

**Charles City Schools  
MS/HS**



**2016-2017  
Student  
Handbook**

**OUR MISSION** is to... engage, inspire, and empower students and staff in order to maximize learning.

**OUR VISION...** in everything we do, we aim to maximize learning for all students and staff. Through personalized learning experiences, student-centered environments, and real-world opportunities, individuals are challenged to positively impact the global community.



**CORNERSTONES OF CHARACTER**  
**Charles City Community Character Education 2004**

The Charles City Community School students will have academic skills and knowledge that will allow them to meet personal, career, and social needs; key components of the educational process. The Charles City community has established Cornerstones as community-wide character education to support the school district's efforts. A long-range goal for the Charles City High School is "Students will demonstrate Cornerstones of Character."



**Respect**

**Show respect for diverse individuals and groups**

- I am considerate of the feelings of others.
- I deal peacefully with conflict.
- I obey school and community laws and rules.

**Responsibility**

**Demonstrate appropriate choices and accept consequences**

- I resist negative peer pressure
- I use self-control.
- I am reliable – I do what I say I will do.

**Citizenship**

**Display effective cooperative skills**

- I care about my school and community
- I use good manners, not bad language.
- I interact positively with others.

**Effort**

**Display positive effort toward learning**


- I always do my best.
- I do not give up – I keep trying.
- I am motivated to achieve.

**Names of Faculty and Staff and Their Assignments**

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

**School Colors and School Mascot**

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

<p><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          Tow 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> 
--	--

## **Equal Educational Opportunity**

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Dan Cox and can be reached at 641-257-6500. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

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

## **Educational Equity**

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

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

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

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

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

Dr. Dan Cox  
500 N. Grand Ave.  
Charles City, IA 50616  
641-257-6510

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

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

Date of Adoption: November 9, 1992

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

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

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

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

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

### **Jurisdictional and Behavioral Expectations Statement**

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

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

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

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



(grades 5-8)

## High School Procedures (9-12)

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 ask the student to leave the class and report to the office. Under no circumstances will the student be allowed to return to class until suitable commitments and/or agreements are worked out with that teacher. The student then has the option of returning to class if he/she is ready to be a cooperative class member. The following process will be used when students are sent or referred to the principal's office:

**Step 1.** If it becomes necessary to remove a student from class for a disciplinary reason, the student should be sent to the principal's office. The teacher will be expected to hold a conference with the student before the student is readmitted to class on "regular status". This doesn't mean that student cannot return to class right away; it means that before the situation is resolved a meeting must take place. Before the student returns to class, a meeting time should be set up, and committed to, by the student. The teacher should keep a record of the meeting. The teacher can have the student sign a statement indicating the meeting has taken place. The purpose of the conference is to resolve any problems that may be present. Students refusing to take part in a Step 1 conference can be moved to a Step 2 level.

**Step 2.** If it becomes necessary to remove a student from class a second time, the student should be sent to the principal's office. The student is directed to contact parent and ask them to contact the teacher. A conference may be set up at the request of the teacher or parent. This contact and/or conference will occur before the student is readmitted to class on "regular status". The teacher and the principal will decide whether the principal will attend the requested conference. The signed record of this meeting should be maintained in the student's disciplinary folder. The purpose of this meeting is to resolve any problems that may be present. Unsatisfactory Step 2 conference can result in the student's removal from class without credit.

**Step 3.** Students removed from class for disciplinary reasons a third time may be dropped from class without credit.

Serious offenses may result in immediate placement on Step 2 or Step 3.

## Middle School Procedures (5-8)

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 follow the Positive Behavior Interventions and Supports flow chart:

Behavior occurs:

- Positive behavior
  - ◆ Acknowledge Appropriately
- Negative behavior
  - ◆ Minor Offense  
(Examples: tardy, minor dishonesty, tone/attitude, preparedness, putting others down, refusing to work, inappropriate comments, blurting out, electronic devices, food or drink, dress code violation, off-task behavior, foul language, etc.)
    - Student is reminded of appropriate behavior in class
      - Student does not comply
        - ◆ Student fills out think sheet
    - Require student to change
      - Refusal to change
        - ◆ Minor offense becomes a major and parent is contacted
  - ◆ Major Offense  
(examples: smoking, alcohol, drugs, fighting, aggressive behaviors, weapons, bullying, harassment, vandalism, threats, aggressive language, major dishonesty, truancy, gambling, gambling, inappropriate touching, etc.)
    - Student is sent to office with referral
      - Problem solve with student; involve counselor as necessary
        - ◆ First minor offense that became a major
          - Assign a detention
        - ◆ Not the first minor offense to become a major
          - Refer to counselor for problem solving and assign an intervention
      - ◆ Direct major offense
        - Assign and intervention or other appropriate measure

