

School Board Presentations 2020-2021

Board Meeting Date	Presentation	Strategic Goal	Lead Presenter-Will bring staff and students to co-present
August 10			
August 24	Sticky Vision-Mission, Vision, Values	Equity and Achivement	Joe Taylor
September 14	Washington 2020 Vision	Equity and Achivement	Kara Shannon
September 28	Culture/Climate Review	Culture and Climate	Principals
October 12	Lincoln 2020 Vision	Equity and Achivement	Marcia DeVore
October 26	School to You Program	Equity and Achivement	David Voves
November 9	Middle School 2020 Vision	Equity and Achivement	Joe Taylor/Tom Harskamp
November 23	Healthy Campus Metrics	Culture and Climate	TBA
December 14	High School 2020 Vision	Equity and Achivement	Bryan Jurrens/Larry Wolfe
January 11	Equity Strategic Planning	Equity and Achievement	Mike Fisher
January 25	Activities Vision and Core Values Update	Culture and Climate	Todd Forsyth
February 8	Digital Content Delivery and Vision	Equity and Achievement	Bryan Jurrens/Larry Wolfe
February 22	Leader in Me	Culture and Climate	Kara Shannon and Marcia DeVore
March 8	ELL Programming	Equity and Achievement	Mike Fisher
March 22	LIT Program	Culture and Climate	TBA
April 12	Preschool and TK Programming	Equity and Achievement	Kara Shannon
April 26	Performing Arts	Culture and Climate	TBA
May 10	Student Teaching Institute	Equity and Achievement	David Voves
May 24	Healthy Campus Metrics Report	Culture and Climate	Campus Senior Leaders
June 14	StratOp Process	Equity and Achievement	Mike Fisher
June 28			
March 16th			

X to Y by When Goal Template for School Board Professional Learning (DRAFT)

WIG: (What is your Wildly Important Goal you want to achieve?)

The school board has a deep understanding of our mission, vision, values, and how it is being lived through our strategic plan and strategies each day.

X to Y by When

X-Current State: (Describe your current state around your goal 3-4)

1. Our vision is new; a deep need for understanding of the 2020 Vision
2. Our strategic plan is very robust and needs time and resources to deeply understand it
3. New strategies that need more clarity on how they will meet our mission/vision

Y-Desired State: (Describe your desired outcomes around your goal 3-4)

1. Deep understanding of the mission, vision, and values that they can be clearly articulated and utilized in decision making
2. Clarity on the strategic plan and understanding of how the strategies are being used to meet our mission, vision, and values
3. Understanding of the different and individual strategies being used to execute our strategic plan

When? By June 2021

Strategies: Professional Learning through presentations to the school board to meet our desired state. See schedule for the different opportunities. The presentations will use our established rubric and be a mix of leadership, staff, and student presenters.

[Link to PD Schedule for the Board](#)

[Board Presentation Rubric](#)

Charles City Community Schools 20-23
Equity StratOp Action Initiative Plan (Strategic Plan) DRAFT

X-Current Reality (Need additional input)

1. Oppressive states
2. Iowa Nice
3. Inequity in curriculum, social, economics, instruction, policy, systems, and adult/student behaviors
4. Inequity in racism, ableism, LGBTQ rights, paternalism, colonialism, Eurocentric hegemony
5. Inequity in empathy
6. Power groups that cause oppressive imbalances
7. Ignorance
8. Power structures
9. Fragility within the dominant power groups
10. Invisibility of some groups
11. Pervasive in organizations and community

Y-Desired Outcomes-12 month (By June 1st 2021)

1. Leadership confronts their own inequities, bias, and fragility
2. Create a clear vision for equity within our schools and family
3. Cadence of conversations with our staff/students around equity
4. Growing in empathy
5. Continue to fight for a diverse workforce
6. Create an attractive organization for diversity
7. Identify inequities
8. Begin to remove inequities
9. Begin to cultivate equity

Strategies to move from X to Y (This will be a multi-year project)

Step Number	Strategy	Who is Responsible	When	Status (Red/Yellow/Green) Trend Line	Date of Last Review
1	Seek and offer equity partnerships with other schools and community entities to join us on the journey	Fisher	August-October 2020	Yellow/Green-Trend Up	
2	Build an Equity Leadership Team of Staff/Students/Leadership/Board Members	Fisher	July 2020	Green	
2.5	Secure Funding from Board for this Work	Fisher/Pat	August 2020	Yellow	
3	Equity Audit of the School District	Fisher	August-January	Red	
4	Create a full Equity Vision	Fisher	August-June	Red	
5	Board of Education engaged in Equity Professional Learning	Pat	August-June	Yellow/Green-Trend Up	
6	Board Policy on Equity	Pat	April 1	Yellow	
7	Building Campus Equity Conversation Cadence				
8	Creating capacity for Leadership Team to lead equity coaching conversations		October-June	Red	
9	Equity content teaching to staff				
10	Equity content teaching to students				

LICENSE AGREEMENT

This License Agreement (this "Agreement") is entered into as of August 18, 2020 between Charles City High School ("District") and Agile Mind Educational Holdings, Inc. ("Agile Mind"). This Agreement describes the terms and conditions under which District has agreed to license from Agile Mind certain computer-based on-line learning programs, tools, and services of Agile Mind that the company makes available via access to Agile Mind's Internet servers ("Services").

1. PURCHASE OF SERVICES; PRICE

- a. District agrees to license the proprietary software programs (the "Licensed Course Programs") specified below for the specified number of students, teachers, and campuses for the following fees during the term of this Agreement for the following fee: \$40,295.40.

Math 1 – 150 student licenses
Math 2 – 120 student licenses
Math 3 – 75 student licenses
Advanced Math – 56 student licenses
10 teacher licenses
2 Full-day onsite advisor services over 3 years

- b. Subject to the terms and conditions of this Agreement, Agile Mind grants to District a limited, non-exclusive license to use the Licensed Course Programs as specified in paragraph 1.a. during the term of this Agreement. Use of the Licensed Course Programs includes access to and use of materials on portions of the Agile Mind Web site for those Licensed Course Programs ("Web site") (including use of materials available for printing on the Web site). District will be permitted to use (and may use) the Licensed Course Programs only for the number of students and teachers and only for the campuses and subjects specified in paragraph 1.a., except that (i) parents of the authorized students may use the Licensed Course Programs to assist the students and (ii) school administrators at the campuses may use the Licensed Course Programs to perform their administrator job responsibilities. As part of these conditions, District agrees that District will not, and will not authorize students or teachers (or parents or administrators) to:

- Print or make additional photocopies or electronic copies of Web site or printed pages for anyone, including students or teachers, unless those copies are for and essential to the instructional progress of a teacher or student licensed to use the Licensed Course Programs,
- Download, distribute or otherwise make available any part of any Agile Mind Web site, except for the downloading and printing of authorized materials for use by the authorized teachers and students (and the parents and administrators) as described in paragraph 1.a., or
- Share or distribute passwords or access codes.

- c. District may use the Web site, and any materials available on or printed from the Web site only as expressly permitted in this Agreement.
- d. This Agreement (and District's license to the Licensed Course Programs) shall terminate on June 30, 2023 provided that on July 1, 2023 and each successive July 1 thereafter, the License Agreement shall renew for a successive additional one-year period upon approval of both parties.
- e. District will remit the fees specified above directly to Porter Capital Corporation PO Box 12105, Birmingham, AL 35202 RE: Agile Mind Educational Holdings, Inc. or such other designee as indicated by Agile Mind from time to time. In addition, District will pay any sales, use and similar taxes relating to the Services. Proof of exemption from those taxes must be on file with Agile Mind

for any order to be treated as exempt from those taxes. District will pay the fees and taxes within Thirty (30) days from the date of invoice.

2. RETENTION OF RIGHTS

The Licensed Course Programs, together with the Web site and the software, content, data, and other materials used or made available by Agile Mind in providing the Licenses and any information in or derived from the foregoing (collectively, "Related Materials"), are proprietary and confidential to Agile Mind. District, including its teachers and students (together with the students' parents and administrators), may use (and agrees to use) the Licensed Course Programs and Related Materials only as specified in this Agreement, and agrees not to make any other use or any disclosure of the Licensed Course Programs or Related Materials. As part of this obligation, District may not modify, redistribute, sell, decompile or reverse engineer the Related Materials, or otherwise reduce any portion of the software included in the Related Materials to a human-perceivable form or seek to derive or use any algorithms, concepts, techniques, processes or methods embodied in the software. Agile Mind retains all rights as to the Licensed Course Programs and Related Materials (including copyright, trade secret, trademark and other intellectual property rights), and any implied rights are excluded and disclaimed.

3. AUTHORIZATIONS

Agile Mind represents and warrants that it is authorized to execute and perform this Agreement and that the individual signing for Agile Mind is authorized to sign on behalf of Agile Mind. District represents and warrants that it is authorized to execute and perform this Agreement and that the individual signing for District is authorized to sign on behalf of District.

4. INDEMNIFICATION

District acknowledges that it is responsible for the use of the Licensed Course Programs and Related Materials by District and its teachers and students (together with the students' parents and administrators), including compliance with District's own policies and procedures relating to the Internet. To the extent permitted by applicable law, District agrees to indemnify, hold harmless and (at Agile Mind's request) defend Agile Mind from any cause of action or other claim that arises from such use of the Licensed Course Programs and Related Materials.

5. CONFIDENTIALITY

Neither party shall disclose this Agreement or any of its terms and conditions to any third party without prior written notice to the other party, except to the extent a party is obligated by law or by a court of competent jurisdiction to make a disclosure, provided that the party subject to the obligation to disclose promptly notifies the other party and reasonably cooperates with the other party to limit the disclosure and use of the Agreement or its terms and conditions. In addition, a party may disclose this Agreement or its terms and conditions to actual or potential acquirers of, investors in, or sources of financing for all or any part of the party.

6. WARRANTY DISCLAIMER

Agile Mind will use commercially reasonable efforts to have the Licensed Course Programs licensed by District conform in all material respects to the functional description of the Licensed Course Programs on the Web site from which the Licensed Course Programs are provided. The Licensed Course Programs and Related Materials are otherwise provided "as is." **AGILE MIND DISCLAIMS ANY WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT OF THIRD PARTY RIGHTS.**

7. LIMITATION OF LIABILITY

Neither Agile Mind nor any licensor, content provider, supplier, service provider, trainer, consultant or other third party associated with Agile Mind will be liable (under any legal theory), for damages or otherwise, in

an amount that exceeds the payments actually made by District to Agile Mind under this Agreement. In any event, neither Agile Mind nor any such associated third party will be liable for incidental, consequential, indirect, special or other non-direct damages, or any lost profits or revenue, in connection with the Services or this Agreement.

8. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement relating to the subject matter hereof, superseding any earlier or contemporaneous understandings, covenants, conditions, representations, warranties, or other agreements (oral, written or otherwise). Each party acknowledges that it is not relying on any understandings, covenants, conditions, representations, warranties, or agreements other than as expressly set forth in this Agreement. Any modifications or amendments to this Agreement must be in writing signed by a duly authorized agent or representative of Agile Mind and District. As part of the foregoing, any contrary, inconsistent, or additional terms incorporated in any purchase order or other documents will not supersede the terms and conditions of this Agreement.

9. TERMINATION OF AGREEMENT

Either party may terminate this Agreement, with or without cause, in accordance with Section 1.d above. Sections 2 and 4-12 will survive expiration or termination of this Agreement. Termination or expiration will not affect Agile Mind’s right to payment for (and District will pay) fees and other amounts, including fees for the Services.

10. NON-ASSIGNMENT OF AGREEMENT

District may not (and shall not) assign or otherwise transfer this Agreement or any right under this Agreement or grant any sublicense of any right under this Agreement. Any attempted assignment, transfer, or sublicense shall be void. Agile Mind may assign or otherwise transfer this Agreement but only as part of a merger, asset sale or other transfer involving the portion of Agile Mind’s business to which this Agreement relates.

