

**Charles City Community Schools 5-12 Secondary Handbook**

## Welcome

Thank you for choosing to be part of our Charles City Community Schools. You are part of a unique organization that works collaboratively each day to reach our **vision to develop learners who are competent, compassionate, problem solvers**).

In this handbook are many of the ideals and principles that guide our way of life. Use it to enhance and align your time in **this organization**. We want every student to be leaders by becoming the best versions of themselves.

## Names of Faculty and Staff and Their Assignments


For faculty names, pictures, and e-mail addresses check our website [www.charlescityschools.org](http://www.charlescityschools.org)

## Pledge of Allegiance

At all Charles City Community Schools campuses, the Pledge of Allegiance shall be reasonably administered daily either corporately or individually by classroom. Student participation is always optional. Students may not be a material disruption during the administration of the Pledge of Allegiance. This policy shall be administered daily through the best and reasonable efforts of the administration and staff; however it may be interrupted due to unforeseen circumstances or events at the school.

## School Colors and School Mascot

Charles City School District Colors are Orange and Black and our School Mascot is the Comets. Please see the Office of Communications for further information concerning logo and style guides.

<p><b>School Song: On Charles City (Tune: On Wisconsin)</b> 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><b>Alma Mater</b> 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, Mike Fisher, 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 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, 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

This official 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 amended 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":**

1. Child between the ages of 5 and 21
2. Who lacks a fixed, regular, and adequate nighttime residence
3. Including a child or youth who is living in a car, tent, abandoned building, or some other form of shelter not defined as a permanent home;
4. Who is living in a community shelter facility
5. 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.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, 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 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.

## **Behavior Management Procedures Tier 1**

### **The Six-Step Procedure and Behavior Intervention Meetings**

#### **6 (5) Step Teacher Commitments:**

1. Utilizing multiple positive reminders for the student and redirection. This includes contacting an administrator or coach to come and do a proactive redirection with the student. Positive communication at home is also key in building relationships. This is highly encouraged and expected.

2. Use of personal, quiet verbal warning of undesired behavior with a 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. Behavior Intervention Room: As a final step, intervention in a quiet and structured environment that the student will report to only after repeated failure of steps 1-4. (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 end of the business day
  - c. **Assignment of detention for missed class time**
  - d. **A phone call home is made by the classroom teacher by the end of the business day.**
5. 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 class to the **Intervention room**, it is the teacher's 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 re-enter class with the teacher 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 and redirect their behaviors and have purposeful reflection with an adult.
2. To be utilized as an interim location while staff determine different interventions and modifications for the student'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. The goal is to **Maximize Student Learning Time in the Class Setting**. The Behavior Intervention Room is meant to be a detour NOT a destination.
5. To be the facilitator for initial student/parent communication about the behavior.)

### **Procedures:**

1. Students are sent to Intervention after in-class procedures have been exhausted.
2. Students will only be sent to Intervention after utilizing steps 1-(3) 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 room for the rest of that school day. **(Major/ISS) ADD**

### **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 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 students and adults reflecting on the behavior.
3. No use of computers or electronic devices in the intervention room.
4. The Behavior Interventionist 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 Interventionist will assure that the 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.

### **Negative behavior on school bus**

Riding a school bus is a privilege not a right. In the event that a student has negative behavior on a school vehicle, the student may be removed from the bus either temporarily or permanently. The building administrator will work directly with the driver, transportation director, student and parents to solve issues as they come up.

### **Major Referrals**

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

### **High School Behavior Procedures**

#### **The Philosophy of How We Manage Behavior: (in order of importance)**

1. We build relationships with students.
2. We teach behaviors and what is expected.
3. We do everything in our power to keep students in the learning environment.
4. We protect instructional time and other students when necessary.

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 by following the minor behavior tracking form.

1. Reteaching - Teacher has a conversation with the student
2. Phone Call - Teacher has a conversation with parent/guardian
3. Referral to behavior interventionist to create remediation plan
4. Sent to office for administrative intervention

Major behaviors will be immediately reported to the office and addressed by the administration.

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.

In accordance with board policy and law, students may be suspended for up to 9.5 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 an expected standard of conduct.

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 the remainder of the semester, the remainder of the school year, or other appropriate lengths 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.

