IA. Civil Rights Act of 1965 (Chapt. 601A)
IA. Code Sections 257.25; 280.3; 601A.9;
IA. Administrative Code 3.5(5), (6)
Cross Refs.: 401.1, Equal/Opportunity/Affirmative Action
602.3, Special Education Program Philosophy

Date of Adoption: November 9, 1992

Revised: November 14, 1994, April 14, 2003, September 10, 2007

Reviewed: January 8, 1996, May 8, 2000, March 10, 2003, February 23, 2009

Chapter 33, Educating the Homeless, Iowa Administrative Code, defines a “Homeless Child of School Age”:

- as a child between the ages of 5 and 21
- who lacks a fixed, regular, and adequate nighttime residence
- including a child or youth who is living in a car, tent, or abandoned building or some or some other form of shelter not defined as a permanent home;
- who is living in a community shelter facility
- who is living with non-nuclear family members or with friends (includes doubled-up families).

NOTE: The Iowa Definition is for school-age children and youth, ages 5-21, and the Federal Definition is for individuals of any age.

Jurisdictional and Behavioral Expectations Statement

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and 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 twelve months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined

atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Principal for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Middle School Behavior Procedures

The philosophy of how we manage behavior: In the order of importance

1. We build relationships with students
2. We teach behaviors and what is appropriate
3. We do everything in our power to keep students in the learning environment
4. We protect instructional time and other students when necessary
5. When using number 4, we do everything we can to use 1 and 2 to reach number 3.

Behavior Management Procedures Tier 1

The Six Step Procedure and Behavior Intervention Meetings

6 Step Teacher Commitments:

1. Utilizing multiple positive reminders for the student and positive redirection. This includes contacting an administrator or coach to come and do a proactive redirection with the student. Positive communication home is also key in building relationships. This is highly encouraged.
2. Personal quiet verbal warning of undesired behavior with clear explanation of positive expectations or other Tier 1 interventions .
3. Pause for the Clause: Utilized as a time out within the classroom for repeated behaviors after positive redirects and verbal warning.
4. Buddy Seat- Asked to reflect outside of the classroom Reflection form and conversation tool Designed by team
5. Behavior Intervention Room: As a final step, intervention is a quiet and structured environment that the student will report to only after repeated failure of steps 1-4 not effectively working. (See below for explicit procedures). *By no means should a student ever report to the intervention room without being referred by an adult.
 - a. **Call the office** for removal
 - b. **Online Minor Referral** filled out by the teacher by the end of the business day.
 - c. A **phone call home** is made by the classroom teacher by the end of the business day.
 - i. Teacher will inform the parent/guardian that the student must serve his/her detention within two school days. During intervention the Success Team will discuss with that student their anticipated detention day.
6. Re-entry Meeting: Students will not be sent back to the class that they were removed from that day. If a student is sent out of your class to the success center, it is their responsibility to find the student immediately the next morning, *before school starts* to do a re-entry meeting. This is a simple meeting; it is not to address the behavior, it is to build back the relationship, give positive feedback, and welcome them back to class. We want the last interaction before they reenter class with you to be positive. This is an expectation for all staff.

Behavior Intervention Room

Purpose of the Behavior Intervention Room :

1. To be utilized as a time for a student to calm their behaviors, redirect their attitude, and have purposeful reflection with an adult on how to modify their behavior
2. To be utilized as an interim location while staff determine different interventions and modifications for the classroom's success
3. On occasion, to be utilized to house a student who is a persistent disruption to the learning and safety of a classroom
4. It will be the goal of the Success Center **Maximize Student Learning Time in the Class Setting**. The Behavior intervention Room is meant to be a detour NOT a destination.

Procedures:

1. Student sent to Intervention after in-class procedures have been exhausted.
2. Students will only be sent to intervention after utilizing steps 1-4 of the teacher commitments
3. Students will be automatically sent to an administrator for any Major infractions.
 - a. Majors are generally suspension level behaviors.
4. Once a student has been sent to The Behavior intervention Room, the data from the referral will be reviewed by the behavior coordinators.
5. If a student is sent to The Behavior intervention Room two times in one day, they will remain in the intervention for the rest of that school day.

Intervention Procedures

1. Students will never return to the same class they were referred from. The earliest they will return to class will be the next period (For literacy/math blocks, they will return to the next academic class).
2. Quiet and respectful atmosphere. No peer to peer talking. There will be some discussion with student and adult reflecting on the behavior.
3. No use of computers or electronic devices in the intervention room.
4. The Behavior intervention Room monitor will make final decisions on whether the student is fit to return to the next class based upon discussions and reflections. Students that don't demonstrate acceptable behavior to return to class will be held and referred to the counselor or administrator.
5. The Behavior intervention Room monitor will assure that student has communicated behavior and consequence with parents and coaches before re-entering the classroom.
6. Students sent to intervention twice in the same day will be held the remainder of the day.
7. Students not meeting expectations in intervention may be sent home with additional consequences.
8. Follow-up on student behaviors will be discussed during behavior meeting times.
9. The Behavior intervention Room supervisor will track all data for students entering. This includes, reflection data and detention/suspension data.

Major Referrals

1. All Major Referrals will be handled directly by the administration team. Major offenses may result in detentions, community service, restitution, or suspension. Any student serving a suspension may not participate in extracurricular activities while serving the suspension.

High School Behavior Procedures

The philosophy of how we manage behavior: In the order of importance

6. We build relationships with students
7. We teach behaviors and what is appropriate
8. We do everything in our power to keep students in the learning environment
9. We protect instructional time and other students when necessary
10. When using number 4, we do everything we can to use 1 and 2 to reach number 3.

A teacher is expected to maintain order in the classroom so that learning may take place. Should the attitude or behavior of an individual prevent this, the teacher is expected to intervene. In the event that the actions of the student continue to cause a disruption the student may then be asked to leave the class and report to the office. Under no circumstances will the

student be allowed to return to class until suitable commitments and/or agreements are worked out with that teacher. The student then has the option of returning to class if he/she is ready to be a cooperative class member. The following process will be used when students are sent or referred to the principal's office:

1. Investigation into what the disturbance was and who was involved
2. Reflection and action plan with the student
3. Determination of appropriate consequences
4. Communication with the parent/guardian about the disturbance
5. Communication with the teacher

If a student continues to disrupt the learning environment of a classroom further consequences may be assigned including: class suspension, in-school suspension, out of school suspension, parent meetings, and administrator discretion.

The Board of Education through the Superintendent of Schools has delegated to the building Principal and Associate Principals the power to suspend a student from attending classes for a short period of time (.5-9.5 school days). The power to suspend a student from attending classes (per occurrence) for a period of longer than 10 days rests solely with the Board of Education.

The following procedures will be followed in cases of suspension:

1. **First suspension:** As soon as the decision has been made to suspend a student from classes, there will be an attempt to notify the student's parents.
2. **Second suspension:** The same procedure will be followed and after notification to parents there may be a conference that may also include the Superintendent of Schools.
3. **Third suspension:** In the event the above two suspensions and conferences have not produced the necessary results and a student is involved in a third suspension, the Principal may recommend to the Board of Education that the student be suspended or expelled from classes for remainder of semester, remainder of school year or other appropriate length of time. The student and his parents may appear before the Board at its next regularly scheduled meeting to show reason why the student should not be suspended. If the student wishes to be admitted back to classes the following school year, he may be asked to appear with his parents before the Superintendent of Schools and the Principal to request such admission.

