

Clarke Senior High School Student Handbook

2021 2022

CLARKE INDIANS

"The mission of the Clarke Community School district is to empower students to be life-long learners and embrace the challenges of a changing world."

Some important items you can access on the Clarke Community Schools web site:

- Address of District Offices
- District Calendar
- Breakfast/Lunch Menu
- Infinite Campus Parent Access: www.clarke.k12.ia.us
- Lunch Account Information
- Schedule of Activities
- Helpful Community Links
- Current Weather Conditions
- Teacher Web Pages
- Activity Web Pages
- Silver Cord Form

High School Contacts

Principal:	Shane Stephens: shane.stephens@clarke.k12.ia.us
Asst. Principal/AD:	Randy Bolton: rbolton@clarke.k12.ia.us
Secretaries:	Charlene Hoover: charlenehoover@clarke.k12.ia.us
	Tammy Barnard: tbarnard@clarke.k12.ia.us
Counselor:	Abbey Fitzgerald: abbey.fitzgerald@clarke.k12.ia.us
Lunch:	Kathy Simmerman: ksimmerman@clarke.k12.ia.us
	Donna Ruth-Hines: Donna.ruth@clarke.k12.ia.us
Nurse:	Cheri McCann: cmccann@clarke.k12.ia.us
Juvenile Court Liaison:	Marcus Kiious: mkious@clarke.k12.ia.us
Learning Center:	Dave Henderson: dhenderson@clarke.k12.ia.us

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2021-2022 Clarke Community School District Calendar

Registration 2021 Tuesday August 3						
August 2021					Student	
M	T	W	Th	F	Days/Hours	
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27	3	19.5
30	31				5	13
September 2021						
		1	2	3	8	19.5
6	7	8	9	10	12	26
13	14	15	16	17	17	32.5
20	21	22	23	24	21	32.5
27	28	29	30		25	19.5
October 2021						
				1	26	6.5
4	5	6	7	8	31	32.5
11	12	13	14	15	35	26
18	19	20	21	22	40	32.5
25	26	27	28	29	44	24
November 2021						
1	2	3	4	5	49	32.5
8	9	10	11	12	53	32.5
15	16	17	18	19	58	26
22	23	24	25	26	60	13
29	30				62	13
December 2021						
		1	2	3	65	19.5
6	7	8	9	10	70	32.5
13	14	15	16	17	75	32.5
20	21	22	23	24	78	19.5
27	28	29	30	31		
January 2022						
3	4	5	6	7	81	19.5
10	11	12	13	14	86	32.5
17	18	19	20	21	91	32.5
24	25	26	27	28	96	32.5
31					97	6.5
February 2022						
	1	2	3	4	101	26
7	8	9	10	11	106	32.5
14	15	16	17	18	111	26
21	22	23	24	25	115	32.5
28					116	6.5
March 2022						
	1	2	3	4	120	26
7	8	9	10	11	124	24
14	15	16	17	18		
21	22	23	24	25	129	32.5
28	29	30	31		133	26
April 2022						
				1	134	6.5
4	5	6	7	8	139	32.5
11	12	13	14	15	143	26
18	19	20	21	22	147	26
25	26	27	28	29	152	32.5
May 2022						
2	3	4	5	6	157	32.5
9	10	11	12	13	162	32.5
16	17	18	19	20	167	32.5
23	24	25	26	27	170	17.5
30	31					
June 2022						
		1	2	3		1099.0
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			

Calendar Legend

Quarter End

Teacher In-Service (No School)

PT Conferences 3 - 8 P.M.

No School Vacation Days

Holidays

Holidays

Labor Day - September 6

Thanksgiving Day - November 25

Christmas Day - December 25

New Year's Day - January 1

Employer Selected - March 18

Memorial Day - May 30

Quarters

Oct. 22 - End 1st Quarter 40 days

Dec. 22 - End 2nd Quarter 38 days

Mar. 11 - End 3rd Quarter 46 days

May 25 - End 4th Quarter 46 days

Board approved - 3/8/21

Amended - 5/10/21

Clarke Community School District Mission Statement

The mission of the Clarke Community School District is to empower students to be life-long learners and embrace the challenges of a changing world.