## **Buses Where Possible**

During times of inclement weather or deteriorating road conditions, the Superintendent or their designee may put "buses where possible" into effect. If this occurs, buses will travel to where they may reasonably do so based on conditions. Parents may choose to have their children meet the bus at an alternate location. The district will also offer alternate transportation options (i.e. van or smaller vehicle) if possible or feasible.

## **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 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 grow in school and prepares them 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 professional documentation is provided (see excused absence below).

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

1. **Excused absence**- based on professional documentation. (If known in advance, the expectation is that the school will be notified and missed work will be completed prior to an absence.) Professional documentation may include:
  - a. Documentation from a doctor, dentist, other health professional,
  - b. Documentation from a court or DHS
  - c. Documentation from approved college visits.
2. **Unexcused Verified absence (ADD)**- - this is based on information provided by parents. (If known in advance, the expectation is that the school will be notified and missed work will be completed prior to an absence.) This may include:
  - a. Student illness when not seen by a doctor
  - b. Funerals,
  - c. Family trips
  - d. Family emergencies
  - e. Spectator trips to state tournaments, etc.
3. **Unexcused/Unverified absence**- this is an intentional decision not to attend classes when the expectation was that the student would be present. (These absences could have immediate consequences) This includes leaving the campus without following procedural checkout.



4. **Truant**- any student of compulsory attendance age who fails to attend school as provided by Board policy without reasonable excuse as stated within this policy.

Few factors have greater influence on school success than regular attendance. It is 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 student's grade. It is the belief of the District that to fully benefit from the educational opportunities provided, the student must be in school.

1. After six (6) unexcused, 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 nine (9) unexcused, the Attendance Board will contact the student and parent/guardian to arrange a meeting.
3. After twelve (12) unexcused, a request for an "Administrative Attendance Hearing" may be made. At this time, academic progress and attendance history will be discussed and a formal plan may be created.
4. Following the next unexcused, the school may refer the student to the Floyd County Attorney. If the County Attorney agrees attendance is an issue, they will issue a warning letter and "Reasonable Parent Efforts Checklist," and/or a referral for mediation. A mediation hearing may be held with The Floyd County Attorney's Office.
5. If attendance continues to be a concern and in violation of the 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 campus administrator. Referral to the County Attorney may be made at any time during the process.

#### **Leaving/Returning during the school day**

Students who need to leave school during the school day must receive permission from office staff through one of the following processes

1. Note signed by parents,
2. Parents contact the office
3. Parents personally come to the office

Students are not released to anyone other than their parents during the school day unless the office has approved documentation. 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 and receiving permission to make up schoolwork. Students that are aware they will be absent are expected to proactively contact teachers in advance to arrange for missed work. Students will be provided a reasonable amount of time as determined by the teacher and/or administration to complete missed schoolwork upon return. Should a student be absent more than one day, they must make arrangements with teachers to schedule missed work. Students may forfeit their opportunity to make up work if they have frequent unexcused absences as determined by the administration.

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 11:09 am** on the day of the event in order to participate. The remaining half-day must be a verified or an excused absence. Only in extraordinary circumstances may this rule 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 are 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 time it 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.

If a student reaches three (3) tardies over the course of a school week, they will earn a 40-minute detention at the study table. Three additional tardies that week will result in a 40-minute detention.

### **Advisory (High School 9-12)**

Advisory is a homeroom/intervention block of time between 2nd and 3rd periods. The 26-minute block will serve as a scheduled time during the instructional day to meet individual needs, ensure academic success, offer enrichment opportunities, and create a student-centered learning environment. Students who are currently failing one or more assigned courses may be assigned to specific interventions during Advisory.

### **Transfers or Withdrawals**

When a student know they are leaving school, they are required to complete the following steps:

1. Obtain a withdrawal form from the office.
2. Take the withdrawal form to all teachers, media specialists, and food service for their initials.
3. 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 for up to two (2) days to visit college campuses with an approved note and verification from the college or university. These visits require prior approval. Students must be on track to graduate and not have excessive absences to be approved. Juniors may be excused up to one (1) day to visit college campuses with a note signed by the student's parents and verification from the college or university.