The above procedures do not mean that a student must be suspended three times before long term suspension is considered; the recommendation for such may come at any time--depending upon the seriousness of the situation.

Any student serving a suspension such as an in-school or out-of-school, will not be allowed to practice, or participate in any extracurricular activities while on suspension.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School Fees

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. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Central Office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Emergency Forms

During registration for 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 must notify the office if the information on the emergency form changes during the school year.

Student Attendance

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Reporting an absence

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 641-257-6510 (HS) 641-257-6530 (MS) on the day of the absence prior to 10:00 a.m. If notification is not received, the office will attempt to contact the parents at their emergency number. All absences will be counted as “unexcused” unless verified by a parent/guardian and/or professional documentation (see excused absence below).

Leaving/Returning during the school day

Students who need to leave school during the school day must receive permission from office staff and have a note signed by parents, have parents telephone the office, or have parents come to the office. Students are not released to anyone other than their parents during the school day unless the office has a note signed by parents. Students who return to class or arrive after the start of the school day must present a signed note to office staff from parent/guardian or have professional documentation for re-admission.

Making up schoolwork

Students are responsible for arranging make up schoolwork and are allowed to make up schoolwork only upon the approval of teacher. Students who know they are going to be absent prior to an absence must make arrangements with teachers in advance to make up schoolwork. Students will be given an appropriate amount of time as determined by the teacher and/or administration to make up schoolwork upon return from an absence. Should a student be absent more than one day, the student must make arrangements with teachers to schedule makeup work. Students may forfeit their opportunity to makeup work if they have frequent unexcused absences as determined by the administration.

The school administration will determine whether an absence is excused, verified or unexcused.

1. **Excused absence-** based on professional documentation. (If known in advance, the expectation is that the school will be notified and make-up work will be completed prior to an absence.) Professional documentation may include documentation from a doctor, dentist, other health professional, court or DHS, or documentation from approved college visits.
2. **Verified absence-** based on information provided by parents. (If known in advance, the expectation is that the school will be notified and make-up work will be completed prior to an absence.) This may include student illness when not seen by doctor, funerals, family trip, family emergency, spectator trip to a state tournament, etc.
3. **Unexcused absence-** intentional decision not to attend classes when the expectation was that the student would be present. (These absences could have immediate consequences up to and including being removed from class.) This includes leaving the building without following procedural checkout.
4. **Truant-** any student of compulsory attendance age who fails to attend school as provided by the Board policy without reasonable excuse for the absence as defined by Excused absence and Verified absence and the limitations stated in this policy.

Few factors have greater influence on school success than regular attendance. It is, therefore, important that students are in school unless it is absolutely necessary to be absent. Many employers consider regular attendance and punctuality to be as important as scholarship. Regular attendance generally has a positive effect on the grade in the same manner that dependable performance on the job results in greater benefits to the employee. Daily participation is the key. Therefore, we believe that to fully benefit from the educational opportunities provided, the student must be in school.

1. After 6 unexcused or verified absences, a letter of “Excessive Absence” will be sent to the parent. The Attendance Board will be made aware of the student’s attendance.
2. After 9 unexcused or verified absences, the Attendance Board will contact the student and parent/guardian to arrange a meeting.
3. After 12 unexcused or verified absences, a request for an “Administrative Attendance Hearing” may be made. At this time, academic progress and attendance history will be discussed and a formal attendance plan may be made.
4. Following the next unexcused or verified absences, the school may refer the student to the Floyd County Attorney. If the County Attorney agrees attendance is an issue, he will issue a warning letter and “Reasonable Parent Efforts Checklist,” and/or a referral for mediation to the County Attorney may be made and parents will be notified. A mediation hearing may be held with The Floyd County Attorney’s Office.
5. If attendance continues to be a problem and in violation of mediation agreement, a referral to the County Attorney for immediate action can be made at the discretion of the school.

These steps will be followed as shown. Steps can be modified to accommodate individual situations as determined by and/or at the discretion of the student’s building administrator. Referral to the County Attorney can be made at any time during the process.

When it becomes necessary to remove a student from a course due to excessive unexcused absences, the student may be assigned to study hall (with restricted status) in lieu of attending the class for the balance of the semester. The student will forfeit the opportunity to earn credit for the class for that semester. If excessive unexcused absences cause a student to be removed from classes such that the five-credit minimum is not maintained, the student will be placed on probationary status (ineligible for athletic competition).

Students participating in school activities **must be in school by 11:09am** on the day of the event in order to participate in a school activity. The remaining half-day must be a verified or excused absence. Only in extraordinary circumstances, this rule may be waived by the administration. If a student is absent on Friday due to illness, they may participate in weekend school activities at the discretion of the administration. This decision will be based on the student’s previous attendance record.

Charles City High School and Charles City Middle School is in compliance with state law, which requires students to be in regular attendance. The compulsory attendance statute places the responsibility with the parents to cause a child to attend school for the entire period school is in session. Violation of this responsibility may require referral for appropriate action to the Floyd County Attorney’s Office

Tardiness

Definition: A student will be counted tardy if not in his/her assigned classroom when the bell rings at the beginning of the class period. When a student misses more than half of the assigned class without a legitimate excuse, this is considered an unexcused absence.

Middle School Tardy Policy:

In an effort to maximize effective instruction time, Charles City Middle School has adopted a multi-tiered tardy policy.

1st hour unexcused absences:

If a student has an unexcused absence from 1st hour (late to school), they will be required to make up 40 minutes after school in the study table room.

second-eight hour Tardies:

If a student reaches 3 tardies over the course of a regular school week (Monday-Friday or Tuesday-Friday or Monday-Wednesday) they will earn a 20 minute detention at the study table . Three additional tardies that week will result in a 40 minute detention.

CC WIN Time (High School 9-12)

CC WIN Time is an intervention/enrichment block of time between 7th and 8th periods for a 26 minutes block of time. The 26 minute block will serve as scheduled time during the instructional day to meet the individual needs of students to ensure academic success, offer enrichment opportunities, and create a student-centered learning environment for our students. Students who are currently failing one or more assigned course may be assigned to specific interventions during CC WIN Time.

Transfers or Withdrawals

When a student knows he/she is going to leave school, he/she is required to complete the following steps:

- Obtain a withdrawal form from the office.
- Take the withdrawal form to all teachers, media specialists, and food service for their initials.
- Return the completed form to the office for filing before leaving school.

College Visits

Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused up to two days to visit college campuses with a note signed by the student's parents and verification from the college or university of the student's presence on their campus. College visits need prior approval. Students must be on track to graduate and not have excessive absences to be approved. Juniors may be excused up to one day to visit college campuses with a note signed by the student's parents and verification from the college or university of the student's presence on their campus.

Inclement Weather

In the event of bad roads or weather conditions that make it necessary to delay or close school, radio and television stations KCHA-Charles City, WMT-Cedar Rapids, KAUS-Austin, KOEL-Oelwein, KWLO-Waterloo, KFMW-Waterloo, KGLO-Mason City, will be notified. The information will be given to these stations as soon as it is possible to determine that there will not be school. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

Student Health, Well-Being and Safety

School Day

Students may be present on school grounds by 6:00 a.m. or after 10:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal.