Vision:

Clarke Community Schools will be a progressive district where all students can learn. Current research and two questions will drive decisions:

- 1. How will this decision improve student achievement?**
- 2. How does this decision align with Clarke's standards and benchmarks?**

Clarke's standards and benchmarks will drive classroom instruction and provide a framework that allows for continual improvement of curriculum and instruction. Professional development activities will be aligned with district goals and are designed to support teachers in the continuous improvement of instructional practices. Assessments will provide information that informs all stake holders of progress with goals and allows data/information to be fed back into the system. The local community will be an integral part of CCSD as partners in progress toward improved learning for all students.

Beliefs:

We believe:

- ...the learning process is ongoing from birth to death.**
- ...education is the shared responsibility of parents, community and school.**
- ...all students should be afforded the opportunity and the support to reach their unique potential.**
- ...high expectations should be held for all students.**
- ...students deserve to have the basic needs met.**
- ...in the dignity and worth of each individual.**
- ...in participatory citizenship.**
- ...everyone is responsible for his/her actions and every choice has a consequence.**
- ...everyone deserves a safe environment in which to learn.**
- ...everyone can learn given access and opportunity.**
- ...caring relationships enhance learning.**

Major Educational Needs:

- *Improve student achievement as defined in the following student goals.**
- *Students will:**
 - *Meet content standards in reading.**
 - *Apply higher order thinking skills in a variety of situations, including problem solving.**
 - *Develop personal and social skills that enable them to lead a responsible, respectful life.**

School Fight Song

Clarke Community we are for you.
CCHS we will be true.
For our victories we will all fight.
For our colors maroon and white.
Clarke High Indians you are the best.
Go, fight, win and we'll do the rest.
We all came to cheer and sing for Clarke Community.

PLEDGE OF ALLEGIANCE

According to the State of Iowa, every school day will begin with the reciting of the Pledge of Allegiance.

“I pledge allegiance to the flag
Of the United States of America
And to the republic
For which it stands,
One nation under God, indivisible,
with liberty and justice for all.”

School Colors
Maroon & White

Mascot
Indian

Board of Directors

Dena White	Board President
Robin Galvez	Board Vice President
Joe Deutsch	Board Member
Wendy Short	Board Member
Mackenzie O'Hair	Board Member
Brian Crawford	Board Member
Shawna Henry	Board Member
April Hughes	Board Secretary

Clarke Senior High School
Administration, Faculty and Staff

Dr. Alan Dykens	Superintendent
Shane Stephens	Secondary Principal
Randy Bolton	Activities Director
Katie Enos	Curriculum Director
Abbey Fitzgerald	Guidance Counselor
Marcus Kious	Court Liaison
Bobbi Cook	Print Shop
Christopher Claybaker	Level 1 Computer Technician
Charlene Hoover	HS Principal's Secretary
Tammy Barnard	Secretary
Sue Brimm	Secretary/Athletics
Kristi Dierking	Social Services/Counseling
Jennifer Drake	Special Education Director
Amanda Archibeque	Special Education (305)
Robert Best	Mathematics (106)
DeAnndra Blackford	Mathematics (105)
Brandi Boyd	Vocational Agriculture (306)
Jessica Bucklin	Social Studies (135)
Maria Cummings	Foreign Language/Spanish (133)
Pam DeVore	Science (108)
Christopher Dyer	HS Science (118)
Jerri Eakes	Special Education ((104)
Kyle Eckermann	Business Education/COE (117)
Robin Enterline	Special Education (115)
Amanda Etters	Special Education (114)
Michael Fischels	Physical Education (132)
Dave Henderson	Clarke Learning Center (CLC)
Becky Jones-Webb	Reading (110)
Karina Kelso	Instrumental Music (123)
Kirstin Knight	Foreign Language/Spanish (111)
Leslie Kropp	Special Education (113)
OPEN	Industrial Technology (121)