### **Inclement Weather**

In the event of dangerous roads or weather conditions that make it necessary to delay or close school, radio and television stations Local television and radio media will be notified and information shared via social media and School Messenger. The information will be given to these communications tools and outlets as soon as it is possible to determine that there will not be school. If school is dismissed because of inclement weather after the day has begun, parents are notified by the same methods. Parents of students who ride the bus will be notified how students will be returned home. The Superintendent determines whether buses will follow the regular or alternate routes. If the buses follow alternate routes or the parents are responsible for picking up the students, they shall be reasonably notified.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally not held. The principal may determine whether to hold extracurricular activities or practices if conditions safely allow. If the extracurricular activity is to be held, students and parents are notified through the normal communication methods.

### **School Day**

Students may be present on school grounds before 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 fifteen (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 website 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:**

Prior to the first day of school, proof of up to date immunizations must be provided. If immunizations are not up to date, a provisional certificate will be issued. The provisional will allow student enrollment for 60 days and then expire. Per Iowa's state law, at this time students not in compliance with the Iowa Department of Public Health immunization requirements will be excluded from school. Only for specific medical or religious purposes are students exempt from the state of Iowa's immunization requirements. An exemption form must be completed and turned in to the school prior to the first day of attendance. Students entering from a foreign country may also be required to pass a Tuberculosis (TB) test prior to attending school.

## **Physical Examinations**

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

## **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 initiate a false alarm are subject to being disciplined under the school district's policies, rules and regulations. They may also be reported to law enforcement officials.

## **Administration of Medication:**

Some students may need to carry prescribed medication (inhaler, EpiPen) with them throughout the school day. This will only be acceptable with written permission from the parent and 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. Medication prescribed for three times a time will be given OUTSIDE of school hours unless ordered by a physician for a specific time 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 medication administration, 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, time, route, and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable)

The prescription label and the medication authorization 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 as needed (PRN) medications such as Tylenol, Ibuprofen, Tums, 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'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 at school 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 parents 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 the treatment destination.

Children will be excluded from school when their temperature is (100.4) degrees and should not return to school until their temperature has been normal for 24 hours (without the use of fever reducing medications.) 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 School District employs nursing staff who are shared between all school campuses. The nurses can be reached during regular school hours. Contact the front office staff of any campus to be directed.

### **Communicable and Infectious Diseases**

Cases of communicable diseases 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.

### **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 parents 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.

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 the treatment destination.

Children will be excluded from school for the following reasons:

1. Temperature 100.4 degrees or higher
2. Vomiting
3. Diarrhea
4. If any ONE of the following symptoms present:
  - new cough, shortness of breath, difficulty breathing, or new loss of taste or smell.
5. If any TWO of the following symptoms present:
  - fever, chills, fatigue, muscle or body aches, headache, sore throat, congestion, runny nose, nausea, vomiting or diarrhea
6. If he/she is awaiting COVID-19 test results

Your child may return to school when he/she is fever free for 24 hours without the use of fever reducing medications AND symptoms have improved OR proof of a negative COVID-19 test is provided. Your child must wait 24 hours after the last episode of vomiting or diarrhea before returning to school.

### **Dental Screening:**

The state of Iowa requires that all students entering 9th grade must provide proof of a dental screening. The screening must be provided by a licensed dentist or dental hygienist and shall be completed no earlier than one year prior to enrollment and no later than four months after enrollment. The Iowa Department of Public Health Certificate of Dental Screening is the only form accepted by the state and can be found here :

<https://idph.iowa.gov/Portals/1/userfiles/163/Certificate%20of%20Dental%20Screening%208-17-16.pdf>

### **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/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 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 at Central Services.

**Assemblies**

Assemblies may be held throughout the school year. Attendance at these assemblies is a privilege. Students must act in a manner that meets the school district expectations. Students are expected to attend assemblies unless otherwise directed. Students who are not attending assemblies shall report to the office or to another specified area.

**Field Trips**

Field trips are components of the curriculum as an extension of the classroom to contribute to the achievement and mission/vision of the school district. If a field trip is required for a course, students are expected to attend. Absences in other classes or school activities due to attendance on field trips are considered excused. Students are expected to complete missed work prior to departing. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students are expected to treat employees, chaperones, and guides with respect and courtesy. Prior to attending a field trip, students must return a permission form signed by the student’s guardians.

**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:

<b>High School (9-12)</b>			<b>Middle School (7-8)</b>
Baseball	Basketball	Spirit Team	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:

<b>High School (9-12)</b>		
Art Club	School Improvement	Gaming Club
IT Club		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**

Gym lockers and padlocks shall be school issued. School issued padlocks should not to be used at home. Physical education teachers will issue the padlocks. Students who lose padlocks will be charged the cost of replacement.