HAWK-I 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 office.

Student athletes must have health and accident insurance in order to participate in intramural or 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.

Immunizations

Students transferring into the school district must offer proof of immunizations or sign a provisional certificate, which expires sixty (60) days after entering school. Only for specific medical or religious purposes are students exempt from the immunization requirements. Students not in compliance with Iowa Department of Public Health immunization requirements will be excluded from school. Students entering from a foreign country must offer proof of immunizations prior to the first day of attendance. These students may also be required to pass a TB test prior to attending school.

Physical Examinations

Students participating in interscholastic athletic activities require an athletic physical. Physicals should be kept on file in the athletic office for one calendar year following the physical.

Emergency Drills

Periodically the school holds emergency fire, tornado, active intruder, 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 procedures 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.

Administration of Medication

Some students may need to carry medication (inhaler, Epipen) but only with written permission of the parent and the physician. All other medications will be administered by certified staff at the times written on the prescription. Unless a specified time is written, noon will be considered during the lunch hours.

The school will accept only those medications in the student's own labeled prescription bottle or in the original "over the counter" container. The school will accept a written parental request with a properly labeled bottle of medication for the first day. A school request form will be required before any further doses of medication will be administered.

The PARENT, not the student, will transport any scheduled medication (ADHD drugs, narcotics) to school. The prescription label and the medication request form must match. The parent must fill out a new medication sheet with any medication change as well as provide a corrected label for the medication bottle. Medication prescribed for three times a day will be given OUTSIDE of school hours unless ordered by a physician for a specific time during school hours.

Requests for PRN or as needed medications such as Aspirin, Tylenol, decongestants, antihistamines, etc. will be granted on a short-term basis. There will be no year-long usage without a physician order. This may be requested at the beginning of each semester. A physician order may be requested should usage be deemed excessive by the nurse's assessment. The parent cannot request "over the counter" medication dosage greater than the label directive. School personnel will not administer herbal supplements or vitamins during the school day. The Iowa Board of Nursing does not allow the administration of these medications per parent request.

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his/her teacher or another employee as soon as possible. Students must come to the health office or main office if they feel ill. School personnel will attempt to call parent or emergency contact. In case of serious injury or illness, the school shall attempt to notify parents according to the information on the student registration form which is filled out by the parent at registration. 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.

If parents or their designated emergency number cannot be reached and the need for medical care is urgent, emergency services will be contacted. The school will attempt to notify parents of treatment destination.

Children will be excluded from school when their temperature is 100.5 degrees and should not return to school until their temperature has been normal for 24 hours. Exclusion from school will also be advised when other significant symptoms are present such as vomiting or diarrhea. Charles City Schools follow the Iowa Department of Public Health guidelines for school exclusion and illnesses.

School Nurse

The Charles City Community Schools employs a nurse who is shared between all public school buildings. The nurse can be reached during regular school hours. Call office staff of any building to be directed.

Communicable and Infectious Diseases

Cases of communicable disease should be reported to the school so action may be taken to reduce their spread.

Parents of children taking immunosuppressive medication or chemotherapy will be notified when serious contagious illness (chickenpox, whooping cough, etc.) has been reported in that child's school building.

Students with contagious diseases will be excluded from school until such time that their condition does not endanger the health of others. A signed release from a physician may be required for re-admittance if so requested by the superintendent or his/her designee.

Health Screening

Throughout the year, the school district performs health screening for vision and hearing in certain grades. Upon a teacher's recommendation students not scheduled for screening may also be screened. Students are automatically screened unless a parent submits a request in writing asking that the student be excused from the screening.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Marcia DeVore at 257-6560 as the Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Asbestos Notification

Asbestos has been an issue of concern 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 the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. 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 Central Office.

Student Activities

Assemblies

Throughout the year, the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless otherwise directed. Students who are not attending assemblies shall report to the office or to another specified area.

Field Trips

In certain classes, field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips are considered excused absences. Students are expected to complete make-up work prior to leaving. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. Prior to attending a field trip, students must return a note signed by the student's parents.

School-Sponsored Student Organizations

School-sponsored student organizations are those, which are recognized by the school district and board, or student-led clubs. School student organizations include:

<i>High School (9-12)</i>		<i>Middle School (7-8)</i>	
Baseball	Basketball	Cheerleading	Football
Cross Country	Football	Golf	Volleyball
Softball	Soccer	Tennis	Basketball
Track	Swimming	Wrestling	Wrestling
Band	Volleyball	Orchestra	Track
Drama	Jazz Band	Speech	Cross Country
FFA	Chorus	GAPP	Drama (6-8)
National Honor Society	FCCLA	FBLA	Chorus
Bowling	TAG		Band/ Jazz band/ Orchestra

Student Groups

Student groups are those, which are recognized by the school district and are student-led groups. Student-led groups include:

<i>High School (9-12)</i>		
Art Club	School Improvement	Gaming Club
IT Club	Pom Squad	Fencing Club
Young Democrats	Diversity Club	Fashion Club
Young Republicans	Soccer Club	Tech Club
Disc Golf Club		

*High School students interested in creating a group must meet with administration prior to forming the group and identify a staff member to sponsor their group.

Padlocks

School locks are the only ones to be used on a gym locker. Padlocks issued are not to be used at home. Physical education teachers will issue the padlocks. Students who lose padlocks will be charged the cost of replacing the padlock.

Activity Bus

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal and the student's parent's request in writing to transport the student home.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the principal prior to the beginning of the school year. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fundraising activities being denied.

Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the Athletic Director to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Dances

School-sponsored dances must be approved by the principal at least 4 weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. Parents will be notified of the violation and removal. ID's may be requested. An excessive number of office referrals or students who are habitually tardy/absent may cause a student to lose the privilege of attending dances, the implementation of this process is left to the discretion of the administration.

* High School only: Visitors may be allowed to attend High School Dances but must: currently attend a high school, sign up in advance, receive permission from their current High School Administrator, and receive permission from CCHS Administration.

School Improvement Advisory Team (HS)/Student Ambassadors (MS)

The SIAT provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the team are student representatives who have direct access to the administration.

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

Student Participation in Non-School Athletics

A high school student who participates in school-sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the Athletic Director

Code No. 506.1
STUDENT RECORDS ACCESS

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student, unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district shall make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

The school district or its officials or employees may disclose the following directory information without obtaining consent from the student or the student's parents or guardians:

- a. the student's name, age, enrollment status, address, and telephone number
- b. the names, addresses, email addresses, and telephone numbers of the student's parents or guardians
- c. the student's date and place of birth
- d. the student's grade level and fields of study
- e. the student's participation in officially recognized activities and sports
- f. the weight and height of members of athletic teams
- g. the dates of attendance and the building attended in the district
- h. degrees, honors, and awards received by the student
- i. the most previous educational agency or institution attended by the student
- j. Photographs and likenesses of the student

However, if an eligible student, parent or guardian notifies the building principal or superintendent in writing by the start of each school year [or within ten (10) calendar days of enrolling in the district if a student enters after the start of the school year] that he/she does not want any of the above-listed items to be considered directory information capable of being disclosed without consent, then such information shall not be released with respect to that student without consent.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- To organizations conducting educational studies and the study does not release personally identifiable information;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- Consistent with an interagency agreement between the school district and juvenile justice agencies;
- In connection with a health or safety emergency; or,
- As directory information.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student

records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice shall be given in a parent's or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints can be forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Legal ref.: No Child Left Behind, Title IX, Sec. 9528, P.L. 107-110 (2002); USA Patriot Act, Sec. 507, P.L. 107-56. (2001); 20 U.S.C. § 1232g, 1415 (2008); 34 C.F.R. Pt. 99, 300.560 - .574 (2008) ; Iowa Code §§ 22; 279.9B, 280.24,.25, 622.10 (2008); 281 I.A.C. 12.3(6); 41.20; 1980 Op. Att'y Gen. 720, 825.