11. GOVERNING LAW

This Agreement shall be construed and enforced in accordance with the State of Delaware. Any action or proceeding brought by either party against the other arising out of or relating to this Agreement shall be brought only in a state or federal court of competent jurisdiction in the State of Delaware.

12. NOTICES

All notices and other communications required or permitted under this Agreement shall be served in person, by US Mail, or Federal Express or equivalent carrier at the following address:

If to Agile Mind:

Agile Mind Educational Holdings, Inc.
1705 W. Northwest Hwy
Suite 160
Grapevine, TX 76051
ATTN: Laurie Mayhan
866-284-4655
Fax: 817-442-8351
lmayhan@agilemind.com

If to District:

School or District Name: _____

ATTN: _____

Street: _____

City/State/Zip: _____

ACKNOWLEDGED AND AGREED:

Agile Mind Educational Holdings, Inc.

District:

Signature

Linda Chaput

Print Name

Chief Executive Officer

Title

Signature

Print Name

Title

Phone

E-Mail

2020– 2021

Charles City Elementary Handbook



**CHARLES CITY
COMMUNITY SCHOOLS**

*Our mission is to engage, inspire, and empower
students and staff in order to maximize learning.*

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Mission Statement

The mission of the Charles City Community School District is to engage, inspire, and empower students and staff in order to maximize learning.

Handbook 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.

Equal Educational Opportunity

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

Section 504 Notice of Nondiscrimination

Students, parents, employees and others 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, creed, 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, creed, 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:

Superintendent
500 N Grand Ave
Charles City, IA 50616
(641)257-6500

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

Formerly policy: 602.1 Educational Equity

Date of Adoption: November 9, 1992 Revised: November 14, 1994, April 14, 2003, September 10, 2007, November 11, 2013

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

Student Records Access

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent:

- a. the student's name, address, email address, and telephone number
- b. the student's date and place of birth
- c. the student's grade level, enrollment status, and major field of study

- d. the student's participation in officially recognized activities and sports
- e. the weight and height of members of athletic teams
- f. the dates of attendance
- g. degrees and awards received by the student
- h. the most recent previous school or institution attended by the student
- i. student's id number, user id, or other unique personal identifier
- j. photographs and likenesses of the student
- k. other similar information

Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by September 1 to the principal. The objection needs to be renewed annually.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

The School District may share any information with the Parties 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 Parties 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.

Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

Definition of a Homeless Child

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 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.

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 food service office at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate persons in the event the parents cannot be reached. Parents must update Powerschool information or notify the office if the information on the emergency form changes during the school year.

School Day

Regular school hours are from 8:20-3:30. Students eating breakfast may enter the building at 7:50. Breakfast is available from 7:50-8:15. Students not eating breakfast may enter the building at 8:00. Due to safety reasons, students should not be on school grounds or in the school building before 7:45 a.m. or after 3:40 p.m. unless they are under the supervision of an employee or activity sponsor.

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.

Parents who know their student will be absent must notify the office prior to the absence. This can be done through note, phone call, email, or face-to-face. If advance notification is not possible, parents must notify the elementary office on the day of the absence prior to 8:30 a.m. If notification is not received, the office will attempt to contact the parent. Students arriving between 8:20-10:00 will be counted tardy. Students who report to school after 10:00 AM will be counted absent for a half-day. Students leaving before 1:30 will be counted absent for a half-day.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day begins must check in at the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents or has received a telephone call from a parent.

Students are responsible for arranging to make up missed school work. Students with prior knowledge of an absence must make arrangements with their teachers in advance to make up schoolwork.

The school determines whether an absence is excused, verified, or unexcused.

1. **Excused absence**-based on professional documentation. Professional documentation may include documentation from doctor, dentist, other health professional, court, or DHS. (If known in advance, the expectation is that school will be notified and make-up work will be completed prior to the absence.)

2. **Verified absence**-based on information provided by parents. This may include student illness when not seen by doctor, funerals, family trip, family emergency, spectator trip to a state tournament, etc. (If known in advance, the expectation is that the school will be notified and make-up work will be completed prior to an absence.)
3. **Unexcused absence**-any time a student is not in attendance and does NOT have a note from a professional or a note from a parent. If a child does not show up for the school day and the parent does not notify the school, this would be unexcused. If the school calls the parent and does not get an answer from the parent, this is also unexcused.

Repeated absenteeism will be addressed by the building attendance board/problem-solving team. Parents will be contacted when attendance concerns occur. The following action plan will be put in place to help resolve the issue of excessive absences.

1. After 3 unexcused or verified absences, the classroom teacher will make a phone call home.
2. After 6 unexcused or verified absences, a letter will be sent to parents, and the student will participate in an attendance small group with the counselor.
3. After 9 unexcused or verified absences, the counselor and/or principal will contact the student and parent/guardian in an attempt to resolve the issue.
4. After 12 unexcused or verified absences, a request for a formal meeting at school or home to revisit student's attendance goal will be made. At this time, academic progress and attendance history will be discussed and a formal attendance plan may be made.
5. After 16 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".
6. After 18 unexcused and verified absences, 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.
7. 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, or as modified to accommodate individual situations as determined by and/or at the discretion of the student's building administrator.

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).

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified by SchoolMessenger, district social media, and the following local media:

Radio Stations:

KCHA	1580 AM or 95.9 FM	Charles City
KLSS	106.1 FM	Mason City
KAUS	1480 AM or 99.9 FM	Austin

TV Stations:

KIMT	3	Mason City
KWWL	7	Waterloo
KCRG	9	Cedar Rapids
KAAL	6	Austin

The missed day may have to be made up at a later date. 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.

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, prescriptions, 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 Lincoln or Washington offices.

Immunizations

Prior to starting kindergarten; the parent/guardian must provide proof of immunizations. Students transferring into the school district must provide proof of immunizations or a provisional certificate will be issued but expires sixty (60) days after entering school. Only for specific medical or religious purposes are students exempt from the immunization requirements. The proper form for exemptions must be filled out and notarized. Students not in compliance with Iowa Department of Public Health immunization requirements may be excluded from school.

Physical, Dental, and Vision Examinations

Students are recommended to have a physical and dental examination prior to entering Kindergarten. All Kindergarten and 3rd grade students also need to have their vision screened and provide proof of screening to the school. There are many ways to have your children screened, including a doctor, optometrist, or school nurse.

Emergency Drills

Periodically the school holds emergency fire, tornado, and intruder drills. At the beginning of each year, 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

Students may need to take prescription or non-prescription medication during school hours. The **PARENT**, not the student, will transport any medication to and from school. The school must know the medications a student is taking in the event the student has a reaction or illness. Written instructions for administration of the medication, as well as parental authorization to administer the medication, must be provided.

Medication is held in a locked cabinet and distributed by trained personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable)

Unless a specified time is written, noon will be considered during the lunch hours. 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.

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.

Requests for PRN (as needed) medications such as Tylenol, decongestants, antihistamines, etc. will be granted on a short term basis. A physician order may be requested should usage be deemed excessive by the nurse assessment.

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 at school per parent request.

Life-threatening Allergy Policy (Code No. 507.10R)

Classroom teachers, instructional assistants, and parents of students in classrooms where one or more students have a life-threatening allergy will be notified of these allergies at the beginning of the school year. The Charles City Community School District is peanut-aware for grades PK-8. At Washington Elementary and Lincoln Elementary, nuts and nut products may not be brought to school.

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. 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.

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. It is recommended that students be vomit and diarrhea free for 24 hours before returning to school.

Physical Education Excuse Policy

If a student must be excused from physical education because of medical reasons, a written note from a doctor, parent or guardian must be sent with the student, and it applies only for the date(s) mentioned in the excuse. After three parent or guardian excuses, a doctor's excuse may be required.

Medication Permission Form

CHARLES CITY COMMUNITY SCHOOL DISTRICT
PERMISSION FOR GIVING MEDICATION AT SCHOOL

Student Name _____ **Grade** _____

Medication _____ **Route:** Please circle: oral, eye/nose drops, inhaler

Dosage _____ **Time Given** _____

Start Date _____ **Ending Date** _____

Can this information be shared with staff who serve your child? **Yes or No**

Do you want this medication given when school starts late or dismisses early? **Yes or No**

Do you want this medicine given when school begins 1 or 2 hours late? **Yes or No**

Illness or condition requiring medication _____

Parent Signature _____ **Date** _____

For staff giving medication

Initials	Signature

Medication disposed: Date _____ Number _____ Initials _____ Witness _____

Recess Policy

Recess is a part of the daily schedule at the elementary level. All students are expected to participate in outside recess. Only those students who have a dated medical excuse presented to school personnel, or who have prior approval from their teacher or the principal will be allowed to stay inside for recess. Recess is held indoors when there is inclement weather and when the wind chill factor is 0 degrees or below. Students are expected to dress appropriately for the various seasons.

Head Lice

If your child is found to have head lice, a phone call will be made to notify a parent or guardian. Prompt, proper treatment of this condition is recommended and is in the best interest of the child and his or her classmates. You are encouraged to pick up your child from school, but if that is not possible, your child can remain in school and will be advised to not be in direct contact with other students. The school recommends treating your child before they can return to school the next day. Confidentiality of your child will be maintained and a letter will be sent home only if there have been several cases found in one classroom.

Communicable Diseases

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

When appropriate, parents of students in the affected child’s homeroom will be notified of any contagious disease that has been identified so they can be watchful for any similar symptoms in their child(ren). Due to confidentiality issues, names of involved students will not be released.

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 nurse.

Health Screenings

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

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 641-257-6560 as its Level I investigator. She may also be contacted directly.

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 office.

Assemblies

Throughout the year the school district sponsors school assemblies. 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, for disciplinary reasons, the privilege is taken away.

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.

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.

Students attend field trips unless, for disciplinary reasons, the privilege is taken away. Prior to attending a field trip, parents must check the appropriate box on the student registration form.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the school board. Funds raised remain in the control of the school district or the Parent Teacher Organization. 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.

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 principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

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.

Behavioral Expectations

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, or regulation may result in disciplinary action.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations 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, loss of recess and/or special activities, detention, suspension, probation and expulsion. 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, and regulations 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 Lincoln or Washington office for information about the current enforcement of the policies, rules, and regulations of the school district.

Disciplinary action and/or restitution may occur for student conduct violations, such as the following:

Abusive/Inappropriate Language	Property Damage/Vandalism	Theft
Fighting	Use/Possession of Illegal Substances	Disrespect
Physical Aggression	Use/Possession of Dangerous Weapons	Dishonesty
Unauthorized Departure	Harassment/Bullying	Technology
Violation		

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

In rare instances of extreme behaviors, to communicate expected standard of conduct

Search and Seizure

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds to suspect 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,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures 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:

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

Personal Searches

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, bookbags, 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.

Locker and Desk Inspections

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 insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or 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 and articulable 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.

ACCEPTABLE USE AGREEMENT–ELECTRONIC INFORMATION RESOURCES

The Board of Directors of the Charles City Community School District is committed to making available to students and staff members access to a wide range of electronic information resources, equipment, and software, including computers, a wide area network, local area network, 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 District's computers, network, and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material created, accessed, transmitted, and/or posted through the use of its computers, network, and/or internet connection. The District's computers, network, and/or internet connection are the property of the District and no student or staff member shall have any expectation of privacy in any materials therein.