### **Activity Bus**

The school district may sponsor an activity bus to transport students to activities. A fee may be charged to students utilizing the activity bus. The activity bus is a privilege that can be revoked. Students who utilize an activity bus must ride during all phases of the trip unless prior arrangements have been made with the principal with approved parent documentation.

### **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 this with the principal.

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 Office of Activities 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. School district policies, rules, and regulations apply to students as well as guests at school dances. Students and guests violating school district policies, rules, or regulations are asked to leave the dance and grounds. Parents will be notified of the violation and removal. Student identification may be requested by school officials. Students who have an excessive number of office referrals or are habitually tardy/absent may lose the privilege of attending dances. This is the discretion of the campus administration.

High School only: Visitors may be allowed to attend High School Dances but must meet the following expectations:

1. Currently attend a high school,
2. Register in advance,
3. Receive permission from their current High School Administrator
4. Receive permission from Charles City High School Administration.

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



The SIAT serves as a student-led advisory group. They serve as liaisons and provide input to the campus leadership. Members of the team are student representatives who have direct access to the campus leadership.

### **Student Activity Tickets**

Students may purchase an activity ticket for admission to school district activities. Students who do not purchase an activity ticket will be expected to pay regular prices to attend.

### **Student Participation in Non-School Athletics**

A high school student who participates in sponsored athletics may participate in non-sponsored activities during the same season with the approval of the Office of Activities.

### **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 during collection, storage, disclosure, and destruction. The board secretary is the custodian of student records. Student records may be maintained in the Central Services 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 someone 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 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:

1. 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
2. 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

3. 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
4. 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
5. To organizations conducting educational studies and the study does not release personally identifiable information
6. To accrediting organizations
7. To parents of a dependent student as defined in the Internal Revenue Code
8. To comply with a court order or judicially issued subpoena
9. Consistent with an interagency agreement between the school district and juvenile justice agencies;
10. In connection with a health or safety emergency
11. 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 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 ten (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 the 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 Suspensions**

In accordance with board policy and law, students may be suspended for up to 9.5 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 fifteen (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 three (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 the 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 maintain safety of all people and facilities within the district, 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 discover evidence of a violation of school policy, rules, regulations or the law.

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

1. Eyewitness observations by employees
2. Information received from reliable sources
3. Suspicious behavior by the student
4. Student's past history and school record (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 investigation. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

1. Age of the student
2. Sex of the student
3. Nature of the infraction
4. 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 they may be in possession of illegal or contraband items and/or has violated district policies, rules, regulations or the law.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. Searches that engage in pat-downs or investigation of garments (such as jackets, socks, pockets, etc.) shall be excuted in private by a school official of the same sex as the student. In addition another adult witness of the same sex shall be 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 the campus and people 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.

Student parking on school district property is a privilege. Bicycles, skateboards, scooters, and mopeds, and 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 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 necessary school materials and personal items. It is the responsibility of each student to keep the assigned locker and desk clean and undamaged. The expenses to repair the damage incurred to an assigned locker and desk shall be charged to the student.

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the 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. Students have no legitimate expectations of privacy in the locker, desk, or other space. Periodic inspections of all or a random sample of lockers, desks, or other spaces 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 transferred to law enforcement.

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 contain illegal or contraband items or there is evidence of a violation of school policy or the law. Such searches shall be conducted in the presence of another adult witness when feasible.

### **Threats**

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

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:

1. Background of the student including any history of violence or threatening behavior;
2. Student's access to any weapons
3. Circumstances surrounding the threat
4. Age of the student
5. Mental and emotional maturity of the student

6. Cooperation of the student and his or her parent(s) or guardian(s) in the investigation
7. Existence of the student's juvenile or criminal history
8. Degree of legitimate alarm or concern in the school community created by the threat
9. 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 engage in certain actions that prevent harm to persons to property. State law also places limits on school employees’ abilities to restrain, confine, and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and/or detain a child. If a child is restrained, confined, or detained, the school must maintain documentation and provide notice to the parent. If there are questions about this policy and law, please contact your school administration. 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 student access available to a wide range of electronic information resources, equipment, and software. The goal in providing this technology and access is to support the educational objectives and mission/vision of the Charles City Community School District as well as 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 policies and regulations. The number of available terminals and the demands for each network 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. Access is a privilege and 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 Internet. The use of the network may be revoked 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 online protocol:

1. Respect all copyright and license agreements
2. Cite all quotes, references, and sources
3. Remain on the system only for the amount of time needed to access and gather information
4. Apply the same privacy, ethical and educational considerations utilized in other forms of communication

### **Restricted Material**

Students will not intentionally access or download:

1. Material which is obscene, libelous, indecent, vulgar, profane, or lewd
2. Advertises any product or service not permitted to minors by law
3. Constitutes insulting or fighting words of expression which injures or harasses others
4. Presents a clear and present likelihood that 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 activities
5. 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 incurs any types of costs, they shall be held personally responsible. Inappropriate use and/or access will result in the restriction and/or termination of this privilege. It may also result in further discipline for students up to and including expulsion as well as 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 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 research connection between academic performance and student conduct/appearance. Inappropriate student appearance may cause material and substantial disruption to the environment or present a threat to the health and safety of school. 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:

1. Clothing advertising or promoting items illegal for use by minors such as alcohol or tobacco
2. Shoes with cleats except for outdoor athletic practices
3. Clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks,
4. Items that reference prohibited conduct or similar displays

Under certain circumstances, classes, or activities a stricter dress code may be appropriate. 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 remediate the issue or have appropriate consequences. Any ensuing absence may be coded as unexcused.

In addition:

1. Coloring hair, painting skin, or piercing the body is prohibited at school or on school grounds
2. Students are not allowed to wear coats/jackets in the classroom unless requested by a teacher (MS Only)
3. Carrying backpacks into the classroom requires teacher permission prior to entering (MS Only)
4. Hoods 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 equipment. Vandalism is not tolerated and students found to have destroyed or otherwise harmed school property may be required to reimburse the 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 visibly display it. Students shall only park in the designated student areas. Parking on Salisbury Street is available when the lot is full. Parking in the northwest section is reserved for 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:

1. Parking outside the space,
2. Parking in the staff portion of the lot,
3. Parking in restricted spaces (handicapped or spaces designated for specific school personnel).

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

### **Hall Passes**

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

### **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. They are prohibited from 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. The only exception to the policy are 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 may be recommended for expulsion. Parents of students found in violation of this policy shall be contacted and a report made to law enforcement officials. Students are not allowed to have any device that can cause fires or explode. This includes fireworks, matches, and lighters.

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

The Charles City School Campuses are drug-free zones. The District participates in a preventative program and partnership with the Charles City Police Department designed to stop illegal drugs from entering our schools. This could include the use of drug-sniffing dogs in the high school parking lots, locker rooms, and student areas. Periodic, random inspections may occur throughout the school year.

### **Cheating**

Students are expected to complete their own schoolwork. Cheating by accessing another student's schoolwork through copying or other similar methods is not tolerated and is subject to consequences.

### **Dual Enrollment Students**

Home school or home school assistance program students enrolled in classes or participating in activities are subject to the policies, rules, and regulations of the district. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the campus principal.

### **Posting of Information**

Students who desire to distribute and promote information at the campus must have permission from the principal. This applies for information about sponsored or non-sponsored activities. The principal can clarify procedures and policy regarding the posting and distribution of materials.

### **Harassment/Bullying**

Harassment and abuse are violations of school district policies, rules, regulations. In some cases, they may also be a violation of criminal laws. The school district has the authority to report students violating his policy 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 or bullied should:

1. Communicate to the harasser that the student expects the behavior to stop if they are comfortable doing so. If the student needs assistance communicating with the harasser, then they should ask a teacher, counselor, or principal to help.
2. If the harassment does not stop or the student does not feel comfortable confronting the harasser, the student should:
  - a. Tell a teacher, counselor or principal
  - b. Write down exactly what happened, using the district's harassment/bullying form available on the school website or in paper form. This should 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
    - how the harasser responded

Sexual harassment may include unwelcome sexual behaviors that include:

1. Advances

2. Requests for sexual favors and other
3. Verbal or physical conduct

Harassment on the basis of race, color, religion, national origin, sex, disability, age, or marital status includes the conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities
2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student
3. 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:

1. Verbal, physical, or written harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

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

1. Verbal, physical, or written harassment or abuse
2. Repeated remarks of a demeaning nature
3. Implied or explicit threats concerning one's grades, job, etc.
4. 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.