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

The following procedures will be followed in cases of suspension:

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

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

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

## **Definitions**

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

## **School Fees**

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

## **Emergency Forms**

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

## **Student Attendance (High School 9-12)**

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

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 attempts to contact the parents at their emergency number. Before a student is readmitted after an absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence.

### **Student Attendance Procedures (Middle School 5-8)**

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

Students are responsible for arranging make up schoolwork and are allowed to make up schoolwork only upon the approval of teacher. Students who know they are going to be absent prior to an absence must make arrangements with teachers in advance to make up schoolwork. Students have 2 days to make up schoolwork upon return from an absence. Should a student be absent more than one day, the student must make arrangements with teachers to schedule makeup work. Students will not get credit for makeup work from an unexcused absence.

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

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

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

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

5. If attendance continues to be a problem and in violation of mediation agreement, a referral to the County Attorney for immediate action can be made at the discretion of the school.

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

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

Students participating in school activities **must be in school by 11:30am** on the day of the event in order to participate in a school activity. The remaining half-day must be a verified or excused absence. Only in extraordinary circumstances, this rule may be waived by the principal. If a student is absent on Friday due to illness, they may participate in weekend school activities at the discretion of the principal. This decision will be based on the student's previous attendance record.

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

### **Tardiness**

Definition: A student will be counted tardy if not in his/her assigned seat when the bell rings at the beginning of the class period. When a student is late more than five minutes to a class without a legitimate excuse, this is considered an unexcused absence. Three tardies to a class in a semester is equivalent to one unexcused absence for that class. Each unexcused absence due to tardies will result in that time being made up by the student.

\*Middle School students will follow PBIS behavior expectations (pg. 4)

\*Seniors who are tardy for 1<sup>st</sup> period class will lose their open lunch campus for the day. This privilege may be revoked for a longer period of time, or permanently, if excessive tardiness occurs.

### **S.M.A.R.T Lunch (High School 9-12)**

Students Maximizing Achievement with Resource and Time: S.M.A.R.T Lunch is an intervention/enrichment block of time in conjunction with our lunch hour. S.M.A.R.T. Lunch approximately a 55 minute block of time between 5th and 6th period that will be broken into two separate 26 minute blocks with shortened passing time. These 26 minutes blocks will serve as scheduled time during the instructional day to meet the individual needs of students to ensure academic success, offer enrichment opportunities, a create an student-centered learning environment for our students.

### **Transfers or Withdrawals**

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

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

### **College Visits**

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



one day to visit college campuses with a note signed by the student's parents and verification from the college or university of the student's presence on their campus.

### **Inclement Weather**

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

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

## **Student Health, Well-Being and Safety**

### **School Day**

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

### **HAWK-I Insurance for Children**

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

### **Student Insurance**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance.

### **Immunizations**

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

### **Physical Examinations**

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

### **Emergency Drills**

Periodically the school holds emergency fire, tornado and bomb threat drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who

pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

### **Administration of Medication**

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

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

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

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

### **Student Illness or Injury at School**

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

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

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

### **School Nurse**

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

### **Communicable and Infectious Diseases**

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

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

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

## **Health Screening**

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

## **Sexual Abuse and Harassment of Students by Employees**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Nancy Heiter at 257-6510 as the Level I investigator.

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

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

## **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

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

## **Student Activities**

### **Assemblies**

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

### **Field Trips**

In certain classes, field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips are considered

excused absences. Students are expected to complete make-up work prior to leaving. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. Prior to attending a field trip, students must return a note signed by the student's parents.