Access to the District's computers, network, and the internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have an acceptable use agreement on file prior to having access to using the District's computers, network, and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, network, and the internet, they may still be exposed to information from the District's computers, network, and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that users are not accessing inappropriate sites, as required by the Children's Internet Protection Act, that have visual depictions that include obscenity, child pornography or, with respect to student users, are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The use of the District's computers, network, and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, network, and internet access. Students' and staff members' use of the District's computers, network, and internet access shall comply with all District policies and regulations. To the extent practical, steps shall be taken to promote the safety and security of student users of the District's computer network and internet access when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications; discourage unauthorized access, including so-called "hacking," and other unlawful activities by student users; and prevent unauthorized disclosure, use, and dissemination of personal identification information regarding student users.

Inappropriate use and/or access or other violation of this policy will result in the restriction and/or termination of the privilege to access the District's computers, network, and/or the internet, and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Students and staff members 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.

The District's technology coordinator may close a user account or restrict use of the District's computers, network, and/or the internet or other technology resources at any time and District administrators, faculty, or staff may request the technology coordinator to deny, revoke, close, suspend, or otherwise restrict user

accounts and/or privileges. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's network, and the internet. The District reserves the right to charge a student or staff member for damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files; the malicious attempt to alter any computer settings that may impact the District's network; or, any attempt to hack into or otherwise gain unauthorized access to the District's network, computers, or devices. Fines or other charges may also be imposed as a result of loss, misuse, or damage to the District's computers, network, internet and/or other technology resources by a student or staff member. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, network, and the internet.

Acceptable Use

The following are rules for acceptable use by the District's students and staff of the District's computers, network, and the internet, or any other technology resources or systems belonging to the District:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, color, creed, national origin, sex, sexual orientation, socio-economic status, gender identity, age, disability, religious or political beliefs, or any legally protected trait or characteristic. Do not use profanity or vulgarities or any other similarly inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, 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 will cause the violation of lawful school regulations.
- Do not access, create, disseminate or solicit sexually oriented messages or images.
- Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not repaste a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.
- If you transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer, the District can under no terms be held responsible for that loss of information or data theft.
- Do not use the District's computers, network, internet, and/or other technology resources or systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and child pornography.
- Access to social networking sites (i.e. myspace, facebook) may be limited or blocked during the school day if found to be disruptive in the classroom.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
- Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or network. Do not install any software on the hard drive of any District computer or on the District's local area network or run any personal software from either CD-ROM, DVD or other

storage media or alter or modify any data files stored on the District's computers or local area network without prior permission and supervision from the technology coordinator or other appropriate personnel.

- Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.
- Do not use any encryption software from any access point within the District.
- Do not access the internet from a school-issued device by using a non-District internet service provider within the District's locations.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.
- Do not access the District's computers or secure network from a non-District computer or device without prior authorization from the Technology Department or other appropriate personnel.
- Do not disable or circumvent or attempt to disable or circumvent filtering software.
- Do not play any games or run any programs on District computers that are not related to the District's educational program during the school day without prior authorization from Administration, Faculty or the Technology Department.
- Do not vandalize the District's computers, or its network, or other technology resources or systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy or maliciously modify data stored on the District's computer equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that is intended to disrupt the operation of the District's computers or network or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on-line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. consuming internet bandwidth for personal use).
- Do not use the District's computers, network, and/or other technology resources or systems for any commercial or for profit purposes, personal or private business, product advertisement or political lobbying.
- Do not use the District's computers, network, internet, and/or other technology resources or systems to create, access, download, transmit, and/or disseminate any of the following: material which is in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.
- Do not plagiarize information accessed through the District's computer, network, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, network, and/or the internet.

All student use of the District network and/or internet system on personal cell phones or other personal digital devices used by students while on District property is subject to the provisions of this policy and other applicable District policies. Students may not use the District's network, internet, and/or technology

resources or systems to share or post personal information about, or images of, any other student, staff member or employee without permission from that student, staff member or employee. If a student is found to have abused a personal cell phone or digital device in a manner that is not in accordance with the Acceptable Use Policy or any other applicable District policy, in addition to other disciplinary actions, the administrator may ban the students' use of any and all personal cell phone or digital devices while on District property.

To the extent practical, it shall be the responsibility of all members of the District staff to educate, supervise and monitor appropriate usage of the District's online computer network and access to the Internet in accordance with this policy and applicable laws. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

Age-appropriate training for students who use the District's Internet facilities will be provided. The training provided will be designed to promote the District's commitment to:

- A. The standards and acceptable use of Internet services as set forth in the District's Internet Safety Policy;
- B. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on-online, on social networking Web sites, and in chat rooms;
 - iii. cyberbullying awareness and response.
- C. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies. Although reasonable efforts will be made to make sure students will be under supervision while on the District's network it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred. Students will be able to access the District's computers and network, including use of the internet, through their teachers and/or appropriate supervisors.

Individual electronic email addresses may be issued to students. E-mail usage must follow the same privacy, ethical, educational, legal, and other considerations observed regarding other forms of communication. Parents will be required to either sign or electronically acknowledge a permission form to allow their students to access the District's computers, network, and the internet. Students and staff members will acknowledge they have read and understand the District's policies and regulations regarding appropriate use of the District's computers, network, and the internet, that they will comply with the policies and regulations, and that they understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, network, internet access, and/or other technology resources or systems without prior notice, including, but not limited to, monitoring sites students and staff visit on the internet, examining and copying computer files, and reviewing and copying e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and internet activity including any logs, data, e-mail, storage disk or device and/or other computer related records of any user of the system. To the extent that any computer or telecommunications activities are regulated by state or federal law, the District will observe all regulations imposed upon it. If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. No student

or staff member shall have any expectation of privacy in any computers, network, internet access, and/or other technology resources or systems that are the property of the District. The use of e-mail is limited to District and educational purposes only. Students and staff have no right to privacy in anything they create, store, send, disseminate or receive on the District's computers and network, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by any reason, including but not limited to negligence or omission. Individual users are solely responsible for making backup copies of their data.

The District also is not responsible for the accuracy of information obtained by a user's access to the internet. Any risk and/or damages resulting from information obtained from the District's computers, network, and/or internet access is assumed by and is the responsibility of the user. If any user gains access to a service via the internet which has a cost involved or otherwise incurs costs which are not authorized by the District, said costs will be the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, network, and the internet.

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. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal 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.

Care of School Property

All school grounds and buildings have been designated by School Board policy to be Tobacco Free Areas.

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.

School administrators or their designees have the right to request any uncooperative or unruly person(s) to leave school property.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-alike substances; and possessing or using tobacco, tobacco products or look-alike substances. Weapons or look-alikes (water guns, toys, etc.) 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 firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

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.

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.

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 building principal.

Electronic/Technological Devices

Because of the disruptive and distracting nature of cell phones and other communication devices, students may not use these devices in school. If cell phones are brought to school, they must be turned off and left in the office or with the classroom teacher during school hours. School phones are available to students when needed. Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date. 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. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

Posting of Information

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

Harassment/Bullying

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

The definition of harassment and bullying in the law is: “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:

1. Places the student in reasonable fear of harm to the student’s person or property.
2. Has a substantially detrimental effect on the student’s physical or mental health.
3. Has the effect of substantially interfering with a student’s academic performance.
4. 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.

Trait or characteristic of the student includes but is 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.

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.
- 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, using the district’s harassment/bullying form available on the school website. Include the following information;
 - 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.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

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

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

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

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 building 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.

Curriculum

Reading/Language Arts – The Charles City CSD is implementing the Iowa Core Curriculum in English/Language Arts. The Core focuses on reading, writing, listening and speaking, as well as foundational skills. The district is using *Units of Study for Teaching Reading* and *Units of Study in Opinion, Information, and Narrative Writing*, along various supplemental resources, including high quality children’s trade books, and research based instructional strategies to meet the rigorous expectations of the Iowa Core.

Mathematics – The Charles City CSD is implementing the Iowa Core Curriculum in mathematics. The Core focuses on both mathematical understanding and procedural skill. To meet the rigorous expectations of the Iowa Core, the district has adopted the 2017 *Investigations in Numbers, Data and Space*, along other various supplemental resources to provide rich mathematical and problem-based instructional tasks. Considerable time is given to the application and use of math skills, problem solving, and quantitative reasoning exercises.

Social Studies - The Charles City CSD is in the process of implementing the Iowa Core curriculum in social studies. The 2003 Harcourt social studies textbook continues to be used as appropriate to meet each grade level theme: Kindergarten - Spaces & Places; 1st grade - Communities & Cultures; 2nd grade - Choices & Consequences; 3rd grade - Immigration & Migration; and 4th grade - Change & Continuity. Teacher-generated materials will also be used to supplement the class as necessary.

Science - Each grade level will use three to four units aligned to the Next Generation Science standards to meet curriculum guidelines. Inquiry-based FOSS kits or other inquiry based kits are used at various grade levels. The kits use inquiry and investigation techniques help students develop science concepts for themselves.

Physical Education and Health - Physical education is a basic requirement for all students K-4. Physical development and body control are basic to the instructional program. Fitness and skills are stressed through organized gymnastics and organized game play.

Art - The art program is a comprehensive program K-4 which helps the child with creative expression, artistic development, development of critical skills and the appreciation of art through various mediums.

Music - General music is taught TK-4th grade using First Steps, Conversational Solfege, and Kodaly. These methods focus on creating tuneful, beautiful, and artful musicians as well as grow and strengthen their sight reading and singing skills. All of the methods used provide a well-rounded and diverse experience for all students. This is a progressive program that builds throughout the student's elementary career focusing not only on music theory but the love and joy that music can bring.

Instrumental music begins in fourth grade with everyone being introduced to a wide variety of instruments. Students begin playing instruments at the end of 4th grade, with lessons offered during the summer and continuing into 5th grade.

Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter. Students and parents who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Academic Honors

The school district honors students who excel academically.

Cornerstones of Character

Respect

Show respect for diverse individuals and groups
I am considerate of the feelings of others.
I use good manners, not bad language.
I deal peacefully with conflict

Citizenship

Display effective cooperative skills
I care about my school and community.
I obey school and community laws and rules.
I interact positively with others.



Responsibility

Demonstrate appropriate choices and accept consequences
I resist negative peer pressure.
I use self-control.
I am reliable - I do what I say I will do.

Effort

Display positive effort toward learning
I always do my best.
I do not give up - I keep trying.
I am motivated to achieve.

Three and Four Year Old Program

The four year old program is a state funded program through the Statewide Voluntary Preschool Program (SWVPP) grant and serves students four years of age. The district offers a full day session Tuesday-Friday. The program also follows the SWVPP guidelines and uses The Creative Curriculum. An optional extended-day program is offered in conjunction with TLC: The Learning Center before and after school, all day Mondays, and no school days/snow days.

Three year old students that have an *Individualized Education Plan (IEP)* may enroll in the three year old early childhood special education program. The program also follows the SWVPP guidelines and uses *The Creative Curriculum*.

Transitional Kindergarten

Transitional Kindergarten is year one of a two-year kindergarten program that builds a bridge between the preschool years and kindergarten. This full-day, everyday program acts as a building block to the more structured academic setting of kindergarten. Instruction will focus on Iowa Early Learning Standards, with a strong emphasis on social, emotional, and behavioral growth, along with literacy and numeracy. During year two, students participate in the traditional kindergarten program.

Transitional Kindergarten is designed for (but not restricted to) students who turn 5 in late spring/summer and may not be socially, developmentally, and/or academically ready for traditional kindergarten.

Kindergarten

The Charles City Community School District faculty believes that a high quality kindergarten program provides a safe and nurturing environment that promotes the physical, social, emotional, and intellectual development of the children we teach. We firmly believe that learning is an interactive process and we are continually striving to build a developmentally appropriate program.

Our curriculum is planned to be appropriate for the developmental age span of the children within our groups. When we implement this curriculum we pay close attention to the individual children, focusing on their different needs, interests, and development levels. Our plan develops children's self-esteem and encourages a positive attitude towards learning. We communicate our curriculum to parents through a weekly newsletter, events, and programs throughout the year.