Don May
 Christa Jo McArdle
 Cherie McCann
 Kayleen McCann
 Michael McCartney
 Mel Miller
 Mary Murphy
 Shawn Pavlik
 Mary Pohlmann
 Paula Reece
 OPEN
 Morgan Singleton
 April Smith
 Katherine Thostenson
 Shane Wagoner
 Dr. Jessica Wallace
 Kelly Wiley
 Samuel Zager

Daisy Garza
 Elizabeth Herrera
 Maribel Monjaras
 Ronda Pierceall

Kathy Simmerman
 Donna Ruth-Hines
 Cindy Ford
 Glenda Luce
 Cathy Rommes
 Diana Stevens
 Helen Hart

Rusty Bonjour
 Miguel Ramos
 Kevin Yearington
 Loren Case
 Roger Johnson
 Ryan Britt
 Patrick Bassett
 Brock Haigh

Language Arts/Speech/Drama (102)
 Health/PE (132)
 Health Occupations/Nurse (120)
 PE
 Special Education (307)
 Social Studies (136)
 Language Arts (216)
 Mathematics (103)
 Vocal Music (126)
 TAG/Yearbook (112)
 ELL (210)
 Visual Arts (303)
 Family/Consumer Sciences (109)
 Language Arts (215)
 Social Studies (134)
 Science (107)
 Media Center/Library (LMC)
 Language Arts (131)

ELL Associate
 ELL Associate
 ELL Associate
 Guidance Secretary

Food Service Director
 Food Service Supervisor
 Food Service
 Food Service
 Food Service
 Food Service
 Food Service

Head Custodian
 Maintenance
 Maintenance
 Maintenance
 Maintenance
 Maintenance
 Maintenance
 Transportation Director

Coaches and Activity Sponsors

Sean Quinlan	V Football
Kyle Eckermann, Kirby Gilson,	V. Football Assistants
Michael Fischels, Sean Eikenberry, Robert Best	
Kayleen McCann	Cross Country
Kimberly Adams	Volleyball
Christa McArdle	V. Volleyball Assistant
Breana Lowry	9th Volleyball
Brian Reece	Wrestling
Adam Domina	Wrestling Assistant
Dan Schmidt	V. Girls Basketball

Kimberly Adams
 OPEN
 Michael Fischels
 Lonnie Smith
 OPEN
 Walker Adams
 Anthony Battani
 Robert Best
 Kyle Eckermann
 Shawn Pavlik, Shane Wagoner
 Lonnie Smith
 Craig Wisniewski
 Connor Deutsch
 Jorge Avalos
 Brian Reece
 Adrian Flores
 Vanessa Bakley
 Alex Boyce
 DeAnndra Blackford
 Jeff Ehrhardt
 Damon Helgevold
 Sarah Truitt
 Karina Kelso
 Mary Pohlmann
 Donal May
 Shane Majerus
 Brandi Boyd
 April Smith
 Morgan Singleton
 Katherine Thostenson
 Becky Jones-Webb

V. Girls BB Assistant
 9th Girls Basketball
 Boys Basketball
 V. Boys Basketball Assistant
 9th Boys Basketball
 Boys & Girls Golf
 Asst. Golf
 Boys Track
 Girls Track
 Track Assistant
 Varsity Baseball
 V. Baseball Assistant
 9th Gr Baseball
 Soccer
 Asst. Soccer
 Asst. Soccer
 V. Softball
 V. Softball Assistant
 Freshman Softball
 Boys/Girls Tennis
 Bowling
 Cheerleading Advisor
 High School Band
 Chorus
 Drama/Speech
 Student Council
 FFA
 FCCLA
 Art Club
 NHS
 Book Club, Anime Club

Equal Education Opportunity

It is the policy of the Clarke Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (from programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to policy please contact Katie Enos, Equity Coordinator, 800 N Jackson, Osceola, IA 50213, (641) 342-6505 ext. 2004 or katie.enos@clarke.k12.Ia.us

Jurisdictional and Behavioral Expectations

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language. Appropriate classroom behavior allows teachers to communicate more effectively with students.