### School-Sponsored Student Organizations

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

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

### Student Groups

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

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

\*Due to the implementation of the SMART Lunch program we anticipate several clubs forming during the 2016-2017 school year, please look for additions to this list in the near future!\*

### Padlocks

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

### Activity Bus

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

### Student Funds and Fund Raising

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

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

### Use of School District Facilities by Student Organizations

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

### **Dances**

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

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

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

### **Student Activity Tickets**

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

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

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

#### Code No. 506.1

### **STUDENT RECORDS ACCESS**

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

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

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

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

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

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

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

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

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

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

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

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

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;

- In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- To organizations conducting educational studies and the study does not release personally identifiable information;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- Consistent with an interagency agreement between the school district and juvenile justice agencies;
- In connection with a health or safety emergency; or,
- As directory information.

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

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

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

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

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

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

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

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition

hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

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

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

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

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

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

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

Date of Previous Adoption: January 12, 1987

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

Revised: September 10, 2001, December 8, 2008

## **Student Rights and Responsibilities**

### **Student Searches**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

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

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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

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



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

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

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

### **Student Lockers and Desks**

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

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

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

### **Threats of Violence**

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

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

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

### **Physical Restraint of Student**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and

necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons to property. State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

## **Internet**

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

Students will adhere to on-line protocol:

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

## **Restricted Material**

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

## **Unauthorized Costs**

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

## **Dress Code**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the

health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

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

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

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials. The Student Commons opening in 2015 will be under camera surveillance, students are expected to demonstrate their ability to handle the responsibilities of being in the newly designed learning space and to optimize its educational use.

### **Driving, Biking or Riding Snowmobile to School**

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

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

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

### **Hall Passes**

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

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

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

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

### **Cheating**

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

### **Dual Enrollment Students**

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

### **Posting of Information**

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

### **Bullying, Harassment, or Hazing**

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned and/or school operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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

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

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

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

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

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

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

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

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

Students who feel that they have been harassed should:

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

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

### **Student Complaints**

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

- If an employee is involved, discuss the complaint with the employee within 5 days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 5 school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within 5 days of the principal's response;

- If unsatisfied with the superintendent's response, students may request to speak to the board within 5 days of the superintendent's response. The board determines whether it will address the complaint.

### **Student Publications**

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

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

- obscene;
- libelous;
- slanderous; or
- encourages students to:
  - ✓ commit unlawful acts;
  - ✓ violate school district policies, rules or regulations;
  - ✓ cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
  - ✓ disrupt or interfere with the education program;
  - ✓ interrupt the maintenance of a disciplined atmosphere; or
  - ✓ infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

### **Zero Tolerance Policy**

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

Violations of this policy include but are not limited to:

- Physical violence/fighting
- Bullying/Harassment/Hazing
- Possession/use of alcohol, tobacco and/or other illegal substances
- Possession/use of weapons
- Theft

### **Students Suspended From Class**

The teacher may suspend students for one day from the classroom and may be used to keep a safe and orderly learning environment. Administrative approval may require a student be suspended from a class for more than one day.

### **Detention**

Definition: Time served by a student after school, for breaking school rules, or not following accepted procedures. All detention must be served by the next day if 40 minutes or less in length.

If more than 40 minutes, at least 40 minutes of the time must be served by the next day. During each day after, at least 40 minutes must be served until the time is complete. If a student does not attend assigned detention, the detention time to be served will be double the original time. If detention time assigned by administration has accumulated to four 40-minute detentions, more severe consequences may be assigned. 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 teacher's room unless assigned by administration.

### **Intervention**

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

### **In-School Suspensions**

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

### **Out of School Suspensions**

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

### **Definitions**

**Tardy:** A student is late to class as defined by the teacher of the class. A tardy to first hour class will be recorded by staff in the office.

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

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

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

**Unexcused Absence:** Any absence that the parents are aware, but the school does not excuse. Examples may include: driving tests, shopping trips, hair appointments, etc. A student may also be considered unexcused if they do not attend assigned detention, are out of their assigned area, or not in their assigned class but still in the building. Note: Driving permit tests can be excused if completed during study hall.

**Dangerous Items:** Possession or under the influence of the following:

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

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

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

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

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

*Disruptive or Distracting Behavior:* Behavior that disrupts or distracts from the educational atmosphere includes, but is not limited to the following:

Using vulgar offensive language, defacing school or another individual's property, fighting, tripping, pushing or shoving.

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

## **Student Scholastic Achievement**

### **Grade Reports**

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

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

### **Pass/ Fail Option (HS only)**

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

### **Homework**

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

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

### **Standardized Tests**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law and federal requirements. Students are tested unless they are excused by administration.