The kindergarten schedule varies to meet the needs and interests of our children. Our curriculum includes opening exercises, writer's workshop, developmental activities projects, math, science, storytime, whole language activities, centers, reading readiness, recess, lunch, P.E., art, music, computer lab, library, thinking skills (TAG program), and various thematic units. Kindergarten is all-day, every-day.

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 could result in the loss of class credit and a failing grade in the class.

Standardized Tests

Students are given standardized tests to determine academic progress for individual students, for groups of students, for the school district, and to comply with state and federal law. Students in grades 3 and 4 take the *Iowa Statewide Assessments of Student Progress (ISASP)* annually in April. Multiple other assessments have been designated to measure Iowa Core and district developed standards and benchmarks. Charles City CSD uses *Formative Assessment System for Teachers (FAST)* to provide universal screening and progress monitoring for all elementary students in the area of reading.

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 Superintendent's Office for information and forms.

Section 504 of the Rehabilitation Act of 1973

It is the policy of the Charles City Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of this district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under the policy even though they do not require services pursuant to the "Individuals with Disabilities Education Act (IDEA)".

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 the building principal.

Title I Compact

The elementary schools are eligible for school-wide funding from the Federal Title I Program. This program requires that parents and teachers develop a compact or expectations for all persons involved in helping students be successful. The following are those expectations in the form of a compact.

THE STUDENT shall:

- Believe that he/she can learn and WILL learn;
- Show respect for himself/herself, the school and other people;
- Obey rules of good conduct and be responsible for his/her own behavior;
- Take pride in the school and help keep it safe;
- Attend school regularly and prepare to learn;
- Work cooperatively with other students and adults;
- Always do his/her best.

THE TEACHER shall:

- Believe that ALL students can learn;
- Show respect for all children and their families;
- Demonstrate professional behavior and a positive attitude;
- Provide meaningful and appropriate learning activities in a safe and positive environment;
- Help all children grow to their fullest potential;
- Enforce school and classroom rules fairly and consistently;
- Seek ways to involve parents in the school programs;
- Regularly provide progress reports to students and parents;
- Maintain active communication with students and parents.

THE PARENT/GUARDIAN shall:

- Provide a home environment that encourages their child to learn;
- Monitor their child's television viewing and encourage reading at home;
- Talk with their child regularly about school activities;
- Help maintain their child's physical, mental, and emotional well-being;
- See that their child attends school regularly and on time;
- Show respect and support for their child, the school and its staff;
- Volunteer time at my child's school;
- Communicate regularly with their child's teachers.

THE PRINCIPALS shall:

- Encourage teachers to meet students' individual learning needs;
- Support teachers in making instructional decisions;
- Provide students a role model of socially appropriate behavior;
- Establish an environment of positive communication for all participants.

Telephone Use During the School Day

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 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 from the principal.

Visitors and Guests

You are most welcome to visit your child's school as often as you like. You should visit once or twice each year to meet the teacher and review your child's progress in school. We strongly suggest a call to the teacher before you plan your visitation to check on class schedules, field trips, or other activities. Several short visits are preferable to one lengthy visit.

We urge you to refrain from bringing non-enrolled children to visit school. They are most often a distraction to you and the pupils in the class.

Visitors to the school grounds must check in at the elementary office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit.

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.

If there are any legal custody limitations or restrictions that would affect school attendance or visitations, legal documents need to be provided to the school by the parent.

School Breakfast and Lunch

Both breakfast and lunch are offered to all children attending school. We use the School Dining System which utilizes family accounts - one deposit and all family members draw off the one account. Accounts must be kept current and with internet access, your account can be monitored.

Applications are available in our Food Service office, located next to the Superintendent's office, for those that may qualify for free or reduced price meals.

Parents are encouraged to send healthy items for sack lunches. Items such as pop and meals/food purchased at fast food restaurants are not allowed in the school cafeterias.

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.

Failure to comply with the behavior code means the students' privilege to ride may be restricted as outlined in the steps below. If the violation is serious; the student may be immediately disciplined at a higher step.

STEP 1 Verbal warning to student/may assign seat

STEP 2 Warning with student/seat assignment. Driver will complete a discipline referral and a copy will be mailed to the parent. The student, principal, driver, and transportation director will meet.

STEP 3 Written notification will be given to parents and principal that the student has been suspended from riding the bus for a minimum of 3 days.

STEP 4 **Severe/Behavior Incident Clause**

Student will automatically lose bus riding privileges for the remainder of the school year if found guilty through an administrative investigation. This is an action that will occur immediately if the incident is serious and/or jeopardizes the safety of the driver or passengers.

The transportation director (in conference with the driver and building administrator) may put on hold and later waive any of the above-mentioned disciplinary actions pending a suitable restitution plan submitted by the student and his/her parent/guardian.

BASIC BUS RULES

1. RESPECT
 - a. Use a quiet voice
 - b. Maintain personal space
 - c. Follow driver/adult directions
2. RESPONSIBILITY
 - a. Remain is seat
 - b. Keep track of your own things
 - c. Report problems to driver
3. EFFORT
 - a. Follow all safety rules
 - b. Be on time - 10 minutes before or after scheduled time
4. CITIZENSHIP
 - a. Be helpful to others
 - b. Keep bus clean
 - c. Greet and thank the bus driver

Media Center

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. Students are expected to conduct themselves as if they were in class while in the media center.

The library/media center is truly the hub of the school program. Reading is vital to any pursuit in life, we urge your support of the Library Reading Program. We have the check-out system of loan books. All we ask is your cooperation in caring for books which pupils check out and that they will be returned at their due date. Fines will be assessed against excessive damage or loss of books.

In addition to the book loan program we have a fully integrated library skills program.

Building Problem Solving Team

The school district, in its educational program, has a process to assist students experiencing behavior, learning difficulties, and/or attendance concerns. The Elementary Student Assistance Resource Committee (ESARC) is responsible for this process.

Each building's Elementary Student Assistance Resource Committee meets on a regular basis to discuss individual student performance issues. Representatives from the Area Education Agency 267 (AEA 267) may also assist the school district in this process. Any parent wishing to utilize these services should contact their child's homeroom teacher.

General Education Intervention (GEI) Process

The General Education Intervention (GEI) process is available to all students. This process is interactive and ongoing. It involves teams of individuals collaborating with one another to create academic/behavioral intervention designed to meet the diverse needs of individual students. Members of GEI teams include parents, educators, caregivers, administrators, AEA 267 support staff, and others who are knowledgeable about the educational needs of a student.

The purpose of our GEI process is to identify and implement academic/behavioral intervention strategies that address individual student needs in general education classroom settings. The GEI process involves direct and frequent monitoring of student progress in the area of concern. It is also part of the assessment process that is used to determine whether or not a student needs to be considered for special education services.

Lost and Found

Contact the office for lost items.

Parent/Teacher Organization

Parents wishing to serve on the *Charles City Elementary Parent/Teacher Organization* (PTO) should contact the building office. Names will be referred to the appropriate personnel. PTO meetings are held the first Tuesday of each month at 5:30 PM in the Washington Elementary library.

Parent Advisory Committee

A parent advisory committee for the elementary schools meets periodically during the year, as needed. Parents interested in serving on the elementary parent advisory committee should contact the building principal at Lincoln Elementary 641-257-6560 or Washington Elementary 641-257-6570.

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.

Teacher and Paraprofessional Qualifications

Parents may request, and the district will then provide, certain information on the professional qualifications of the student’s classroom teachers and paraprofessionals providing services to the child. Credential information is available by contacting the Superintendent's office, 500 North Grand Avenue, 641-257-6500.

Parents will be notified in writing if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not considered highly qualified.

Guidance Program

The Charles City Elementary Guidance and Counseling Program consists of three components: lessons provided by the homeroom teacher and/or counselor, a student assistance program, and two certified counselors.

The role of the certified counselors includes:



When your child and/or you might see the school counselor:

- | | | |
|-------------------|-------------------|---|
| Family changes | Personal problems | Death or serious illness in the family |
| Conflicts | Abuse concerns | Making, keeping, and treatment of friends |
| Behavior concerns | Self-improvement | Decision making skills |
| Fears | Happy occasions | Just because you want to |

At the request of your child, you, the teacher, the student assistance team, or other referral.

The Elementary Guidance Counselors welcome your visits and calls. We are here to be helpful to your children.

Lincoln:	Mrs. Hagensick	257-6560
Washington:	Mrs. Thomson	257-6570

Parent and Family Engagement Policy

The Charles City Community School District has a comprehensive educational program to support literacy learning. This literacy program is comprised of a challenging and diverse general educational curriculum, delivery of that curriculum through the use of multiple instructional strategies and specialized services provided through Title I. The Charles City Community School District Title I Program delivers services to students in need of additional supports in literacy learning and is focused on meeting the academic, social, and emotional needs of each eligible student. Parent and family engagement is an important component of a student's success in school.

- (1) The Charles City Community School District Title I Program recognizes the importance of parent/family involvement in the planning and delivery of student support services. Parents and families are involved in the development of CCCSD Title 1 plan, the process for school review of the plan and the process for improvement; The vehicle used to accomplish this will be the School Improvement Advisory Committee (SIAC). If the schoolwide program is not satisfactory to the parents of participating children, they may submit comments to the SIAC.
- (2) The District provides coordination, technical assistance and other necessary support in the planning and implementation of family involvement activities. The District also provides training and materials for families to support student learning. Educators are provided strategies for involving families and for developing meaningful roles for community organizations and businesses to contribute to student learning as part of yearly professional development.
- (3) The District, to the extent feasible, through the Elementary Positive Behavior & Intervention Support (PBIS) Tier 1 Team oversees the coordination and integration of Title 1 parent and family engagement strategies with other relevant Federal, State, and local laws and programs.
- (4) The Charles City Community School District Title I Program conducts an annual evaluation of the content and effectiveness of this policy in improving the academic quality of schools served. Input from families is sought for this evaluation through various means: survey of the families of program participants; individual contacts; family focus group meetings; and conversations at Parent-Teacher Organization meetings.
- (5) Findings of the annual evaluation are considered and incorporated into the Title 1 plan. Input is considered in establishing the student eligibility process and in refining communication processes to and from families during a child's participation in the program. Annually parent/family input is sought and considered regarding the program's success and in establishing Title I Program goals.
- (6) Parents/families of children receiving Title I services are provided an orientation to the program. Materials are displayed and support strategies are explained. Parents/families are requested to read the books sent home with children. Regular updates on materials, strategies and student progress occur throughout the school year.

The board will review this policy annually. The superintendent is responsible for notifying parents of this policy annually or with a reasonable time after it has been amended during the school year. The superintendent may develop an administrative process or procedure to implement this policy.

Communications to and from School

When sending a note or money to school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

School newsletters and bulletins distributed throughout the year provide your link to the school activities. These informational memos provide you with up-to-date information about what's going on in school.

Recess and Playground Rules

Students are expected to follow recess and playground rules shared with them at the beginning of each school year.

Birthday Treats

The School Board Wellness Policy was passed to bring the school district into compliance with government regulations. The policy requires that all food brought into the building by students and/or parents during the school day to be shared with others must be prepared in a commercially inspected kitchen or facility (Examples: grocery stores, deli, and food in original containers as purchased.) We also encourage you to consider healthy snack choices. ***Please do not*** have flowers, balloons, etc. delivered to the school.

Invitations to Parties

Handing out personal invitations and communications at school is discouraged. Invitations may be handed out at school as long as all students in the class are invited and prior approval has been granted by the classroom teacher.

Pets

Due to health and safety concerns, the sharing of animals and pets at school is discouraged. Prior approval by the principal is required. If approved, the pet will need to be transported in a proper cage or container and remain in that cage or container during sharing, unless documentation is presented showing that the animal is certified and registered by an appropriate organization/agency, such as P.E.T.P.A.L.S.