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 student or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, and 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 High School Principal's Office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

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 and Fines

Board Policy 503.3

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property. Students may also be charged 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 Superintendent Secretary, Staci Tull during registration for a waiver form. This waiver does not carry over from year to year and must be completed annually. Fees are as follows:

Registration Book Fees: \$60.00

Family Maximum Registration Book Fees: \$150.00

Driver Education Fees: \$350.00

Activity Tickets

Every student has the opportunity to purchase an activity ticket. This will admit you to all school events during this year including summer athletic events. Cost of this activity ticket is \$40.00. Adult passes are \$80.00. Couples passes are \$150. Family sports passes are \$200.00.

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 High School Principal's Office if the information on the emergency form changes during the school year.

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.

Change of Address and Telephone Numbers

If at any time during the school year a student moves to a new address, they will notify the office. This also applies to a change in the telephone number where a student or their parents or guardian may be reached.

Visitors

Parents are encouraged to visit school. The teacher's class or classes that you would like to visit will be notified in advance so that arrangements may be made for your visit.

Students not enrolled in Clarke High School will not be able to visit our classrooms.

We ask that all visitors please check in to the high school office, receive a visitor's pass, and sign in. This will assist us in assuring the safety of our students and staff. Unauthorized guests may be asked to leave or return to the high school office.

AEA

Clarke Community School District strives to make every student's educational experience a successful one. To ensure success of all students we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student's academic or behavior difficulties in a systematic fashion in a student's regular classroom.

Teachers, sometimes working with a team of teachers from their building, develop interventions to correct a student's difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full and individual evaluation for their child. At times, we enlist the support of professional staff from Area Education Agency to assist in developing these accommodations and modifications. Professional staff from AEA consists of Speech-Language Pathologists, Itinerant Hearing and Vision Teachers, Occupational Therapists, Transition/Work Experience Instructors, School Social Workers, School Psychologists and Behavioral/Academic Support Specialist. If involved, staff from AEA may assist through their work with our team of teachers in a particular building, through observations of a child in the child's classroom, and through review of a student's educational record. Prior to any direct involvement (i.e., talking with a student) of the AEA staff with a particular student, a parent's permission must be secured through their signing of an "Informed Consent" form.

Regardless of the type of involvement, direct or indirect, AEA staff members are to keep the length of their involvement brief (i.e., through indirect contact on no more than two occasions for a particular child.)

Registered Therapy Animals

In accordance with state and federal law, Clarke Community Schools recognizes there may be a need for students to use or have access to registered therapy animals. Registered therapy animals are animals trained and certified to provide emotional support, well-being, comfort or companionship. Clarke Community Schools supports the use of therapy animals and requires all of the following conditions be met prior to the presence of the therapy animal on school property:

- The owner of the therapy animal may be required to provide proof of registration as the therapy animal and current vaccinations.
- The building Administrator or designee must approve the use of a registered therapy animal for a specific student or group of students.
- If the therapy animal is to be used in a classroom, the teacher in which the therapy animal would be present must agree to the presence in the classroom. Should the teacher agree, but later find the therapy animal is not serving the overall best Interest of the classroom, the teacher may require the therapy animal be removed from the classroom.
- Parents of the children with whom the therapy animal will be used must approve of the use and must sign a waiver of liability for the school district

Student Attendance Attendance Policy

Philosophy

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.

Excused Absences Board Policy 501.9

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the Principal.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, medical and dental appointments, court appearances, funerals, accidents, required church attendance, school-sponsored or approved activities, and any merited cases where prior arrangements have been made with the Principal. **Personal business will not be an acceptable excuse; a specific reason is needed.** Students who, for medical reasons, miss 3 days of school in succession or 5 days (cumulative) in a given semester **shall be required to submit doctor or dentist verification after the 5th day.**

Students whose absences are approved will make up the work missed and receive full credit for the missed schoolwork. It is the responsibility of the student and teacher to initiate a procedure to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school the entire day of the activity unless a student presents a doctor note, dentist note, funeral or emergency verified by the principal.

The principal may request evidence or written verification of the student's reason for absence.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for readmission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents. Students are not allowed to go to their vehicles during the school day unless permission from the office is obtained.