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

### **Human Growth and Development**

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

### **Open Enrollment**



Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Central Office for information and forms.

### **Class Loads**

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

### **Adding/Dropping Courses**

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

### **Open Campus (HS only, 11th & 12th Grade)**

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

### **Success Center**

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

### **Honor Roll and Academic Honors (HS Only)**

The school district honors students who excel academically.

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

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

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

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

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

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

### **Post-Secondary Enrollment Option (PSEO)**

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

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

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

### **Early Graduation**

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

### **Graduation**

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

### **Academic Eligibility for Extracurricular Activities**

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

Any student whose grade point average is below a 1.5 GPA at the end of a grading period will be ineligible for participating in activities for three weeks and the student will be placed on probation for the next grading period. During any three-week period, a student may gain eligibility for the next three-week period by taking an eligibility form to each of his/her teachers to get his/her grades to date. This form will be turned into the activities director. If the probationary GPA is 2.0 or higher, the student will be considered eligible for competition for the next three weeks. If the probationary GPA is below 2.0, the student will remain ineligible for the next three weeks.

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

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

## Miscellaneous

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

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

### Electronic Devices in School

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

### School Announcements

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

### Visitors/Guests

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

### Legal Status of Student

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

### Open Gym During Non-School Hours

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

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

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

### Cafeteria

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

## **Buses and Other School District Vehicles**

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

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

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

## **Media Center (HS)/ Information Center (MS)**

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

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

## **Student Assistance Team**

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

**Lost and Found**

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

**CCHS Forums**

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

**Counseling Program**

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

**Royal Court Candidates**

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

**Citizenship**

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

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

**Inspection of Educational Materials**

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

**Backpacks**

Backpacks, book bags, and other appropriate sized bags will be allowed during the school day. They may be used to transport school appropriate items throughout the day. Students will be responsible to keep their bag out of the classroom aisle/walkway. A suspension of this policy will be given if not treated appropriately as deemed by administration.

**Office Hours**

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

## CHARLES CITY COMMUNITY SCHOOL DISTRICT

### Code No. 605.1

#### ACCEPTABLE USE POLICY – ELECTRONIC INFORMATION RESOURCES

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

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

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

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

Inappropriate use and/or access or other violation of this policy will result in the restriction and/or termination of the privilege to access the District's computers, network, and/or the internet, and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Students and staff members are required to provide full cooperation to District administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of the District's technology resources.

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

District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, network, and the internet.

## Acceptable Use

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

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

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



or digital device in a manner that is not in accordance with the Acceptable Use Policy or any other applicable District policy, in addition to other disciplinary actions, the administrator may ban the students' use of any and all personal cell phone or digital devices while on District property.

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

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

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

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

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

Although reasonable efforts will be made to make sure students will be under supervision while on the District's network it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred. Students will be able to access the District's computers and network, including use of the internet, through their teachers and/or appropriate supervisors. Individual electronic email addresses may be issued to students. E-mail usage must follow the same privacy, ethical, educational, legal, and other considerations observed regarding other forms of communication.

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

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

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

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

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

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

Date of Adoption: September 23, 1996

Reviewed: December 13, 1999, December 8, 2008

Revised: June 8, 2009

Revised:

**CHARLES CITY COMMUNITY SCHOOL DISTRICT  
LAPTOP COMPUTER USE AGREEMENT**

Please read this entire section carefully.

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

**1. Equipment**

**1.1 Ownership:**

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

**1.2 Equipment Provided:**

Efforts are made to keep all Computer configurations the same. All Computers include ample RAM and hard- disk space, a protective laptop case, software, and other miscellaneous items. CCCSD will retain records of the serial numbers of provided equipment. Removal of bar codes or other identifying information is prohibited.

**1.3 Substitution of Equipment:**

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

**1.4 Responsibility for Electronic Data:**

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

**1.5 Students Eligible for 1:1 Laptop Program:**

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

## **2. Damage or Loss of Equipment**

### **2.1 Accidental Breakage and Damage Insurance (Voluntary):**

The Student and Parent may be held responsible for the cost of repairs and/or replacement of the computer due to accidental breakage and/or damage. A voluntary insurance coverage for accidental breakage and damage is available for Students and Parents to purchase for \$25 annually. It is agreed and understood that participation in this insurance program is voluntary. There are no free and reduced waivers for insurance coverage. If a Student and Parent opt to not enroll in this insurance program, they will be responsible for the cost of all repairs and/or replacement of the computer, as determined by the District, up to the value of the computer (currently \$1,014).