Date of Previous Adoption: January 12, 1987

Reviewed: Aug. 24, 1992; Dec. 11, 1995; Dec. 13, 1999

Revised: September 10, 2001, December 8, 2008

Student Rights and Responsibilities

Student Suspensions

In accordance with board policy and law, students may be suspended for up to ten consecutive days by the campus administration. Students may be suspended 10-15 consecutive days with the written permission of the superintendent in accordance with applicable law (this may not apply to students with IEP's per law). Any suspensions beyond 15 days must be approved by the school board in accordance with applicable law.

The vision, mission, and core values of the school district hold school personnel responsible to avoid using suspension in capricious or futile methods. Suspension shall be utilized for the following reasons:

1. For additional time to establish appropriate learning/safety plans, accommodations, and modifications to deter future behaviors
2. For additional time for school personnel and family to reset learning conditions
3. In rare instances of extreme behaviors, to communicate expected standard of conduct

Student Extended Absences

Students that notify the district of an absence that is longer than 3 weeks may be dropped from enrollment if educational services are unable to be reasonably provided. The district shall make every reasonable effort to continue to provide educational services during any extended absence. This decision shall be made by the appropriate Senior Leader with final decision by the Superintendent or designee. Students that have not provided notification of a long term absence shall remain enrolled and every reasonable effort shall be made by the district to locate the student(s).

Students Possessing Personal Defense Items

Students are prohibited from carrying personal defense items on school property. Personal defense items include, but are not limited to, pepper spray, noisemakers, and key chain clubs. Students found in possession of these items shall have them confiscated by administration and additional discipline if warranted. Multiple violations may include progressive discipline. Students using or displaying a self-defense item on school property may result in school discipline up to and including long term suspension and expulsion.

Note: This policy does not cover offensive weapons such as firearms, knives, tasers, and look alike weapons. These items are covered in various other policies.

Student Searches

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 may be searched or inspected. A search of a student will be justified when there are reasonable grounds for 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.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,

- 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 adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

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

A student's body 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 sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park vehicles on school premises as a matter of privilege, not of right. Bicycles, skateboards, scooters and mopeds or similar vehicles must be parked in designated areas. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Student Lockers and Desks

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 is 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 ensuring 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 other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities, are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Physical Restraint of Student

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 preventing harm to persons to 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 certain types of notice to the child’s parent. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

Internet

The Charles City Community School District is committed to making available to students access to a wide range of electronic information resources, equipment, and software, including computers, a wide area network, local area networks, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the Charles City Community School District and to promote resource sharing, innovation, problem solving, and communication. The use of the District’s computers, network, and Internet access shall be for educational purposes only. Students shall only engage in appropriate, ethical, and legal utilization of the District’s computers, network, and Internet access. Students’ use of the District’s computers, network, and Internet access shall comply with all District policies and regulations. The number of available terminals and the demands for each terminal may limit the amount of time available for each student. Access to the District’s computers, network, and the Internet shall be available to all students within the District. However, access is a privilege, not a right. Each student must have an acceptable use agreement on file prior to having access to using the District’s computers, network, and the Internet. The use of the network may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Restricted Material

Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs

If a student gains access to any service via the Internet that has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs. Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Students are required to provide full cooperation to District administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of the District's technology resources. For complete details on the District's Acceptable Use and Internet Safety policies, refer to School Board Policies 502.12 and 502.13.

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Hats, hoods, bandanas of any other forms of head coverings, are not permitted in school unless allowed by administrators, or during Homecoming or other celebrations. If headwear is needed for student safety concerns it can be permitted in the appropriate classrooms upon teacher/administrator discretion. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The administration makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school; the ensuing absence may be an unexcused absence.

- Coloring hair, painting skin or piercing the body is prohibited at school or on school grounds.
- Students are not allowed to wear coats/jackets in the classroom unless requested by a teacher. (MS Only)
- Carrying backpacks into the classroom requires teacher permission prior to entering the classroom. (MS Only)
- Hood and hats are prohibited in the building. . . (MS Only)

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Driving, Biking or Riding Snowmobile to School

Students will be required to register their car in the office with a parking sticker at no fee and display the obtained parking sticker in their car window. Students will only park in the designated student area of the main lot at all times. Parking on Salisbury Street is available when the lot is full. Parking in the northwest section is reserved for ONLY faculty and staff.

* MS Only: Eligible Middle School Students must register their vehicle in the high school office and park in their assigned parking lot.

Fines for illegal parking will be issued to students. Examples of illegal parking include but are not limited to: parking outside the parking space, parking in the staff portion of the parking lot, and parking in restricted spaces (handicapped or spaces designated for specific school personnel).

When there is sufficient snow and city ordinances allow it, students may ride snowmobiles to school. To maintain this privilege, students must register their snowmobile, attend a school sponsored safety meeting, park in the designated area and follow rules discussed at safety meeting.

Hall Passes

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher or the principal.

Illegal Items Found in School or in Student's' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products (including e-cigarettes and vaping products), or look-a-like substances. All school property grounds and buildings have been designated by School Board policy to be Tobacco Free Areas. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing or possessing firearms or look-alikes at school will be recommended for expulsion. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials. Students are not allowed to have any device that can cause fires or explode including but not limited to fireworks, matches, and lighters.

Students may not possess water guns, toy guns and other similar items on school grounds or at school activities. Inappropriate use of any device will result in confiscation. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted.

The Charles City School Campuses are drug free zones. The Charles City School District participates in a preventative program and partnership with the Charles City Police Department aimed at keeping illegal drugs off our campuses by employing drug-sniffing dogs in the high school parking lots, locker rooms, and student locker areas. Periodic, random inspections may occur throughout the school year.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit or academic recognition.

Dual Enrollment 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 central office.

Posting of Information

Students who wish to post or distribute information must receive permission from the administration at least 1 day before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The administrator can explain or answer questions regarding the school's rules on posting and distributing materials.

Bullying, Harassment, or Hazing

The board prohibits harassment, bullying, hazing, or any other victimization, of students, 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. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned and/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.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is

found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose 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; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile or offensive educational environment.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
 - Online Bullying/Harassment Submission Form can also be found on the Charles City Community School District Website
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - ✓ tell a teacher, counselor or principal; and
 - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded.
-

This school board policy in its entirety is found on the school district's website reference number 104.

Student Complaints

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 5 days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 5 school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within 5 days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within 5 days of the superintendent's response. The board determines whether it will address the complaint.

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 the principal.

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.

Zero Tolerance Policy

Under the terms of Zero Tolerance Policy developed by the school district, local law enforcement agencies, City Council and Floyd County Board of Supervisors, students who violate school rules or policies will be subject to the guidelines developed by these community groups. The referral of a student to the local law enforcement authorities will be at the discretion of the administrators.