Students who anticipate an absence, especially when the absence must have the Principal's prior approval, shall give timely written notice to the school office in advance of the anticipated absence. **It shall be the student's responsibility to bring a note from their parent and pick up a Prior Approval sheet from the high school office.** Failure to do this may result in the absence being counted unexcused and the student may not have the opportunity to complete assignments for credit. Failure to complete work as requested from individual teachers before the absence may result in a grade penalty.

All students who are absent from school for any reason shall submit, within 24 hours, in written form, the specific reason(s) for their absence, specific times and dates, and the signature of the parent or guardian. Verification by a doctor or dentist may be required by the administration in the event that the Principal determines that it is advisable to verify an excuse given for an absence, he/she may take appropriate steps to do so. When it is determined that an excuse is forged or misrepresents the facts, the Principal may treat those instances of absence as unexcused and apply the appropriate consequences. This provision gives the school administration the right to investigate absences, even when excuses are furnished by the parent, and to take appropriate action when it is determined the absence was, in fact, without good reason. **Students who are 18 years old and/or no longer living at home are not exempt from the policies governing attendance and tardies. Students absent for doctor, dental, attorney or other appointments are asked to furnish an appointment card. In addition, students who are 18 and living on their own are allowed to call him/herself in up to 3 times in a semester for illness. After the third time a doctor's note or note of verification from whatever appointment the student had will be required. If no note is given, the absence will be counted as unexcused.**

Attendance Notification

Parents must phone the school prior to 8:00 a.m. regarding a student's absence on the day of absence. The school will attempt to call/text parents at home or work if a call has not been received in order to notify parents and to verify an absence. If a parent does not verify the absence within 24 hours the absence will be unexcused. The parents and all teachers of that student will be notified by the office in the event of an unexcused absence. Students are required to secure an admit slip upon returning to school after an excused or unexcused absence. Any student who comes late to school, leaves school during the school day (except students with open campus) or leaves school early, for any reason, must sign out and sign in at the appropriate office. A student who has his/her own transportation may be allowed to leave with parental permission and administrative approval. Students who do not have open campus will not be allowed to leave school grounds with another student during the school day without administrative approval. Attendance is recorded and updated each period of the day. A call from a person not authorized to excuse a student is considered fraudulent. Such a call would be considered a disciplinary matter.

The principal makes the final determination of whether an absence is excused or unexcused.

Excessive Absences

Board Policy 501.10R1

A student should not exceed 7 absences from regularly scheduled classes during a semester. An absence for reasons other than (1) illness that can be verified by a doctor or school nurse and/or (2) verifiable family emergencies shall be considered excessive. Any student missing more than 7 days per semester may be subject to appropriate consequences.

Unexcused Absences (Truancy)

Board policy 501.10

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

Absences for the following reasons will be unexcused:

- Non - verified absences
- Truancy
- Working / job related
- Missing a bus
- Shopping
- Oversleeping
- Hair, tanning or other appointments
- Other absences not on excused list
 1. The principal or designee will notify the parent/guardian by phone, email or regular mail when the student is unexcused from any class for the first time.
 2. When a student reaches two unexcused absences in a class, parents will be advised by a principal in writing of the possible loss of credit and a conference will be scheduled with a principal, parent(s), student, teacher, counselor, and school liaison officer.
 3. When a student receives ten unexcused absences in a class during a semester he/she will be put on a noncredit status. There will be no credit given for class work during an unexcused absence.
 4. In addition, students who have unexcused absences are subject to disciplinary action as determined by the principal.
 5. Administration has discretion on all matters of attendance.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

Students who are found to be absent without reasonable excuse will be subject to disciplinary measures.

When a student has an unexcused absence or is truant, the teacher is under no obligation to provide make-up work, reschedule a test or give a test that was given on the day of the absence, or accept work that was due.

Tardies

A student is considered tardy if not in his/her classroom when the bell rings to begin class. If a student is more than 20 minutes tardy, it will be considered an unexcused absence. Excessive tardies could become a truancy issue and could be turned over to the Juvenile Court Liaison.