- A \$100 deductible per instance will be assessed if breakage and/or damage occurs for which the Student and Parent will be held responsible, and the insurance was purchased. Any breakage and/or damage under the \$100 value the Student and Parent will be held responsible for the full amount.
- The Student and Parent are responsible for the cost of all repairs and/or replacement due to intentional damage whether insurance was purchased or not. The CCCSD reserves the right to determine whether the damage was accidental or intentional.
- All students are required to return the Computer at the end of the school year in the same working condition with all accessories issued. If the Student loses the computer and/or any of the accessories during the school year, the Student and Parent is responsible for cost of the replacement.

### **2.2 Responsibility for Damage:**

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

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

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

### **2.3 Responsibility for Loss:**

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

### **2.4 Actions Required in the Event of Damage or Loss:**

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

### **2.5 Technical Support and Repair:**

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

## **3. Standards for Proper Computer Care**

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

### 3.1 Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the Computer to CCCSD during every school day.
  - **Laptop Checked at School** - Beginning in the 2012-13 school year, Charles City High School will institute a 0 hour class period running from 8:00 to 8:10 a.m. The purpose of 0 hour will be for students leaving laptops at school at the end of the day to collect those from the High School Media Center for use during the school day. At the end of 7th period each day, students leaving laptops at school will store and plug in those laptops in a manner prescribed by the Media Center Aide. Students who do not arrive by 8:10 a.m will not be allowed to exercise 0 hour checkout privileges by interrupting class or inconveniencing others.
  - **Laptop Left at Home** - If students leave their laptop at home, academic consequences similar to those applicable to forgotten or incomplete work will be enforced. Students will not be issued a loaner laptop for temporary use.
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in the locker or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Computers left in bags and backpacks, or in unattended classrooms are considered unattended and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility. Disciplinary action may be taken for leaving your laptop in an unsupervised location.
- Avoid leaving the Computer in environments with excessively hot or cold temperatures.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. In addition, avoid storing the Computer in a car because the excessive heat or cold could damage the computer. Also, a computer in a car is an easy target for theft.
- Do not let anyone use the Computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.
- Adhere to CCCSD School's Computer Use Policy and Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Librarian, Director of Technology, or building Principal.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

### 3.2 How to Handle Problems:

- Promptly report any problems to the technology department.
- Don't force anything (e.g., connections, popped- off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.
- Loaner laptops may be issued to students when they leave their laptops for repair at the designated technology repair center.

### 3.3 General Care:

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

### **3.4 Carrying the Computer:**

- Always completely close the lid and wait for the Computer to enter Sleep mode before moving it from class-to-class, even for short distances. Movement while the Computer is on can result in permanent damage to the hard drive and therefore the loss of all data. Before leaving school or when done with your computer for the night you should always shutdown your system.
- Always store the Computer in the laptop bag provided or in another certified laptop case. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself as this may damage the screen. We recommend that you carry the Computer bag separately from your normal school pack. The laptop case was chosen expressly for this purpose. Do not over stuff your Computer bag; extreme pressure on the Computer can cause permanent damage to the screen and other components. Do not grab and squeeze the Computer, as this can damage the screen and other components.
- Never move the Computer while a CD or DVD is actively being used.

### **3.5 Screen Care:**

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

- Do not touch the Computer screen with your finger, pen, pencil, etc.
- Clean the screen with a soft, dry anti- static cloth or with a screen cleaner designed specifically for LCD type screens or ask someone in the designated technology repair center to clean it for you.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

### **3.6 Battery Life and Charging:**

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

### **3.7 Personal Health and Safety:**

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

## **4. Legal and Ethical Computer Use and Conduct**

### **4.1 Primary Goal of Technology**

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

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

### **4.2 Monitoring:**

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

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

Students may not use network resources:

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

In addition, students may not:

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

### **4.3 File-sharing and File-sharing Programs:**

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

### **4.4 Allowable Customizations:**

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

#### **4.5 Student Email**

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

#### **4.6 Discipline:**

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

Consequences may include:

- Verbal reprimand
- Communication to home
- Detention
- In-school suspension
- Out of school suspension
- Expulsion
- User account to technology services restricted in part or completely revoked
- Restitution for costs associated with repair/replacement of equipment, system restoration, hardware, software, etc.
- Loss of class credit
- Permanent removal from class and/or assigned an alternative class
- Alternate education assignment
- For violations that also constitute a violation of the law, referral to law enforcement
- Students who violate the File Sharing rules will also have their hard drives restored to the original settings.
- Serious or repeated violations will result in the student's use of technology restricted and/or revoked.