Violations of this policy include but are not limited to:

- Physical violence/fighting
- Bullying/Harassment/Hazing

- Possession/use of alcohol, tobacco and/or other illegal substances
- Possession/use of weapons
- Theft

Students Suspended From Class

If a student is disruptive to the learning environment a recommendation may be given to administration to suspend the student from class for one or more days. Students who are suspended may be required to complete one or more of the following to reenter the classroom: teacher/student conference, parent/teacher conference, community service, Success Center referral, detentions, loss of privilege, or other at the discretion of the administrator-

Detention

Definition: Time served by a student outside of regular school hours, for breaking school rules, or not following accepted procedures. All detentions must be served within two school days. If a student chooses to not serve his/her detention time within the allocated time frame a parent/admin meeting will be setup and the detention(s) will be served.

If there are extenuating circumstances that prohibit the student from serving detention by the prescribed time, the parent must notify the teacher and/or administrator. The administrator will decide whether the circumstances warrant extending the time. School activities are not valid reasons for missing detention. All detention should be served in the designated area unless assigned by administration.

Intervention

This is an action meant to intervene in the disruptive or inappropriate behavior a student is exhibiting. When this behavior occurs, a student may be sent to the Intervention Center. While at the Intervention Center, students will have the opportunity to work with the Intervention Room staff and work on homework.

In-School Suspensions

Students may be assigned an in-school suspension when the offense calls for such action. This means the student may be assigned time in the office or another assigned location in the building. While serving in-school suspension, students are expected to work on homework and other assigned duties. Most in-school suspensions will be served in the Intervention Center.

Out of School Suspensions

For serious offenses, students may be suspended out of school anywhere from 1 period to 10 days. This is a serious reaction to a serious offense.

Definitions

Tardy: A student is late to class as defined by the teacher of the class. A tardy to first hour class will be recorded by staff in the office. After multiple infractions, appropriate consequences (parent contacts, detentions, etc...) will ensue.

Disruptive Items: Those items that are considered by the staff to be disruptive to the educational atmosphere include: Gum, candy, cell phones, electronic devices, inappropriate appearance, and any item that is considered by administration to be a dangerous item or especially disruptive.

Insubordination: Refusing a reasonable request by any school employee, or being disrespectful to any school employee on or off school grounds by any student.

Truancy: An absence that neither the parents know about, nor the school excuses.

Unexcused Absence: Any absence that the parents are aware, but the school does not excuse. A student may also be considered unexcused if they do not attend assigned detention, are out of their assigned area, or not in their assigned class but still in the building.

Dangerous Items: knives, weapons, vapes, etc..

Dangerous drug: Possession or under the influence of any alcoholic beverage or any controlled substance listed in Iowa Code Chapter 204 (for example: opiates, narcotics, hallucinogenic substances, stimulants, cocaine and depressants), which is illegal without a doctor's prescription. No student is allowed to have a dangerous drug or over the counter medication in his or her possession on or off school grounds while he or she is participating in, or attending a school sponsored activity.

Tobacco: Using or possessing tobacco on school property, or at a school sponsored event, whether or not the student is participating in the event, is forbidden.

Dangerous weapon: any item that is or could be used to inflict personal injury. Items that are “look-alikes” are also not allowed.

Disruptive or Distracting Behavior: Behavior that disrupts or distracts from the educational atmosphere includes, but is not limited to the following: using vulgar offensive language, defacing school or another individual’s property, fighting, tripping, pushing or shoving.

In addition to school penalties, a student is responsible monetarily for damage done to property or people.

The Charles City Board of Education feels that any student who is experiencing increasing dependency on dangerous drugs should be receiving support from the Charles City Schools. Any student should feel free, under no threat or penalty, to discuss this matter with any faculty member with whom he feels comfortable. Our counseling department can be extremely helpful in this and should be contacted.

If a student is experiencing health and/or emotional problems because of drug use and is unable, or unwilling to seek assistance, then those who have genuine concerns should make the referral. Confidentiality will be maintained subject to the welfare of the student. Evaluation by a recognized Chemical Dependency facility may be required for re-admittance on the first offense and will be required on the second offense.

Student Scholastic Achievement

Grade Reports

Report cards will only be printed and mailed to parents/guardians at the completion of the school year. Students will not receive printed progress reports in the form of report cards at the end of 1st and 2nd semester, since they are accessible through PowerSchool. Report cards will be printed upon request for those people who are unable to access the records through the internet access. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within 10 days after the start of the next semester except for the end of third semester which is due no later than 10 business days after the conclusion of the third semester. Extensions may be granted by the teacher with the permission of the administration. Failure to finish an incomplete may result in a failing grade and loss of credit. Parents have the opportunity to visit with teachers at open houses, during parent/teacher conferences, or any time they are able to arrange a conference.

Pass/ Fail Option (HS only)

Students have the option of requesting a class be graded pass/fail. Students must get a pass/fail form from a counselor. They must obtain permission from the instructor, parent and administration. This form must be completed and submitted to a counselor within fifteen (15) class periods after the start of the semester. Students may take up to 3 credits pass/fail during their entire high school career. Once paperwork has been submitted, the pass/fail option is irrevocable. For students taking dual credit courses, this will apply only to the Charles City High School grade.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

Make up work is an essential part of the school process. Should a student not complete assigned make-up work, achievement grades will reflect this. When possible, arrangements to make up work prior to the absence should be made. Unless special arrangements have been made with the instructor, all make-up work must be completed in a length of time equal to the absence plus one day.

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 and federal requirements. Students are tested unless they are excused by administration.

Standardized test scores will be used to determine placement in some classes. Students must show proficiency on standardized test to enroll in dual credit classes.

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.

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 unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Central Office for information and forms.

Class Loads

Students must be registered for at least 7 classes per semester unless prior permission is granted by the administration.

Adding/Dropping Courses

Students who wish to add or drop a class must do so within 3 days to add and 5 days to drop after the start of the semester. The teacher and parents' permission are necessary to add or drop a class.

Open Campus (HS only, 12th Grade)

Open Campus possibilities at CCHS includes: Lunch Time, Work Experience, release from class, job shadowing, internships, open periods, general open campus, student mentoring, and possible other reasons. The purpose of Open Campus is to provide students with a real world experience in time management, flexible scheduling, and responsibility. Students will demonstrate their ability to adequately handle responsibilities and the organization needed in making it to and from classes (i.e. a job) in a timely and efficient manner while utilizing the open concept of CC WIN Time to take advantage of resources to prioritize their needs to further their academics. Open Campus will be granted only to 12th grade students with a written parental permission and administrative approval. To be eligible for permission to be granted, 12th grade students must be in good academic standing and be on pace to graduate as determined by the counseling department and administrators. All students must have met academic, attendance, and behavior expectations in order for final administrative approval. At any time, regardless of credits, administration may remove Open Campus privileges due to academic, attendance, and/or behavior concerns. Applications will not be handed out to students who are not eligible. Release Form, rules and expectations can be found [HERE](#).