School Supplies

Each building sends out a grade specific list of school supplies. Extra copies are available in the office. If families need help with obtaining supplies, please contact the school office.

School Parties

The school observes holidays throughout the school year including, but not limited to Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. Students who do not wish to participate in these holiday celebrations or activities may be excused by the building principal.



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

Charles City Community School District



1:1 Student Laptop Handbook

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CHARLES CITY COMMUNITY SCHOOL DISTRICT

ACCEPTABLE USE AGREEMENT– ELECTRONIC INFORMATION RESOURCES

The Board of Directors of the Charles City Community School District is committed to making available to students and staff members access to a wide range of electronic information resources, equipment, and software, including computers, a wide area network, local area network, 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 District's computers, network, and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material created, accessed, transmitted, and/or posted through the use of its computers, network, and/or internet connection. The District's computers, network, and/or internet connection are the property of the District and no student or staff member shall have any expectation of privacy in any materials therein.

Access to the District's computers, network, and the internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have an acceptable use agreement on file prior to having access to using the District's computers, network, and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, network, and the internet, they may still be exposed to information from the District's computers, network, and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that users are not accessing inappropriate sites, as required by the Children's Internet Protection Act, that have visual depictions that include obscenity, child pornography or, with respect to student users, are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The use of the District's computers, network, and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, network, and internet access. Students' and staff members' use of the District's computers, network, and internet access shall comply with all District policies and regulations. To the extent practical, steps shall be taken to: promote the safety and security of student users of the District's computer network and internet access when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications; discourage unauthorized access, including so-called "hacking," and other unlawful activities by student users; and prevent unauthorized disclosure, use, and dissemination of personal identification information regarding student users.

Inappropriate use and/or access or other violation of this policy will result in the restriction and/or termination of the privilege to access the District's computers, network, and/or the internet, and may

result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Students and staff members 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.

The District's technology coordinator may close a user account or restrict use of the District's computers, network, and/or the internet or other technology resources at any time and District administrators, faculty, or staff may request the technology coordinator to deny, revoke, close, suspend, or otherwise restrict user accounts and/or privileges. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's network, and the internet. The District reserves the right to charge a student or staff member for damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files; the malicious attempt to alter any computer settings that may impact the District's network; or, any attempt to hack into or otherwise gain unauthorized access to the District's network, computers, or devices. Fines or other charges may also be imposed as a result of loss, misuse, or damage to the District's computers, network, internet and/or other technology resources by a student or staff member. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, network, and the internet.

Acceptable Use

The following are rules for acceptable use by the District's students and staff of the District's computers, network, and the internet, or any other technology resources or systems belonging to the District:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, color, creed, national origin, sex, sexual orientation, socio-economic status, gender identity, age, disability, religious or political beliefs, or any legally protected trait or characteristic. Do not use profanity or vulgarities or any other similarly inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, 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 will cause the violation of lawful school regulations.
- Do not access, create, disseminate or solicit sexually oriented messages or images.

- Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not re-paste a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.
- If you transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer, the District can under no terms be held responsible for that loss of information or data theft.
- Do not use the District's computers, network, internet, and/or other technology resources or systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and child pornography.
- Access to social networking sites (i.e. myspace, facebook) may be limited or blocked during the school day if found to be disruptive in the classroom.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
- Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or network. Do not install any software on the hard drive of any District computer or on the District's local area network or run any personal software from either CD-ROM, DVD or other storage media or alter or modify any data files stored on the District's computers or local area network without prior permission and supervision from the technology coordinator or other appropriate personnel.
- Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.
- Do not use any encryption software from any access point within the District.
- Do not access the internet from a school-issued device by using a non-District internet service provider within the District's locations.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.

- Do not access the District's computers or secure network from a non-District computer or device without prior authorization from the Technology Department or other appropriate personnel.
- Do not disable or circumvent or attempt to disable or circumvent filtering software.
- Do not play any games or run any programs on District computers that are not related to the District's educational program during the school day without prior authorization from Administration, Faculty or the Technology Department.
- Do not vandalize the District's computers, or its network, or other technology resources or systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy or maliciously modify data stored on the District's computer equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that is intended to disrupt the operation of the District's computers or network or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on-line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. consuming internet bandwidth for personal use).
- Do not use the District's computers, network, and/or other technology resources or systems for any commercial or for profit purposes, personal or private business, product advertisement or political lobbying.
- Do not use the District's computers, network, internet, and/or other technology resources or systems to create, access, download, transmit, and/or disseminate any of the following: material which is in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.

- Do not plagiarize information accessed through the District’s computer, network, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District’s computer, network, and/or the internet.
- All student use of the District network and/or internet system on personal cell phones or other personal digital devices used by students while on District property is subject to the provisions of this policy and other applicable District policies. Students may not use the District’s network, internet, and/or technology resources or systems to share or post personal information about, or images of, any other student, staff member or employee without permission from that student, staff member or employee. If a student is found to have abused a personal cell phone or digital device in a manner that is not in accordance with the Acceptable Use Policy or any other applicable District policy, in addition to other disciplinary actions, the administrator may ban the students’ use of any and all personal cell phone or digital devices while on District property.

To the extent practical, it shall be the responsibility of all members of the District staff to educate, supervise and monitor appropriate usage of the District’s online computer network and access to the Internet in accordance with this policy and applicable laws.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

Age-appropriate training for students who use the District’s Internet facilities will be provided. The training provided will be designed to promote the District’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in the District’s Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Although reasonable efforts will be made to make sure students will be under supervision while on the District’s network it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred. Students will be able to access the District’s computers and

network, including use of the internet, through their teachers and/or appropriate supervisors. Individual electronic email addresses may be issued to students. E-mail usage must follow the same privacy, ethical, educational, legal, and other considerations observed regarding other forms of communication.

Parents will be required to either sign or electronically acknowledge a permission form to allow their students to access the District's computers, network, and the internet. Students and staff members will acknowledge they have read and understand the District's policies and regulations regarding appropriate use of the District's computers, network, and the internet, that they will comply with the policies and regulations, and that they understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, network, internet access, and/or other technology resources or systems without prior notice, including, but not limited to, monitoring sites students and staff visit on the internet, examining and copying computer files, and reviewing and copying e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and internet activity including any logs, data, e-mail, storage disk or device and/or other computer related records of any user of the system. To the extent that any computer or telecommunications activities are regulated by state or federal law, the District will observe all regulations imposed upon it. If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. No student or staff member shall have any expectation of privacy in any computers, network, internet access, and/or other technology resources or systems that are the property of the District.

The use of e-mail is limited to District and educational purposes only. Students and staff have no right to privacy in anything they create, store, send, disseminate or receive on the District's computers and network, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by any reason, including but not limited to negligence or omission. Individual users are solely responsible for making backup copies of their data. The District also is not responsible for the accuracy of information obtained by a user's access to the internet. Any risk and/or damages resulting from information obtained from the District's computers, network, and/or internet access is assumed by and is the responsibility of the user. If any user gains access to a service via the internet which has a cost involved or otherwise incurs costs which are not authorized by the District, said costs will be the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, network, and the internet.

The interpretation, application, and modification of this agreement are within the sole discretion of the Charles City Community School District. Any questions or issues regarding this agreement should be directed to the Superintendent, any building principal or the technology coordinator. The Board of Directors will review and update this agreement as necessary.

CHARLES CITY COMMUNITY SCHOOL DISTRICT LAPTOP COMPUTER USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of the Computer, between the Charles City Community School District (“CCCSD”), the student receiving a Computer (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a computer, software, and related materials (the “Computer”) for use while a student is attending Charles City Community School District, hereby agree as follows:

1. Equipment

1.1 Ownership:

CCCSD retains sole right of possession and ownership of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, Charles City Community School District administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided:

Efforts are made to keep all Computer specifications and configurations the same for each grade level. All Computers that are allowed to travel outside the school district overnight will include a protective laptop case and charger. CCCSD will retain records of the serial numbers of provided equipment. Removal of bar codes or other identifying information is prohibited.

1.3 Substitution of Equipment:

In the event the Computer is inoperable, CCCSD has a limited number of spare Computers for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner Computer will be available at all times. This agreement remains in effect for such a substitute. However, the substitute laptop will not travel home with the student. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute may not be provided.

1.4 Responsibility for Electronic Data:

The Student is solely responsible for any non-CCCSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. CCCSD provides a means for backup along with directions but CCCSD does not accept responsibility for any such software.

1.5 Students Eligible for 1:1 Laptop Program:

Full-time Charles City Community School District students will be issued a Computer at the start of each school year. Alternative education students will have Computers provided within the alternative education classroom. Computers will be made available at the building administrators approval. Since the inception of this program students are not to bring their own personal laptops into the building. Students may bring hand-held computing devices (iPod, Nooks, PSP’s, etc) and connect them to the school’s public Guest network, as long as the devices are up-to-date, have the appropriate security applications in place, and are used for academic purposes.

2. Damage or Loss of Equipment

2.1 Technology Fee:

The Student and Parent may be held responsible for the cost of repairs and/or replacement of the computer due to accidental breakage and/or damage. A mandatory \$30 technology textbook fee will be assessed for all students issued a laptop to partially cover the repair expenses the district encounters. Free and reduced waivers can be applied to this fee.

- A \$50 co-pay per instance will be assessed if breakage and/or damage occurs to the laptop and the repair fee is \$50 or more for which the Student and Parent will be held responsible. Any breakage and/or damage under the \$50 value the Student and Parent will be held responsible for the full amount.
- The Student and Parent are responsible for the cost of all repairs and/or replacement due to intentional damage. The CCCSD reserves the right to determine whether the damage was accidental or intentional.
- All students are required to return the Computer at the end of the school year in the same working condition with all accessories issued. If the Student loses the computer and/or any of the accessories during the school year, the Student and Parent is responsible for cost of the replacement.

2.2 Responsibility for Damage:

The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. In the event of damage not covered by the warranty, the CCCSD reserves the right to charge the Student and Parent the full cost for repair and/or replacement of the Computer. Examples of instances in which Students and Parents may be charged include but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage resulting from an unattended and unlocked Computer while at school.
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.
- Intentionally causing damage to the equipment.

Repeated damage or neglect to a student's original computer or loaner computer may result in further discipline based on administrator's discretion.

Students must keep the Computer locked (i.e. locked in school locker, home or secure place where others do not have access) or attended (with the Student or within the Student's sight) at all times. Computers left in bags or backpacks or in unattended classrooms are considered unattended and may be confiscated by faculty or staff as a protection against theft. If confiscated, the Student will receive a warning before getting the Computer back. If the Computer is confiscated a second time, the Student may be required to get a Parent signature acknowledging financial responsibility before getting the Computer back. Unattended and unlocked equipment, if stolen – even at school – will be the Student's/Parent's responsibility.

2.3 Responsibility for Loss:

In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement of the Computer pending investigation reports. Examples of instances in which Students and Parents may be charged include but are not limited to loss resulting from leaving equipment unattended and unlocked.

2.4 Actions Required in the Event of Damage or Loss:

Students and Parents must report any Computer damage or loss immediately to the Building Principal or Technology Department. If the Computer is stolen or vandalized while not at a Charles City Community School District sponsored event, the Parent shall file a police report.

2.5 Technical Support and Repair:

CCCSD does not guarantee “that the Computer will be operable”, but will make technical support, maintenance and repair available during school hours. The school is NOT responsible for Offsite internet connections nor Technical Support related to Off-site internet connections.

3. Standards for Proper Computer Care

Laptops are intended for use each school day. In addition to teach expectations for laptop use, school messages, announcements, calendars, and schedules will be accessed using the laptop. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. Students are encouraged to take laptops home for educational use. Computer loss or damage resulting from failure to abide by the details below may result in full financial responsibility by the Student and Parent for replacement and/or repair of the Computer.