1. If an employee is involved, discuss the complaint with the employee within **5** days of the incident;
2. 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;
3. If unsatisfied with the principal's response, discuss with the superintendent within **5** days of the principal's response
4. If unsatisfied, 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:

1. School newspaper
2. Yearbook.

Student expression in the district publications is not a communication 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 speech or expression. Copies of the school district publication code can be obtained from the campus 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:

1. Restrictions against unlawful speech
2. Obscene
3. Libelous;
4. Slanderous
5. Encourages students to:
  - a. Commit unlawful acts
  - b. Violate school district policies, rules, or regulations
  - c. Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity
  - d. Disrupt or interfere with the education program
  - e. Interrupt the maintenance of a disciplined atmosphere
  - f. 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.

### **Students Suspended From Class**

If a student is disruptive to the learning environment the administration may choose to suspend them 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:

1. Teacher/student conference
2. Parent/teacher conference
3. Community service
4. Intervention room referral
5. Detentions
6. Loss of privilege
7. Other consequences at the discretion of the administrator

### **Detention**

Detention is time served by a student outside of regular school hours for violation of school rules and/or not adhering to accepted procedures. All detentions must be served within two school days. If a student chooses to not serve their detention within the allocated time frame a parent meeting will be scheduled to arrange when 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 the 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 referred to the Intervention Center. While at the Intervention Center students will have the opportunity to work with the staff for redirection.

### **In-School Suspensions**

Students may be assigned an in-school suspension when appropriate. In-School Suspension is when a student is assigned time in the office or another location on the campus. While serving in-school suspension students are expected to complete assigned work and tasks. 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 9.5 days by the administration.

### **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 be assigned.

*Disruptive Items:* Those items that are considered by the staff to be disruptive to the educational atmosphere. This includes:

1. Gum
2. Candy,
3. Cell phones,
4. Electronic devices,
5. Inappropriate appearance
6. Items that are considered by administration to be dangerous or disruptive

*Insubordination:* Refusing a reasonable request by or exhibiting disrespect to any school employee. This includes on school property or events under the jurisdiction of the district.

*Truancy:* An absence that is unexcused by the district and parents are unaware

*Unexcused Absence:* Any absence that the parents are aware of but not approved by the school. A student may also be considered unexcused if they do not attend assigned detention, or are out of their assigned areas.

*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 (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 their possession on or off school grounds and while participating or attending a school-sponsored activity.

*Tobacco:* Using or possessing tobacco on school property or at a school-sponsored event, whether or not they are participating, is forbidden.

*Dangerous weapon:* any item that 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:

1. Using vulgar offensive language,
2. Defacing school or other individual's property,
3. Fighting, tripping, pushing, or shoving.

In addition to school consequences, a student is responsible monetarily for any damage.

The Charles City Board of Education feels that any student who is experiencing increasing dependency on dangerous drugs should be receiving support from district resources. Any student should feel free, under no threat or penalty, to discuss this matter with any faculty member with whom they feel comfortable. The counseling department is a resource available to all students.

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.

### **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 the 1<sup>st</sup> and 2<sup>nd</sup> semesters. This information is accessible through PowerSchool. Report cards will be printed upon request for those who are unable to access the records through PowerSchool. Students who have concerns about their grades should engage with their teachers to determine how they can improve performance.

Students who receive an incomplete must finish the class within 10 days after the start of the next 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 are encouraged to visit with teachers at open houses, during parent/teacher conferences, or any time they have a concern.

### **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 and 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 the paperwork has been submitted and approved, 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 may assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, share and discuss ideas, review materials, and become acquainted with resources. It also assists in helping students to organize thoughts, prepare for classroom activities or make-up incomplete classwork. Students are expected to complete homework on the timeline that was created and communicated. Failure to complete homework could result in the loss of class credit and/or a failing grade.

### **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 the administration.

Standardized test scores may be used to determine placement in selected classes. Students must demonstrate proficiency on standardized tests 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 the 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 who desire to enroll in another school district must apply by March 1 of the calendar year preceding the school year in which they wish to enroll. This rule will only be waived by the superintendent and board based on 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.

### **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/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 for approval.