Intervention Center

Inspired by the RTI Model of Mattos, Webber and Buffum, the CCHS Success Center is designed to provide varying levels of academic support for students at CCHS. The Success Center is comprised of six different labs housed in multiple locations throughout the building. All students in grades 9th and 10th will be assigned to the Success Center Study Hall if they have a Study Hall period. Students in grades 11th and 12th may also utilize the various labs as needed and 11th and 12th graders will not be assigned a location for Study Hall. They may utilize the HS Library and/or Student Lounge. However, any student, 9th-12th, who is struggling in particular courses may be assigned to any of the labs as deemed necessary to help the student achieve success in the classroom.

Honor Roll and Academic Honors (HS Only)

The school district honors students who excel academically.

The following awards recognizing academic achievement will be given at the Charles City High School:

HONOR ROLL: Students who achieve a 3.000 grade point average (in at least 4 credits that apply toward the G.P.A.) for a semester will be published in the local paper. The exception is that there can be no grade of less than a "C-" and no incompletes.

NATIONAL HONOR SOCIETY: Membership is open to juniors and seniors who have attended Charles City High School for at least one semester and who have a cumulative scholastic average of 3.500 and who meet the criteria of leadership, service, and character.

ACADEMIC MERIT AWARD: Students who have achieved a minimum of a 3.250 cumulative grade point average for the academic year will be presented with a certificate.

ACADEMIC LETTER: Students who achieve a minimum of a 3.500 cumulative grade point average for the academic year will be presented with an academic letter.

ACADEMIC EXCELLENCE: Seniors who achieve a minimum cumulative grade point average for the first three years of high school of 3.500 will be eligible for this award.

Post-Secondary Enrollment Option (PSEO)

Students in grades eleven or twelve and meet the Senior Year Plus Criteria are eligible to enroll in a PSEO course to be taken outside the school day. PSEO courses count toward both high school graduation and college credit. Such courses are taken from NIACC and must be academic in nature, nonsectarian and cannot be music lessons, online courses, or comparable to courses offered in the Charles City High School curriculum. The district will pay the necessary tuition up to \$250 and parents/students are responsible for transportation. All books and materials must be returned to NIACC upon completion of the course or the student will be charged.

To enroll in a PSEO course students must go to the NIACC website at <http://www.niacc.edu/academics/pseo/information.html> to view NIACC class schedules and to download an application/registration form. Student is to fill out the form and meet with a guidance counselor to complete a PSEO course enrollment. All paperwork for Fall Semester courses must be completed and given to the high school counselor by the *last day of school in May or June*. All paperwork for Spring Semester courses must be completed and given to the high school counselor by the *last week of school before Charles City School's Winter Break*.

PSEO courses count as both high school and college credit and will be included in high school GPA and class rank. Students who fail, drop, or who do not complete a PSEO course will be charged by the Charles City School District for reimbursement of all costs directly related to the course.

Early Graduation

It shall be the general policy of the Board of Education to grant permission for students to graduate early. Such students must have completed all graduation requirements. Students who wish to be considered for early graduation must apply in writing at least a semester prior to the expected completion date. The Board will consider these requests. Should the student requesting an early graduation not be of legal age at the time the request is submitted to the principal, parental consent in writing must be included with the request. Students who graduate early become alumni of the school district and may not be allowed to participate in school activities, including senior activities. Normally they will participate in graduation ceremonies.

Graduation

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

Academic Eligibility for Extracurricular Activities

All students are expected to study hard and to do as well as they can in all academic areas. The State Athletic Association requires each person participating in an activity to be passing (at least a D-) four academic classes. Because the main purpose of the existence of our schools is academics, our Board of Education has set a higher standard for our participants. It is the standard of the Board of Education that students participating in activities will maintain a grade point of no less than 1.5 during the previous trimester.

Any student whose grade point average is below a 1.5 GPA at the end of a grading period will be ineligible for participating in activities for three weeks and the student will be placed on probation for the next grading period. During any three-week period, a student may gain eligibility for the next three-week period by taking an eligibility form to each of his/her teachers to get his/her grades to date. This form will be turned into the activities director. If the

probationary GPA is 2.0 or higher, the student will be considered eligible for competition for the next three weeks. If the probationary GPA is below 2.0, the student will remain ineligible for the next three weeks.

The student must present the eligibility form to each of his/her teachers each three-week period to become eligible for the next three-week period. A 2.0 GPA must be attained to become eligible for any three-week period while on probation. A student who is on probation for one grading period may be taken off of probation by earning a 1.5 GPA at the end of the next grading period. It is the student's responsibility to get these sheets and turn them in on the date stated by the activities director. If the eligibility forms are not turned in on time, the student is considered ineligible for the next three-week period.

Participants who have special learning needs will meet a satisfactory level of their own IEP.

Miscellaneous

Telephone Use During the School Day (incoming calls)

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

School-Issued Devices

Students will be issued a device provided by the school district to use for academic purposes. Please reference the 1:1 Student Handbook for further guidance and restrictions on how to use the device.

Personal Electronic Devices in School

Students may possess an electronic device (cell phone, ipod, etc) but must adhere to classroom expectations. If a student is found in violation, their electronic device may be taken. It will be returned to the student or their parents at a later time. Multiple violations will result in additional consequences, which may include but is not limited to storing the electronic device in the office. Students are not permitted to send or receive personal messages that would contribute to cheating or school disruptions, access the Internet, or take inappropriate pictures. It is important to remember that material stored on a personal electronic device could be shared; therefore, users need to ensure the devices are used appropriately.

*MS Only Electronic devices are prohibited during the school day. All electronic devices must be powered off and stored in lockers. Any device that is seen will be confiscated and taken directly to the office.

- 1st Offense - Taken to the office and picked up by the student at the end of the day
- 2nd Offense - Taken to the office and parent/guardian must pick up the device at the end of the day
- 3rd Offense - Taken to the Superintendent's Office and parent/guardian must pick up the device

School Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission and submit request to the office. Daily announcements are posted on PowerSchool for parent/student convenience and on digital signage throughout the building. Daily announcements may also be announced during CC WIN time.

Visitors/Guests

Visitors to the school grounds must check in at the office. All visitors will receive a badge from the office to identify the visitors to students and staff members. Student guests from other districts are not allowed unless circumstances are extenuating; contact a building administrator at least 48 hours prior to the visit for approval.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Open Gym During Non-School Hours

All school buildings in the Charles City Community School District will be closed on Sundays and holidays with the exception of open gym. There will be no practice or practice sessions conducted at any place except under the following special circumstances:

- When an extracurricular or co-curricular activity is scheduled on a Monday or Tuesday and there is not adequate time to prepare.
- During other vacation days, practices may be scheduled if the conditioning or maintenance of skills is necessary for subsequent public performances.
- Request for such activities must be cleared through the Athletic/Activities Director and/or the Principal.

All practices and any event that would be scheduled during a vacation period is a voluntary activity for the student. A coach or sponsor of the activity will always make it known to the student that it is an optional practice with no penalty for missing the activity during school vacation.

Cafeteria

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Due to Federal Food Service Guidelines, students may not have commercially prepared meals or beverages, such as fast food, in the cafeteria during lunch period. Food or beverage, except for clear water bottles are not allowed beyond the cafeteria. Students are expected to clean up after themselves and put up seats when done eating. We are a peanut/nut free building.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

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

- The good conduct rule is in effect.