3.1 Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the Computer to CCCSD during every school day.
 - **Laptop Checked at School** – If student chooses to check the laptop at school, it is the student’s responsibility to get it to the school’s designated charging location at the end of the school day during the posted times for laptop check-in and to pick it up the following morning before the school day during the posted times for laptop check-out.
 - **Laptop Left at Home** - If students leave their laptop at home, academic consequences similar to those applicable to forgotten or incomplete work will be enforced. Students will not be issued a loaner laptop for temporary use.
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in the locker or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Computers left in bags and backpacks, or in unattended classrooms are considered unattended and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

- Avoid leaving the Computer in environments with excessively hot or cold temperatures.
- Do not use your laptop in the bathroom or other areas of high humidity.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. In addition, avoid storing the Computer in a car because the excessive heat or cold could damage the computer. Also, a computer in a car is an easy target for theft.
- Do not let anyone else use the Computer. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.
- Adhere to CCCSD School's Computer Use Agreement and Acceptable Use Agreement at all times and in all locations. When in doubt about acceptable use, ask the Librarian, Director of Technology, or building Principal.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

3.2 How to Handle Problems:

- Promptly report any problems to the technology department.
- Don't force anything (e.g., connections, popped- off keys, etc). Seek help instead.
- When in doubt, ask for help.
- Loaner laptops may be issued to students when they leave their laptops for repair at the designated technology repair center. Loaner laptops are not assigned to students therefore they must be returned to the library at the end of each school day.
- Students who forget their computers at home may not be issued a loaner for the day.

3.3 General Care:

- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Computer.
- Do not do anything to the Computer that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the Computer.

3.4 Carrying the Computer:

- Always completely close the lid and wait for the Computer to enter Sleep mode before moving it from class-to-class, even for short distances. Movement while the Computer is on can result in permanent damage to the hard drive and therefore the loss of all data. Before leaving school or when done with your computer for the night you should close all applications and shutdown your system. Closing the lid does not shut down your laptop.
- Always store the Computer in the laptop bag provided or in another certified laptop case. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself as this may damage the screen. We recommend that you carry the Computer bag separately from your normal school pack. The laptop case was chosen expressly for this purpose. Do not over stuff your Computer bag;

extreme pressure on the Computer can cause permanent damage to the screen and other components. Do not grab and squeeze the Computer, as this can damage the screen and other components.

3.5 Screen Care:

The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Computer screen with your finger, pen, pencil, etc.
- Clean the screen with a soft, dry anti - static cloth or with a screen cleaner designed specifically for LCD type screens or bring your laptop to the library for cleaning.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

3.6 Battery Life and Charging:

- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen. Adjusting the brightness levels of your screen will also help with preserving battery life.
- Laptops must be brought to school each day in a fully charged condition; if left at school overnight, there will be designated spots in each school provided for overnight charging. Failure to act responsibly with regard to ensuring battery charge will result in academic consequences similar to those applicable to forgotten or incomplete work; students will not be issued a loaner laptop for temporary use. In cases where required school use of the laptop has caused batteries to become discharged during the school day, students may be able to connect their computers to a power outlet in class.
- The most common cause for excessive battery drain is playing games, watching videos, listening to music, and charging other devices via the laptop.
- It is recommended that students leave their chargers at home.

3.7 Personal Health and Safety:

- Avoid extended use of the Computer resting directly on your lap. The bottom of the Computer can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

4. Legal and Ethical Computer Use and Conduct

4.1 Primary Goal of Technology

The primary goal of CCCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply to the use of this technology. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab equipment are reserved exclusively for academic use. In addition to the CCCSD Acceptable Use Agreement, the use of the Computers are subject to the following provisions.

All aspects of CCCSD Computer Use Agreement and Acceptable Use Agreement remain in effect.

4.2 Monitoring:

CCCSD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with CCCSD's Legal and Ethical Use Policies. The Computers are the property of the CCCSD and no student shall have any expectation of privacy in any materials contained therein.

The following is a list of rules and guidelines which govern the use of CCCSD computers and network resources. Network Resources refers to all aspects of CCCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology- related equipment and services. These rules apply to any use of CCCSD's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, bullying, harassing, discriminatory, or sexually explicit;
- to excessively download, stream or listen to Internet- based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations;
- to alter, add or delete any files that affect the configuration of a school computer;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any unauthorized software onto CCCSD computers;
- to copy CCCSD school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent) unless you have office permission, for example, filling out college applications and scholarship forms;
- give password(s) to anyone. If you suspect that someone else knows your password, you should contact the Directory of Technology immediately and request a password change.
- post anonymous messages;
- forward email commonly known as –SPAM, Unsolicited Commercial Email (UCE), or –junk email.

4.3 File-sharing and File-sharing Programs:

File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Examples of such programs include but are not limited to the following: BitTorrent, Limewire, Kazaa, and Acquisition. Individuals with legitimate, school-related needs to use these tools must seek prior approval from the Technology Department or School Administrator.

4.4 Allowable Customizations:

- The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements). All customizations of Computers need to be school appropriate.
- All applications and programs downloaded for classroom use need to be school appropriate.

4.5 Student Email

- When using email for school, students are expected to follow email etiquette.
- Students are expected to use appropriate language in accordance with CCCSD policies. Profanity, vulgarity, obscenity, ethnic or racial slurs and any other discriminatory, harassing, inflammatory or abusive language is prohibited.
- Proliferation of jokes, stories, etc. that have no educational value is prohibited.
- Illegal activities are strictly forbidden. Messages related to or in support of illegal activities may be reported to the authorities.
- Students should not reveal personal information of themselves or other students and teachers.
- Email is not private. Student email will be restricted to education purposes directed by the teacher.
- All communications and information accessible via the District's equipment and network are property of Charles City Community School District and may be subject to public information requests.

4.6 Discipline:

Any student who violates these rules or other applicable CCCSD policies will be subject to disciplinary action. Consequences may include:

- Verbal reprimand
- Communication to home
- Detention
- In-school suspension
- Out of school suspension
- Expulsion
- User account to technology services restricted in part or completely revoked
- Restitution for costs associated with repair/replacement of equipment, system restoration, hardware, software, etc.
- Loss of class credit
- Permanent removal from class and/or assigned an alternative class
- Alternate education assignment

- For violations that also constitute a violation of the law, referral to law enforcement
- Serious or repeated violations will result in the student's use of technology restricted and/or revoked.

4.7 Legal Issues and Jurisdiction:

Because CCCSD owns and operates the equipment and software that compose its network resources, it will take steps to insure that all of its facilities are being used legally. Hence any illegal use of network resources is strictly prohibited. All content created, sent, accessed or downloaded using any part of CCCSD's network resources is subject to the rules stated in this and other applicable CCCSD policies. School administration monitors the network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owner of the network resources, including but not limited to the equipment and email system, the CCCSD reserves the right, at its discretion, to access, to open, to examine, to restrict, to modify, and/or to delete electronic files that violate this Computer Use Agreement, the Acceptable Use Agreement, and/or any other applicable CCCSD policies or rules.

4.8 Disclaimer:

The CCCSD does not have control of the information on the Internet or incoming email to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of CCCSD. While CCCSD's intent is to make Internet access available for educational goals and objectives, account holders using the CCCSD's network resources to access the Internet may have the ability to access other materials as well. The CCCSD expects students to obey the Computer Use Agreement, the Acceptable Use Agreement, and/or any other applicable CCCSD policies or rules when using the CCCSD's network resources to access the Internet. Students found in violation of the policies or other rules will be subject to discipline. In addition, CCCSD account holders take full responsibility for their access to CCCSD's network resources and the Internet.

Charles City Community School District Computer Loan Agreement

Student Responsibilities

The Chromebook laptop, software, and related items being loaned to you by the Charles City Community School District are important learning tools and are for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities. Please check the box next to each responsibility to acknowledge your understanding:

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Charles City Community School District, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any unauthorized software on the Chromebook.
- I will not remove programs or files from the Chromebook.
- I understand that the Chromebook is running through the District's filtering system at all times and I will be held accountable for all activity reported to the Technology Coordinator regardless of my location at the time of any inappropriate activity.
- I will not give personal information when using the Chromebook, unless I am otherwise specifically authorized by the Charles City Community School District to do so.
- I will bring the fully charged Chromebook to school everyday.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication as outlined by Charles City Community School District policies.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the Chromebook.
- I will immediately return the Chromebook when requested and upon my withdrawal from Charles City Community School District.
- I will place the Chromebook in its protective bag and zip the bag shut when not in use and when it is being moved.
- I will place my Chromebook in a secure location when not in use (locked up when possible).

I hereby accept responsibility for, and agree that my use of the Chromebook is subject to, all policies and procedures and other provisions in the Charles City Community School District 1:1 Handbook, which is incorporated by reference herein, and I further agree to use and take care of my Chromebook according to the stated guidelines.

Student Name (Print) _____

Student Signature _____ Date _____

Parent Responsibilities

Your son/daughter has been assigned a Chromebook computer, software, and related items by the Charles City Community School District to improve and personalize his/her education this year. It is essential that the following responsibilities be met to ensure the safe, efficient, legal, and ethical operation of this computer:

Please check the box next to each responsibility to acknowledge your understanding:

- I will supervise my son's/daughter's use of the Chromebook at home.
- I will discuss the District's policies and expectations regarding the use of the Chromebook and Internet and email at home.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the Chromebook.
- I will not load or delete software from the Chromebook.
- I will make sure that my son/daughter recharges the Chromebook battery nightly.
- I will make sure my son/daughter brings the Chromebook to school everyday.
- I understand that if my son/daughter comes to school without his/her computer, that he/she may not be able to participate in the classroom activities and his/her grade could be affected.
- I agree to make sure that the Chromebook is immediately returned to the school when requested and upon my son's/daughter's withdrawal from Charles City Community School District.
- I understand that if my child damages the assigned Chromebook and checks out a loaner from the school while repairs are completed, that loaner will be returned to the designated location in the school during posted times at the end of each school day.

I reviewed the Charles City Community School District 1:1 Handbook, which is incorporated by reference herein, with my child and acknowledge that I am familiar with the stated care and usage guidelines and responsibilities, and I hereby accept responsibility for, and agree that my child's use of the Chromebook is subject to, all policies and procedures and other provisions in said Handbook. I have checked the appropriate boxes in the section below indicating whether my child is allowed to take the computer home after school.

You must answer YES or NO to the question listed below:

- YES. My child has my permission to take the assigned Chromebook home after the school day ends and we will abide by the listed guidelines and responsibilities.
- NO. My child must check in the Chromebook to the school's designated location at the end of every school day to be locked up and fully charged and my child will pick it back up before the next school day begins.

Parent Name (Printed) _____

Parent Signature _____

Date _____.

**Charles City Community Schools
Home School Assistance Program**

Celebrating 14 years of service to students and families!

**Parent/Teacher
Guide Book 2020-2021**



Charles City Home School Assistance Program
500 N Grand
Charles City, IA 50616
641-257-9530 x 2132
hsap@charles-city.k12.ia.us

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Charles City Home School Assistance Program (CC HSAP)

500 N. Grand Ave, Charles City, IA 50616 641-257-9530 x 2132

hsap@charles-city.k12.ia.us

Our Vision

Advocating educational choice for all families

Our Mission

To equip, support, and empower families educating their children.

Core Values

We do what's best for all kids.

We are a family.

We are committed leaders.

We are passionate.

We are invitational.