### **Open Campus (HS only, 12th Grade)**

Open Campus possibilities at Charles City High School 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 real-world experience in time management, flexible scheduling, and responsibility. Students will demonstrate their ability to adequately handle responsibilities and the organization needed in arriving to and from classes (i.e. a job) in a timely and efficient manner. Students are expected to utilize the open concept of CC WIN Time to take advantage of resources and prioritize their needs to advance their academic growth. Open Campus will be granted only to 12th-grade students with written parental permission and administrative approval. To be eligible for approval, 12th-grade students must be in good academic standing and 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, the 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](#).

### **Honor Roll and Academic Honors**

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 and nonsectarian. They are not to 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 with parents/students 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 class schedules and to download an application/registration form. The student is to complete the form and meet with a counselor to finalize PSEO course enrollment. All paperwork for Fall Semester courses must be completed and returned 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 returned to the high school counselor by the *last week of school before Charles City Schools Winter Break*.

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

### **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 early graduation not be of legal age at the time of submission to the principal, parental consent in writing must be included. Students who graduate early become alumni of the school district and may not be allowed to participate in school activities, including senior events. Normally they are welcome to participate in graduation ceremonies.

### **Graduation**

Students who are in good standing and meet the established board requirements are allowed to participate in the graduation ceremony and senior activities. Students who are serving discipline at the time of the graduation ceremony or other senior activities may not be allowed to participate. Students are not required to participate in the graduation ceremony.

### **Academic Eligibility for Extracurricular Activities(HS)**

All students are expected to advance their education and growth through their own proactive effort. The State Athletic Association and Union requires each person participating in an activity to be passing (at least a D-) four academic classes. The main purpose of our schools is academics and 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 quarter.

Any student whose average is below a 1.5 GPA at the end of a grading period will be ineligible for participating in activities for three weeks. 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 their teachers to report their most current grade. This form will be turned in to the Office of Activities for consideration of approval. 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 their teachers each three-week period to become eligible for the next three-week period. A 2.0 GPA must be earned 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 complete all of the necessary forms for consideration of approval. If the eligibility forms are not completed in a timely manner 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.

### **Academic Eligibility for Extracurricular Activities(MS)**

All students must be in good academic standing in order to participate in extracurricular activities. Students must pass all core classes with at least a D- or better. All students entering 7th grade will automatically be deemed eligible. In the middle of grading periods, academic progress will be checked every 3 weeks. Students not passing core classes will report to study tables (3:15-4:00) until their grades are passing, after study tables they may report to their after school activity. Any student whose final end of the reporting period grades are not in good standing will be ineligible for 15 calendar days and at least 2 events of the next (or current) season and must report to study tables. Students will still be expected to practice with their team during their ineligibility period.

### **Telephone Use During the School Day (incoming calls)**

Students receiving telephone calls during school hours generally will not be paged to minimize the disruption to the learning environment. The office will take a message and forward it to the student at an appropriate time. During emergency situations students may be removed from class or school activity to receive a telephone call.

### **School-Issued Devices**

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

### **Personal Electronic Devices in School**

Students may possess an electronic device but must adhere to classroom expectations. If a student is found in violation, their electronic device may be confiscated. It shall be returned to the student or their parents at a later time. Multiple violations will result in additional consequences which may include storing the electronic device in the office. Students are not permitted to send or receive personal messages that would contribute to school disruptions, cheating, inappropriate access to the Internet, or creation of prohibited pictures. 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 observed will be confiscated and taken directly to the office.

1st Offense - Taken to the office and retrieved by the student at the end of the day

2nd Offense - Taken to the office and parent/guardian must retrieve the device at the end of the day

3rd Offense - Taken to the Superintendent's Office and parent/guardian must retrieve 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 should submit a request to the office. Daily announcements are posted on PowerSchool for parent/student convenience and on digital signage throughout the campus. 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 for identification to students and staff members. Student guests from other schools are not allowed unless approved by the administration.

### **Legal Status of Student**

If a student's legal status such as their name or custodial arrangement should change during the year, the parent or guardian must notify the school district. The school district is responsible for maintaining a current student record.

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

### **Open Gym During Non-School Hours**

All school campuses in the Charles City Community School District will be closed on Sundays and holidays with the exception of open gym. No Sunday or holiday practice sessions shall be conducted at any location except under the following special circumstances:

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

All practices and events that would be scheduled during a vacation period is voluntary for the student. A coach or sponsor of the activity will advise the students of the optional practice and that there is no penalty for non-attendance.