Media Center (HS)/ Information Center (MS)

The school media center is available to students during school hours. The media center is a place for study and research. It is not a place to socialize during school hours. During CC WIN time or Comet Core time the school media center will be a Quiet Zone.

Any material to be taken from the media center must be signed out at the circulation desk and be returned to the desk by the appointed time. Fines will be assessed for overdue books, magazines, and vertical file material. The first week will be free but each week following will cost the student \$.25 until the book is returned; the maximum overdue fine is \$1.00. Any student who loses a book will be held responsible to pay replacement costs.

Student Assistance Team

Charles City Community High School recognizes that students can experience a number of personal, behavioral/medical problems that can have an adverse affect on their behavior, conduct, or academic performance in school. The Student Assistance Team is designed to assist students who are experiencing difficulty with academic success or other problems. Such problems could include learning disabilities, physical illness or problems, emotional and psychological problems, family or legal problems, alcohol or other drug abuse, or other personal problems. The school becomes concerned when any of these problems, which may occur in a student or in a family member, repeatedly and definitely interferes with a student's school performance, or jeopardizes the health, safety, welfare, educational opportunity, or rights of other students or personnel.

Lost and Found

Any article that is found should be brought to the office immediately. Items not claimed (in a reasonable time) may be disposed of or donated to the appropriate organization.

CCHS Forums

The purpose of this platform provides a format and opportunity for parent comments, discussion, and input into CCHS related topics, activities, etc. This is not for making decisions, imposing policies, discussing personal, etc. but rather on open format to lead discuss topic that affect those enrolled in our district. A series of CCHS Forums will be conducted to organize the thoughts and feedback given by this group to be communicated with CCHS staff.

Counseling Program

The school district professional counseling program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

Royal Court Candidates

Any student that is currently ineligible because of a good conduct violation or does any act that would be a violation of the "standards of behavior" of this policy will not be eligible to be a king or queen candidate. Homecoming royalty candidates are not eligible to be Prom royalty candidates.

Citizenship

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact Principal.

Backpacks

Backpacks, book bags, and other appropriate sized bags will be allowed during the school day. They may be used to transport school appropriate items throughout the day. Students will be responsible to keep their bag out of the classroom aisle/walkway. A suspension of this policy will be given if not treated appropriately as deemed by administration. (MS Only: Carrying backpacks into the classroom requires teacher permission prior to entering the classroom.)

Office Hours

During the school year the office is open for students Monday through Friday - 7:30 a.m. to 4 p.m. Custodians will not open classroom doors for students before or after hours. Summer hours are Monday - Thursday 7:30 a.m. to 3:30 p.m. (Closed 12:00 to 12:30 p.m.) Office is closed on Fridays.

Standards of Conduct for Participation in Extracurricular and Co-Curricular Activities Grades 9-12

STATEMENT OF PHILOSOPHY

Participating in school-sponsored activities is a privilege. With this privilege goes responsibility. In order to remain a part of these activities, standards of conduct and scholarship must be met and maintained. Participation in these activities help students grow into quality citizens and leaders. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

STATEMENT OF PURPOSE

The purpose of this policy is to encourage and assist students in making responsible choices. This is accomplished by providing a framework that will support student conduct in meeting community expectations and their own highest potential. Therefore, each participating student will meet these standards, set by the Board of Education.

These standards are the minimum to be achieved. Individual coaches, directors, and other activity supervisors may impose more stringent expectations and consequences than those listed in this policy. All students who participate in co-curricular and extracurricular activities (including but not limited to athletics, cheerleading, band, orchestra, choir, speech and drama) will work to their highest potential, to work in the best interest of the group and/or team.

PROCEDURE FOR REPORTING VIOLATIONS

1. Violations occurring off school property and not at a school sponsored activity:

Parents or other members of the community may report violations to the appropriate law enforcement agency. All reports of violations received by the school district shall be referred to the appropriate law enforcement agency for investigation. No independent investigation of reported violations shall be made by the school district. The student's building principal or designee shall notify the parent/guardian of each student involved in the referral.

2. Violations occurring on school property or at school-sponsored events: Parents or other members of the community may report violations directly to the appropriate enforcement agency and are asked to also notify the school district of the action taken. All reports of violations received by the school district shall be referred to the appropriate law enforcement agency for investigation, but the school district may conduct an independent investigation of the violation. The student's building principal or designee shall notify the parent/guardian of each student involved in the referral.

STANDARDS OF BEHAVIOR

Students shall refrain from the behaviors listed below during the entire 365-day calendar year, both on and off school premises. A violation of these standards shall subject the student to the penalties described in this policy. Prohibited behaviors are as follows:

1. Possess, use, or distribute tobacco products
2. Sell, distribute, dispense, acquire, possess, use, consume, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or any other intoxicating liquor. "Use" includes having the odor of alcohol on one's breath.
3. Possess, use, purchase, or attempt sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.
4. Engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor traffic offenses, hunting, and fishing violation).

PENALTIES

Any student who is found to have violated the Code of Conduct Rule is subject to a loss of eligibility as follows:

First violation

- 8 dates of the interscholastic activities he/she is involved in
- 4 dates of the interscholastic activities he/she is involved in if the student admits to a violation within 5 calendar days of the violation
- 4 dates of the interscholastic activities he/she is involved in if he/she enrolls in an approved education program for evaluation and, if recommended, successful completion of the program
- 2 dates of the interscholastic activities he/she is involved in if the student admits to a violation within 5 calendar days of the violation and enrolls in an approved education program for evaluation and, if recommended, successful completion of the program

Second violation

- 12 dates of the interscholastic activities he/she is involved in
- 6 dates of the interscholastic activities he/she is involved in if the student admits to a violation within 5 calendar days of the violation
- **Required:** Successful completion of an approved education program

Third violation

- 1 calendar year of the interscholastic activities he/she is involved in
- 4 months of the interscholastic activities he/she is involved in if the student develops and successfully completes a restitution plan

Fourth violation

- 1 calendar year of the interscholastic activities he/she is involved in.

Notes of clarification:

1. Due to number of "dates" in the drama/speech program, ineligibility will be defined as the loss of 1 of the activities: individual speech, group speech, fall play, or spring play.
2. Ineligibility for clubs/organizations will be defined as the loss of 1 activity.
3. School Improvement and Class Officers' ineligibility will be defined as 45 days.
4. A student who is ineligible will not be allowed to enter an activity already in progress if the first practice has been held.

5. If the student is suspended from school (in-school or out-of-school), the student is also suspended from all extra-curricular activities for the duration of the suspension. If a game or performance takes place during this suspension, it will count as a date toward the student's Good Conduct violation.
6. If a student is academically ineligible and has a Good Conduct violation prior to the start of an interscholastic activity season, the student will complete their Good Conduct violation during their academic ineligibility. If a student is academically ineligible prior to the start of an interscholastic activity season and has a Good Conduct violation after the season begins, the student will complete their Good Conduct violation after the student is academically eligible.
7. Transfer students must be in good standing at their previous school and have met all transfer requirements.

PROCEDURE FOR IMPOSITION OF PENALTIES

The above penalties shall be imposed when a school administrator is made aware of a violation by one of the following:

1. Admission by the student
2. Notification from law enforcement officials, juvenile court services, or any other court process
3. Report from professional staff member

The student and the student's parent/guardian shall be notified by the student's building principal or designee of the penalty to be imposed. The student shall thereupon have the right to appeal this decision as provided by the due process provision of the student handbook.