CCHSAP Staff

Fisher, Mike	Superintendent	mfisher@charlescityschools.org
Wolfe, Larry	HSAP Administrative Liaison	lwolfe@charlescityschools.org
Schmitt, Stena	Supervising Teacher	sschmit@charlescityschools.org
Leeper, Susan	Supervising Teacher	sleeper@charlescityschools.org

CCHSAP Advisory Board

Jeremy Parrott	Homeschool Dad	whydoparents@gmail.com
Avery Schoeck	Homeschool Student	
Kirk Schoeck	Homeschool Dad	cschoeck@hotmail.com
Trisha Thompson	Homeschool Mom	joeltrisha07@gmail.com
Catherine White	Homeschool Mom	mouseketeer11@hotmail.com
Elise White	Homeschool Student	

Description

The Home School Assistance Program (HSAP) offers assistance to families who choose to teach their children at home. Parents/guardians are directly responsible for planning curriculum and teaching their children. They are free to incorporate their own values and philosophy of education. The HSAP can help families by offering curriculum materials & resources, AEA Media Center resources and online services, support and guidance from licensed supervising teachers, plus much more.

CCHSAP Hours of Operation

The Charles City HSAP follows the Charles City Community School District calendar. On days that school is in session:

Monday	8 a.m. - noon
Tuesday	8 a.m. - 1:30.
Wednesday	8 a.m. - 3 p.m.
Thursday	CLOSED
Friday	8 a.m. - noon

June through 3rd Week of August: By appointment only

2019-2020 Charles City Community School district calendar [here](#) or in the appendix.

Charles City Community School District Contact information

Central Services
500 N Grand, Charles City, IA
641-257-6500 Fax: 641-257-6509
charlescityschools.org
Superintendent: Mike Fisher
Admin. Support: Paige Elsbernd x2300

Charles City High School (Grades 9-12)
1 Comet Drive, Charles City, IA
641-257-6510
Principal: Bryan Jurrens
Assistant Principal: Larry Wolfe x1203
Counselors: Chelsey Moen and Hailey Brown

Charles City Middle School (Grades 5-8)
1200 1st Ave, Charles City, IA
641-257-6530
Principal: Joe Taylor
Assistant Principal: Thomas Harskamp
Counselor:

Lincoln Elementary (Grades 3-4)
600 5th Ave, Charles City, IA
641-257-6560
Principal: Marcia Devore
Counselor: Scotti Hagensick

Washington Elementary (Grades PK-2)
1406 N Grand, Charles City, IA
641-257-6570
Principal: Kara Shannon
Counselor: Sandy Thompson

Weather and Emergency Procedures

CCHSAP weather cancellation policy will follow the weather cancellation decisions of the Charles City Community School District::

1. If the CCCSD cancels school for the day, all CCHSAP events are cancelled for the day. The CCCSD makes announcements through their website www.charlescityschools.org, KMIT-TV, and KCHA radio station. You can sign up for email or text alerts with the district, as well.
2. If the Charles City Community District announces a 2-hour delay and the CCHSAP has activities scheduled, coordinators will
 - a. Send out a text via Remind App and/or email to "Stay Tuned for Details"

- b. Will discuss with each what to do as a combined class.
 - c. Send out a Remind and/or email explaining what will happen
3. If there is a 2 hour early dismissal and CCHSAP has classes, coordinators will:
- a. Send out a text via Remind App and/or email to “Stay Tuned for Details”
 - b. Will discuss with each what to do as a combined class.
 - c. Send out a Remind and/or email explaining what will happen

Note: CCCSD officials try to make cancellation and late-start decisions by 6:00 am. This district strives to announce early dismissals two hours prior to the dismissal. The CCHASAP will make an effort to reschedule cancelled events and notify families of new dates and times through the email and regular CCHSAP notifications.

CCHSAP Offerings

A. Enrichment Classes

Weekly enrichment classes are offered as an optional activity for families. We use this time to build community within our HSAP family and offer group opportunities in both academic and non-academic areas. Enrichment classes are offered for students in grades K-12 and meet weekly at the HSAP room.

B. Field trips

These are announced by email and newsletter. Many of the field trips are designed for the whole family. CCHSAP encourages the participation of parents and other siblings as appropriate for the event.

C. Student pictures

HSAP families are welcome to participate in the district’s school picture program. Families may utilize any building’s picture time. Watch email and newsletter for details.

D. Open gym time

During the months of January until the end of winter, the gym will be open 1 day a week for a couple of hours where families come and play. There must be at least 1 adult in the gym at all times while the children are playing.

E. Kaleidoscope

Gallagher Bluedorn Theater which is based out of the University of Northern Iowa, provides

plays for students and chaperones at a reduced rate of \$1. In the spring of the year, parents can choose the plays that would interest them based on the age recommendation and interest level. From the interest survey, the CCHSAP will decide which plays the HSAP will attend. Extra tickets are reserved for families and students that come in the fall of the year. Participating families will be contacted via email.

CCHSAP Policies and Procedures

Registration

Registering for HSAP

To be a part of the CCHSAP, you will enroll with one of the HSAP coordinators. This can be done at our HSAP office, in your home, or another agreed upon location. We will help you fill out the [CPI Form A](#) (also located in the appendix) for the State of Iowa along with a plan of instruction for each student. This is due by **September 1 or the beginning of any dual-enrolled activity/class (whichever comes first)**. You must also submit a current immunization and lead testing record (or exemption form). If you are outside of the Charles City Community School District, you must also apply for open enrollment to the Charles City district from your resident district. Early enrollment for the following school year begins on August 6, 2019.

The State of Iowa publishes a Private Instruction Handbook that outlines many details about homeschooling in the state. You can find that handbook [here](#) or contact your supervising teacher for a link.

Dual Enrollment Information

Dual enrollment into regular education classes and activities must take place in the district in which the student is currently enrolled. Dual enrollment is enrollment in one or more courses or extra curricular activities offered in the same district. Dual enrollment paperwork will be completed in the Central Services office, and then enrollment in actual courses will be coordinated with the building level counselors. HSAP coordinators are here to help you with this process. Students open enrolling from other districts may have some limits on participation in activities.

Open Enrollment (*Enrolling in a district other than the one in which your reside*)

Application for open enrollment is available to anyone who does not reside in the Charles City Community School District but who wishes to enroll in the CCHSAP. An open enrollment application must be filled out and a copy submitted to the Charles City Community School District before **March 1**. Forms are available through the CCCSD office. Exceptions might include families wishing to enroll kindergarten students (forms must be filed within the receiving district before September 1 of the school year of enrollment) or “good cause” which relates to a change in the student’s residence.

Supervision

Legal Requirements

Our primary role is to encourage and help equip parents who have chosen to teach their children at home. Iowa home schooling law requires HSAP supervising teachers to have 16 contacts with home school students and their parents, every other contact being face to face (four per quarter) with the student(s). CCHSAP staff use these opportunities to focus on each family's individual needs and educational goals. Visits may occur in the home, at the CCHSAP office, or any other location as agreed upon by the parent and the supervising teachers. Iowa law regarding Competent Private Instruction specifies the following duties by HSAP teachers:

- Maintaining an annual diary, record or log is visits and assistance provided
- Assisting the district in meeting its "child find" obligation under the Individuals with Disabilities Education Act (assisting families if the child has a need for special education)
- Offering standardized testing to families who desire it for their children

Consultation with the parent educators can include any of the following:

- Lesson plans
- Educational and supplemental materials
- Educational goals and objectives
- Teaching and learning techniques
- Forms of assessment and evaluation of student learning
- Identifying student's strengths and weaknesses
- Interpretation of test results
- Planning and record keeping
- Providing formal and informal assessments of the students' progress to the student and parents
- Consulting/advising with the student and parents about lesson plans, educational materials, educational goals and objectives, teaching and

CCHSAP Contacts

Eight face-to-face contacts: We will plan four main quarterly home visits (or another mutually agreed on location) with each family. Four of the eight face-to-face contacts will be the main quarterly home visits involving the supervising teacher, parents and students. If desired, the other four face-to-face contacts (maximum of one per quarter) may be earned through student participation in enrichment activities involving a certified teacher employed by CCHSAP, in lieu of a regular face-to-face home visit.

Eight non face-to-face contacts: These contacts can be acquired in the following manner:

- Correspondence by email or letter
- Phone conversation

- Face-to-face visits with parent alone

HSAP families should communicate with their supervising teacher how they plan to acquire their sixteen contacts, preferably at the first meeting. Non-compliance with meeting the legal requirements will result in dismissal from the program.

Supervising Teachers

CCHSAP provides each family with a supervising teacher, licensed by the State of Iowa. Supervisors may be contacted by phone or email. Since supervising teachers work part time, they may not be available every day. Supervising teachers will check email and messages regularly and return messages as soon as they can. The supervising teachers will contact parents to schedule visits.

Goal Setting and Record Keeping

Parents are responsible for setting annual educational goals for their children. These will be shared with supervising teachers at the beginning of the year and will be discussed and supported during quarterly home visits.

Record keeping of home educational activities is the responsibility of the parent educators. It need not be exhaustive and the format is up to the parent. Record keeping becomes more important in the upper grades as families prepare transcripts and/or portfolios for college entrance. Families whose homeschool children plan to transition back into a traditional setting will be responsible for compliance with the school's requirements for documentation to determine proper placement for the child.

Minimum Number of Home School Subjects and Days of Instruction

A minimum of 25% of the annual coursework must be under the parent's direct supervision to maintain Competent Private Instruction status. Parents must provide at least 148 days of instruction per academic year.

Adequate Supervision

Students must have adequate supervision by the parent or other responsible adult appointed by the parent. Parents who have full-time job requirements taking them away from children during the day must supply the CCHSAP with the name and contact information of an adult responsible for checking on the child when the parent is at work.

Standardized Testing

Students enrolled in the CCHSAP are not required to submit to standardized testing. However, parents may choose this for their children to help assess academic strengths or identify learning gaps. Supervising teachers will proctor these tests at the HSAP office, and there is no cost to families. Parents will be contacted mid-year to determine testing needs. In the event that there is concern that a student is not making adequate progress, the administrator and supervising teachers may recommend that students be tested to help assess progress and guide future goals. PSAT testing is offered through the high school. Families may coordinate with building level counselors if they would like their student to participate.

Anything about progress monitoring??

Special Activities

In consultation with our advisory board and families, your HSAP coordinators will plan field trips, special events and other activities throughout the year. CCHSAP will pay for outings as our budget allows. These activities help families explore our area, learn about something new, provide fun time with friends, and expose students to community agencies and job opportunities. Families work together to organize transportation to these events. Your HSAP coordinators are always open to ideas about what families would enjoy, so please pass those along to us or to your advisory board members. Families will be informed about activities through email and the newsletter. Attendance at all HSAP activities is optional.

Enrichment Classes

Students are invited to join weekly enrichment classes at the CCHSAP office. These are classes designed to enhance the education of your children. Some classes are taught by our staff, while others are taught by local experts. Families are welcome to drop their kids off and then go have a little break! Parents volunteers may be utilized to help with classroom enrichment activities as needed.

Student drop-off/pick-up

If someone other than the parent will be picking up your child from classes or activities, please let the supervising teacher know prior to event starting. Drop off and pickup are perfect opportunities to have conversations to you. We look forward to making contact then!

Video/sound recording

Recordings (video or sound) of CCHSAP classes and activities are at the discretion of the CCHSAP director.

C. Resources

1. CCHSAP Curriculum Library

The purpose of the curriculum library is to assist parent educators by providing resource materials to enhance educational planning and implementation of their educational goals. Our library includes instructional materials, books, games, puzzles, kits, equipment, and more! The library is open anytime that HSAP is open and by appointment during the summer. Reach Stena at 641-330-6240 and Susan at 641-228-3388.