### **Cafeteria**

The school district operates a lunch and breakfast program. Students may either bring their own meals 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 the lunch period. Food or beverage except for clear water bottles are not allowed beyond the cafeteria. Students are expected to leave the cafeteria in a better condition that they found it. Charles City Community Schools is a peanut aware organization.

### **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 policies, rules, and regulations. Students are responsible at all times to the driver or monitor while they are on the bus. The driver has the responsibility to discipline or redirect a student when necessary. They 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. The driver will complete a discipline referral and a copy will be mailed to the parent. The student, principal, driver, and operations 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**

The 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 operations director (in conference with the driver and campus 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 their 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 in 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

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

Any material checked from the media center must be signed out at the circulation desk and be returned by the appointed time. Fines will be assessed for overdue books, magazines, and vertical file material. Beginning the second week past the due date, the student shall be assessed a \$0.25 fine until the material is returned. The maximum overdue fine is \$1.00. Any student who is unable to return a material will be held responsible to reimburse 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 effect on performance in school. The Student Assistance Team is designed to assist students who are experiencing difficulty with academic, behavioral, or emotional success. Such problems could include learning disabilities, physical illness, emotional and psychological concerns, family or legal issues, alcohol/drug abuse, or other personal challenges. The school becomes engaged when any of these challenges which may occur in a student or family member, repeatedly and interferes with their school performance. It is also the concern of the school district if the behavior 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 and concerns.. This is a program to provide input and guidance to the leadership.

### **Counseling Program**

The school district professional counseling program is divided into four separate categories. The categories are:

1. Counseling services,
2. Information services,
3. Appraisal and placement services

Each of these categories is interdependent and assists students with their personal educational and career development in becoming productive and effective adults. Confidentiality is maintained by the employees involved in the counseling program.

### **Royal Court Candidates**

Any student that is currently ineligible because of a good conduct violation or any act that is a violation of the school's "standards of behavior" 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, Iowa, and of the school district community entitles students to special privileges and protections. It also requires the students to assume civic, economic, and social responsibilities as well as participate in their country, state, and school district community in a manner that represents these 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 it plays 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 or their designee. Persons wishing to view instructional materials or to express concerns should contact the campus principal.

### **Backpacks**

Backpacks, book bags, and other appropriate-sized items will be allowed during the school day. These items may be used to transport school-appropriate materials throughout the day. Students will be responsible to keep their bags out of the classroom aisle/walkway. A suspension of this policy may be issued if deemed necessary by the administration. (MS Only: Carrying backpacks into the classroom requires teacher permission prior to entering.)

### **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.) The office is closed on Fridays.

### **Standards of Conduct for Participation in Extracurricular and Co-Curricular Activities Grades 9-12 (Do not alphabetize this section. Keep it intact as a whole at the bottom of the document)**

#### **Statement of Philosophy**

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

**Statement of Purpose**The purpose of this policy is to encourage and teach 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 is expected to meet these standards, set by the Board of Education.

These standards are the minimum to be achieved. Individual coaches, directors, and other activity sponsors 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 strive and work to their highest potential, that benefits 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 campus 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, and the school district may conduct an independent review 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 the 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 at the discretion of the administration.
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 calendar 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 ineligible from all extra-curricular activities for the duration of the consequence. 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, they will complete their violation consequences 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 consequences and 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 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 a professional staff member

The student and the student’s parent/guardian shall be notified by the student’s campus 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.
  - a. 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.

- b. If not passing all at the end of a final grading period of the school year and a student is a bonafide contestant in baseball or softball, a student is ineligible for the next four weeks of that sport but will retain 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. The student's 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. Bonafide 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 comes great responsibility. In order to remain a member of these activities, standards of conduct and scholarship must be met and maintained. Participation in activities helps students grow into effective citizens and leaders. Students who represent the school in an activity are expected to serve as positive role models to other students and members of the community.

### **Statement of Purpose**

The purpose of this policy is to encourage and teach 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 is expected to meet these standards, set by the Board of Education.

These standards are the minimum to be achieved. Individual coaches, directors, and other activity sponsors 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 strive and work to their highest potential, that benefits 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 campus 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, and the school district may conduct an independent review 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 semester.
- 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 the number of “dates” in the drama program, ineligibility will be defined as the loss of 1 play or administration discretion.
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 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 a 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

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