ACADEMIC ELIGIBILITY (High School)

To be able to participate in an activity, the following "Scholarship Rule" must be in effect:

1. A student must receive credit in at least four subjects at all times.
2. A student must pass all and make adequate progress toward graduation to remain eligible.
 - If not passing all at the end of a grading period, a student is ineligible for a period of 30 consecutive days beginning on the first legal day of competition of the athletic event.
 - If not passing all at the end of a final grading period of the school year and a student is a bona fide contestant in baseball or softball, a student is ineligible for the next four weeks of that sport, but has eligibility in the fall.
3. If not passing all at the end of a grading period, a student is ineligible to participate in any competitive event sanctioned by the IHSMA or IHSSA or any IHSMA or IHSSA sponsored event that is non-graded (event does not affect course GPA) within a period of 30 consecutive days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.
4. A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's IEP.

Charles City School District Policy: (Local policy in addition to Iowa's Scholarship Rule)

1. **A student must receive a grade point average (GPA of 1.50 or above for the previous grading period to be eligible.**
2. **If a student is ineligible the period of ineligibility for 20 consecutive school days begins on the first legal day of competition of the athletic event or 30 consecutive school days for IHSMA or IHSSA events.**
3. **An academically ineligible student (due to Iowa's "Scholarship Rule") must have a current, in-progress GPA of 1.50 or above to become eligible following the period of ineligibility.**

Definitions:

1. Bona fide contestant: A 10th, 11th, or 12th grade student who has previously completed the season of the interscholastic athletic activity to which the student's period of ineligibility applies. A 10th, 11th, or 12th grade student is bona fide in the very first sport in which he/she participated during high school. All 9th grade students are bona fide in all sports.
2. Withdraw – W: A student may be withdrawn from a class for behavior or safety issues. A “W” is interpreted as a failure.
3. Administrative Withdraw: A student may be withdrawn from a class by an administrator because of attendance or other criteria determined by the administration. An “AW” is not interpreted as a failure.
4. IHSMA: Iowa High School Music Association
5. IHSSA: Iowa High School Speech Association

Date of Adoption: 01/12/81

Revised: 10/26/81, 10/26/92, 5/13/02, 11/13/06, 02/12/07, 12/08/08, 06/25/12

Reviewed: May 26, 2015, June 8, 2020

Standards of Conduct for Participation in Extra-curricular and Co-curricular Activities Grades 6-8

STATEMENT OF PHILOSOPHY

Participating in school-sponsored activities is a privilege. With this privilege goes responsibility. In order to remain a part of these activities, standards of conduct and scholarship must be met and maintained. Participation in these activities help students grow into quality citizens and leaders. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

STATEMENT OF PURPOSE

The purpose of this policy is to encourage and assist students in making responsible choices. This is accomplished by providing a framework that will support student conduct in meeting community expectations and their own highest potential. Therefore, each participating student will meet these standards, set by the Board of Education.

These standards are the minimum to be achieved. Individual coaches, directors, and other activity supervisors may impose more stringent expectations and consequences than those listed in this policy. All students who participate in co-curricular and extracurricular activities (including but not limited to athletics, cheerleading, band, orchestra, choir, speech and drama) will work to their highest potential, to work in the best interest of the group and/or team.

PROCEDURE FOR REPORTING VIOLATIONS

1. Violations occurring off school property and not at a school sponsored activity: Parents or other members of the community may report violations to the appropriate law enforcement agency. All reports of violations received by the school district shall be referred to the appropriate law enforcement agency for investigation. No independent investigation of reported violations shall be made by the school district. The student's building principal or designee shall notify the parent/guardian of each student involved in the referral.

2. Violations occurring on school property or at school-sponsored events: Parents or other members of the community may report violations directly to the appropriate enforcement agency and are asked to also notify the school district of the action taken. All reports of violations received by the school district shall be referred to the appropriate law enforcement agency for investigation, but the school district may conduct an independent investigation of the violation. The student's building principal or designee shall notify the parent/guardian of each student involved in the referral.

STANDARDS OF BEHAVIOR

Students shall refrain from the behaviors listed below during the entire 365-day calendar year, both on and off school premises. A violation of these standards shall subject the student to the penalties described in this policy. Prohibited behaviors are as follows:

1. Possess, use, or distribute tobacco products
2. Sell, distribute, dispense, acquire, possess, use, consume, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or any other intoxicating liquor. "Use" includes having the odor of alcohol on one's breath.
3. Possess, use, purchase, or attempt sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.
4. Engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor traffic offenses, hunting, and fishing violation).

PENALTIES

Any student who is found to have violated the Code of Conduct Rule is subject to a loss of eligibility as follows:

First violation

- 4 dates of the interscholastic activities he/she is involved in
- 2 dates of the interscholastic activities he/she is involved in if the student admits to a violation within 5 calendar days of the violation
- 2 dates of the interscholastic activities he/she is involved in if he/she enrolls in an approved education program for evaluation and, if recommended, successful completion of the program
- 1 date of the interscholastic activities he/she is involved in if the student admits to a violation within 5 calendar days of the violation and enrolls in an approved education program for evaluation and, if recommended, successful completion of the program

Second violation

- 6 dates of the interscholastic activities he/she is involved in
- 3 dates of the interscholastic activities he/she is involved in if the student admits to a violation within 5 calendar days of the violation
- Required: Successful completion of an approved education program

Third violation

- 1 current trimester and the next trimester
- 2 months of the interscholastic activities he/she is involved in if the student develops and successfully completes a restitution plan

Fourth violation

- 1 calendar year of the interscholastic activities he/she is involved in.

Notes of clarification:

1. Due to number of "dates" in the drama program, ineligibility will be defined as the loss of 1 play.
2. Ineligibility for clubs/organizations will be defined as the loss of 1 activity.
3. Student Council's ineligibility will be defined as 30 days.
4. A student who is ineligible will not be allowed to enter an activity already in progress if the first practice has been held.
5. If the student is suspended from school (in-school or out-of-school), the student is also suspended from all extra-curricular activities for the duration of the suspension. If a game or performance takes place during this suspension, it will count as a date toward the student's Good Conduct violation.

6. If a student is academically ineligible and has a Good Conduct violation prior to the start of an interscholastic activity season, the student will complete their Good Conduct violation during their academic ineligibility. If a student is academically ineligible prior to the start of an interscholastic activity season and has a Good Conduct violation after the season begins, the student will complete their Good Conduct violation after the student is academically eligible.
7. Transfer students must be in good standing at their previous school and have met all transfer requirements.

PROCEDURE FOR IMPOSITION OF PENALTIES

The above penalties shall be imposed when a school administrator is made aware of a violation by one of the following:

1. Admission by the student
2. Notification from law enforcement officials, juvenile court services, or any other court process
3. Report from professional staff member

The student and the student's parent/guardian shall be notified by the student's building principal or designee of the penalty to be imposed. The student shall thereupon have the right to appeal this decision as provided by the due process provision of the student handbook.

Date of Adoption: 01/13/97

Revised: 06/09/97, 08/14/00, 05/13/02, 12/11/06

Reviewed: 12/13/99, 04/08/02, 12/08/08, 06/25/12, 5/26/15, 06/08/2020