#### **4.7 Legal Issues and Jurisdiction:**

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

#### **4.8 Disclaimer:**

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



policies or other rules will be subject to discipline. In addition, CCCSD account holders take full responsibility for their access to CCCSD's network resources and the Internet.

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

### **STATEMENT OF PHILOSOPHY**

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

### **STATEMENT OF PURPOSE**

The purpose of this policy is to encourage and assist students in making responsible choices. This is accomplished by providing a framework that will support student conduct in meeting community expectations and their own highest potential. Therefore, each participating student will meet these standards, set by the Board of Education. These standards are the minimum to be achieved. Individual coaches, directors, and other activity supervisors may impose more stringent expectations and consequences than those listed in the policy. All students who participate in co-curricular and extracurricular activities (including but not limited to athletics, cheerleading, band orchestra, choir, speech, and drama) will work to their highest potential, to work in the best interest of the group and/or team.

### **PROCEDURE FOR REPORTING VIOLATIONS**

1. Violations occurring off school property and not a school sponsored activity: Parents or other members of the community may report violations to the appropriate law enforcement agency. All reports of violations received by the school district shall be referred to the appropriate law enforcement agency for investigation. No independent investigation of reported violations shall be made by the school district. The student's building principal or designee shall notify the parent/guardian of each student involved in the referral.
2. Violations occurring on school property or at a school-sponsored events: Parents or other members of the community may report violations directly to the appropriate law enforcement agency and are asked to also notify the school district of the action taken. All reports of violations received by the school district shall be referred to the appropriate law enforcement agency for investigation, but the school district may conduct an independent investigation of the violation. The student's building principal or designee shall notify the parent/guardian of each student involved in the referral.

### **STANDARDS OF BEHAVIOR**

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

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

### **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

**If a student completes 1 calendar year without any Standards of Behavior violation(s) that student will revert to the prior step.**

### **Notes of clarification**

1. Due to number of “dates” in the drama/speech program, ineligibility will be defined as the loss of 1 of the activities: individual speech, group speech, fall play, or spring play.
2. Ineligibility for clubs/organizations will be defined as the loss of 1 activity.
3. School Improvement and Class Officers’ ineligibility will be defined as 45 days.
4. A student who is ineligible will not be allowed to enter an activity already in progress if the first practice has been held.
5. If the student is suspended from school (in-school or out-of-school), the student is also suspended from all extra-curricular activities for the duration of the suspension. If a game or performance takes place during this suspension, it will count as a date toward the student’s Good Conduct violation.
6. If a student is academically ineligible and has a Good Conduct violation prior to the start of an interscholastic activity season, the student will complete their Good Conduct violation during their academic ineligibility. If a student is academically ineligible prior to the start of an interscholastic activity season and has a Good Conduct violation after the season begins, the student will complete their Good Conduct violation after the student is academically eligible.
7. Transfer students must be in good standing at their previous school and have met all transfer requirements.

### **PROCEDURE FOR IMPOSITION OF PENALTIES**

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

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

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

### **ACADEMIC ELIGIBILITY**

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.
3. If not passing all at the end of a grading period, a student is ineligible for a period of 30 calendar days in the next interscholastic athletic team in which the student participates.
  - If not passing all at the end of a final grading period of the school year and a student is a contestant in baseball or softball, a student is ineligible for the next 30 calendar days of that sport, but has eligibility in the fall.
4. 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 effect course GPA) within a period of 30 calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.
5. A student with a disability who has an individualized education plan (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)**

- A student must receive a grade point average (GPA) of 1.50 or about for the previous grading period to be eligible.
- If a student is ineligible the period of ineligibility for 30 calendar days beginning on the first legal day of competition of the athletic event or IHSMA or IHSSA events.
- 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. Withdraw – W: A student may be withdrawn from a class for behavior or safety issues. A "W" is interpreted as a failure.
2. 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.
3. IHSMA: Iowa High School Music Association
4. IHSSA: Iowa High School Speech Association