Library Policies

- **Check out:** Textbooks may be checked out on a semester, or annual basis. Kits or games may be checked out for a month at a time.
- **Returns:** Items may be returned during regular office hours at the return table in the resource library or to the supervising teacher after a visit. Please bring items back as soon as you are finished. If no one else is in need of the resource, we are happy to extend checkouts.
- **Science Supplies:** A limited number of science supplies (microscopes, scales, science kits, etc) are available through the Resource Library. You may contact the coordinators to verify what is available for loan.
- **Reservations:** Items currently checked out may be reserved through the coordinators.
- **Fines:** Damaged or lost items will be charged to the family for up to the cost to replace the item. (Families who have not provided the replacement cost of damaged or lost items may lose checkout privileges.)
- **Art Supplies:** A limited number of art supplies (paints, paintbrushes, construction paper, etc.) are available for checkout from the CCHSAP library with the understanding that all unused items are returned within one month.
- **Visits:** For safety, please do not leave young children unattended in the CCHSAP library. We have a small selection of toys and games for children to play with while we meet with families. Thanks for your cooperation in helping us put away these items after use.
- **Donations:** We appreciate the generosity many families have shown in the past donating items to the CCHSAP library. Many home school families are enjoying the benefits of those donations. Because our library has a specific vision and purpose, CCHSAP reserves the right to limit what is accepted.

Library Hours

- During the school year, library hours are during normal business hours.
- The library is open during the summer months by appointment only.

2. Check out Procedures from Other School Libraries in Charles City District

1. It is helpful to make an appointment with the librarian first in case he/she is working with a class. See contact information below.
2. Check in with the office as you enter the building.
3. Go to the library and peruse to your heart's content!
4. Check out at the office when you leave the building.
5. The librarian will need to put some information into their system for first check-out at each building.

You can access all school library catalogs, the Charles City Public Library and more [here](#).

School	Librarian	Building Phone #
Washington Elementary	Sherri Meza smeza@charles-city.k12.ia.us	257-6570
Lincoln Elementary	Sherri Meza or Angel McKenzie amckenz@charles-city.k12.ia.us	257-6560
CC Middle School	Sheila Devereaux sdevere@charles-city.k12.ia.us	257-6530 x2117
CC High School	Brenda Marpe bmarpe@charles-city.k12.ia.us	257-6510 x1115

CCCSD Library Resources website:

<https://sites.google.com/charles-city.k12.ia.us/cccsd5-12library/resources>

3. CCHSAP Office Procedures

- a. Copy Machine: CCHSAP families using the copy machine are responsible for complying with copyright laws. CCHSAP families may use the copy machine when it is not in use by staff.
- b. Laminating CCHSAP has a laminating machine. Families can drop off materials to be laminated with the coordinators. The laminator has a 11" wide capacity. General tips for laminating:
 - Material which cannot withstand heat up to 225 degrees should not be laminated or dry mounted. (Crayon will melt and spread.)
 - When trimming items made up of multiple layers, leave a ¼" edge of laminating film.

- When mounting items to be laminated- use dry mount tissue, rubber cement or spray mount adhesive. Tape, white glue or paste will leave wrinkles.
 - When leaving your items, please label with your name, phone #, and “to be laminated”.
 - Items cannot have any staples, paper clips, clasps etc.
 - Laminating will not be offered during the summer months.
- c. Lost and Found: Any item left at CCHSAP will be photographed and a message will be sent to group for claiming.
- d. Family pick-up shelves: The shelves located in front of the classroom/library will be used as the pick up area.
- e. **Curriculum Request Guidelines**

Families have the responsibility of choosing the instructional materials they plan to use with their children. HSAP supervising teachers are happy to discuss options with you, but the final decision rests with the parents. Families may request these materials be made available through our CCHSAP Library.

As funding allows, we will purchase non-religious curriculum and other resources with input from our families. Suggestions from families will be considered by the supervising teachers in light of materials’ usefulness by other homeschooling families and the value they bring to our library long term. Curriculum requests will first be filled with resources from the CCHSAP Library as much as possible. The HSAP coordinators will make the final decision based on the requested materials and their appropriate use in the CCHSAP library.

Families will be notified about ordering resources for the next school year in early March with orders due in early April. Supervising teachers will review order requests in April to determine what items we already have and organize family requests. Items will be ordered in early May so that families will receive resources before the end of the current school year. Supervising teachers will add new items to our resource library inventory before checking out to families. New families to the district will complete order requests shortly after registration. Families new to the CCHSAP will discuss curriculum choices as they enroll.

f. Laptop Checkout Procedures

Macbook Pro laptop computers are available to check out students in grades 3-12. If you cannot afford the fee, you may fill out a waiver form to be approved before checking out the computer. These computers are for academic purposes only. Families are responsible to pay for any damages to the laptops. If you are new to checking out a laptop computer, you may be subject to a probationary period in which you will be required to show the computer at random checks to show that it works and isn’t damaged in any way.

Preparing for College and Career

The Charles City HSAP supervising teachers will support opportunities for families in planning for their children's futures. This will include utilizing career planning tools available to all Charles City students, planning outings to explore different career fields, and assisting with high school plans as requested by families. Families are encouraged to sign up with the district to receive information pertinent to their child's particular grade level (information about pre-ACT and ACT testing, scholarship information, etc.). Advisory board, families, and supervising teachers will work together to implement any desired activities and programs that will help students succeed in their future plans.

Dual Enrollment and Post-Secondary Enrollment

Dual enrollment is available for families who choose to have a student participate in classes, sports, extra-curricular activities, online courses, or standardized testing at the public school. Families indicate these choices at registration with the HSAP. The deadline is September 1 for resident families or fourteen days after moving into the district. Anyone who dual enrolls for graded courses must contact the CCCSD Registrar in the Central Services office and complete any required payments and registration forms.

Special Information for High School Students

Dual enrollment options for high school students include Senior Year Plus course work, a state program to increase student access to advanced and college courses. These include Advanced Placement (AP), Career Academy, and concurrent courses. Students enrolled in the HSAP will follow the same entrance requirements as all CCCSD students. You can view the high school course book [here](#) or request a copy or link from your supervising teacher. Supervising teachers will assist families with enrollment procedures for these courses.

Online Learning

Families with students in grades 3-12 may opt for virtual learning through the Charles City online learning program for some or all of their curriculum needs. Families choosing this option will meet with the district Online Learning Coordinator and a HSAP supervising teacher to set up an individualized plan. Students who are dual-enrolled may take online courses. A timetable will be established for each course with family, HSAP coordinator and administrator.

What to do if your child is struggling?

Sometimes despite our best efforts, children still struggle with academic work. Since you are enrolled in the HSAP, you have access to the same resources as students regularly enrolled in the Charles City district. If a student is not making adequate progress and needs extra support, the team (parent educators, supervising teacher and HSAP administrator) will meet and have a conversation about what next steps might be. Sometimes families with a student with an IEP (Individualized Education Plan) decide to homeschool. The Charles City special education team will amend the IEP with necessary adjustments that they deem appropriate. Special education services will be issued from the age appropriate school.

Charles City Community School District and Charles City Community Education Association
Memorandum of Understanding
Teacher Leadership and Compensation (TLC) System
Effective July 1, 2020 – June 30, 2021

The Charles City Community School District (the "District") and the Charles City Community Education Association (the "Association") have reached agreement to the items listed below in regard to Collective Bargaining Agreement articles that will be affected by implementation of the local Teacher Leadership and Compensation ("TLC") System.

Except as otherwise outlined in this Memorandum of Understanding ("MOU"), all terms and conditions of the Collective Bargaining Agreement shall continue in full force and effect. This MOU shall be in effect beginning July 1, 2020, and ending June 30, 2021, unless the parties mutually agree to modify it, including modifying it to comply with legal requirements or guidelines.

ARTICLE 2: WAGES & SALARIES

1. There are six (6) separate leadership roles as stated in the District's TLC application that was approved by the Iowa Department of Education: TLC Coordinator, Instructional Coaches, Success Coaches, Mentor Teachers, Host Teachers and Compass Team Members. In addition to the employee's regular teaching contract, an employee selected for a teacher leadership role also shall be issued a supplemental contract for a one-year assignment to that role that provides for additional days and supplemental pay as set forth in the District's TLC application, which are as follows:
 - a. TLC Coordinator shall receive an annual stipend of \$3,750 for five (5) additional days.
 - b. Instructional coaches shall receive an annual stipend of \$7,500 for ten (10) additional days.
 - c. Success Coaches shall receive an annual stipend of \$7,500 for ten (10) additional days.
 - d. Beginning Mentor Teachers shall receive an annual stipend of \$750 for one (1) additional day.
 - e. Veteran Mentor Teachers shall receive an annual stipend of \$500 for one (1) additional day.
 - f. Host teachers shall receive an annual stipend of \$1,000 for one (1) additional day.
 - g. Compass Team Members shall receive an annual stipend of \$300 for one (1) additional day and an additional stipend of \$300 for a second additional (1) day every five years.

ARTICLE: EVALUATION

1. Evaluations shall follow the District's evaluation process. Teacher leaders shall be evaluated using the Teacher Leader Model Standards found at www.teacherleaderstandards.org as well as the set district job descriptions.
2. A teacher who completes an assignment in a TLC position may apply for assignment to a new TLC position.

ARTICLE: INVOLUNTARY TRANSFERS

1. Only those individuals who apply for positions described in the District's DE approved TLC grant will be assigned to these positions. No staff may be involuntarily transferred into one of these positions.
2. The placement of an employee into a TLC role shall be determined by the criteria outlined in the District's DE approved TLC application.

ARTICLE: STAFF REDUCTION

1. **Seniority:** An employee receiving a supplemental contract for a one-year assignment for a TLC role will be considered to be a regular, full-time bargaining unit position, and will maintain and continue to accrue seniority.
2. **Reduction or Realignment:** If staff reductions or realignment occur due to a reduction in TLC funding or a modification in the District's TLC plan, the parties will follow the District's staff reduction process.

OTHER CONSIDERATIONS

1. **Retention:**
 - a. The contract length for the instructional coaches and success coaches is for one (1) year. Instructional coaches and success coaches may submit a request to remain in the position by April 1 of the contracted year. A streamlined application process shall be available to those coaches who wish to continue in their roles.
 - b. The contract length for Host Teachers is for one (1) year. Host Teachers may submit a request to remain in the position by April 1 of the contracted year. A streamlined application process shall be available for two consecutive terms to those teachers who wish to continue in their roles. Host Teachers may serve in their positions for no more than three (3) consecutive school years. At the conclusion of three (3) consecutive school years, their positions will be opened up for fulfillment by other qualifying teachers. Incumbent Host Teachers may go through the formal interview process again if they choose.
 - c. The contract length for the mentor veteran teachers is for one (1) year. Beginning mentor teachers may serve in their position for two (2) consecutive school years. At the conclusion of their mentorship, incumbent mentor (beginning and veteran) teachers may go through the formal selection process again if they choose to continue working as a mentor.
2. **Resignation:** The instructional coach or success coach may decline the position for the subsequent school year by notifying the superintendent in writing by March 1 of the contracted year.
3. **Removal:** The removal of an employee from a TLC role shall occur by either (a) the employee and the District mutually agreeing to remove the employee from the role, (b) the employee providing written resignation that is accepted by the District, or (c) the District removing the employee from the role after providing the employee appropriate due process.

4. **Placement after Resignation or Removal:** If a teacher leader is removed or does not wish to renew their assignment in a TLC role as an instructional coach or success coach, the employee will be placed in the employee's former teaching position, or if the former teaching position does not exist, to another teacher position for which the employee is qualified that is within the employee's subject area and grade level (PK-4, 5-8, and 9-12) and that is as near as possible to the employee's prior teaching position. These terms for replacement are not binding however all attempts will be made in good faith and with reasonable accommodation as agreed upon by the administrative team and employee.

5. Teachers shall not be transferred involuntarily into a Teacher Leadership and Compensation System (TLC) position.

For the Association

For the District

Printed Name

Printed Name

Date

Date