College Visits

College or vocational school visitation to investigate future enrollment will be excused provided the parent contacts the high school office and the student turns in their campus visit form to the counselor's office prior to the absence. If there is no prior approval, it will be considered an unexcused absence. Students are required to bring verification to the high school office upon returning to school from a college visit. The school certainly recognizes the important benefits of college and vocational school visitations; however, we encourage those visitations during school days that are shortened or not in session, or at the beginning rather than at the end of a grading period.

Vacations

The school feels that family vacations during school time place a hardship on the student and therefore encourages parents to arrange family vacations to coincide with school vacation time. Those vacations which cannot be taken at such a time may be excused under the following conditions:

- * Advance notice will be given to school by direct communication from parents or head of household at least five (5) school days before the absence.
- * All schoolwork must be made up in advance, or arrangements made to make up work per a completed Prior.

Noon Hour and Eating in the Building

The noon hour is divided into two lunch periods. During the lunch period students are to remain in the cafeteria and **are not to enter the academic wing**, auditorium entry or go to the parking lot. Eating in the building is permitted in the cafeteria only. Water is the only beverage that can be in the classroom with the teacher's permission or in a student's locker. There will be **open lunch** for grades 11 and 12. This means those students may leave the school during their lunch shift only. Do not stay in the parking lot at this time. Students who choose to leave are reminded that it is their responsibility to return from lunch on time. Students will lose their privilege of open lunch if they do one or more of the following:

1. Driving in a dangerous or erratic manner on school grounds or in the community during lunch.
2. Not returning to class on time from lunch.
3. Not disposing of "refuse" in the proper receptacles.
4. Have unexcused absence that day or are more than 20 minutes tardy to class, which also counts as an unexcused absence. If the absence is after the lunch period; it will be enforced at next lunch period.
5. Not following the rules and regulations of Clarke Community High School.

Closed Campus

Grades 9 through 11 will have **closed campus**. Once arriving on school grounds no students grades 9 through 11 are allowed to leave the grounds without administrative approval. Grade 11 has **closed campus except for their lunch shift and college classes**. Students are responsible for being in their class on time immediately following lunch. Students who are late will serve Saturday school.

Student Release

Students will be allowed to leave the school district facilities during school hours only with prior authorization from their parents, unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours, or with the permission of the principal.

Approved reasons for release of a student during the school day shall include, but not be limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center and other reasons determined appropriate by the Principal.

1. No matter what the reason for leaving school, all students must sign out in the office. To leave the school building, a student should have written permission from a parent/guardian for anticipated absences. **Any student leaving school grounds without signing out or without required permission may be placed in Saturday school.**

2. During the school day, students are not allowed to leave the building to go to automobiles without permission of the high school office.

Inclement Weather

As soon as a decision is made to cancel school because of weather conditions, the following TV/radio stations will be advised: WHO Radio (1040 AM, Des Moines), KCCI Channel 8 TV and WHO Channel 13 TV.

Time Schedules

Regular Schedule

Period 1	8:10 AM	8:50 AM
Period 2	8:54 AM	9:34 AM
Period 3	9:38 AM	10:18 AM
Period 4	10:22 AM	11:02 AM
A Lunch	11:06 AM	11:26 AM
B Lunch	11:30 AM	11:50 AM
Period 5	11:54 AM	12:38 PM
Period 6	12:42 PM	1:22 PM
Period 7	1:26 PM	2:06 PM
Period 8	2:10 PM	2:50 PM
ENCORE	2:54 PM	3:25 PM

1:25 Early Dismissal

Period 1	8:10 AM	8:40 AM
Period 2	8:44 AM	9:14 AM
Period 3	9:18 AM	9:48 AM
Period 4	9:52 AM	10:22 AM
Period 5	10:26 AM	10:56 AM
A Lunch	11:00 AM	11:20 AM
B Lunch	11:24 AM	11:44 AM
Period 6	11:48 AM	12:18 PM
Period 7	12: 22 PM	12:52 PM
Period 8	12:56 PM	1:25 PM
NO ENCORE		

2:25 Early Dismissal

Period 1	8:10 AM	8:47 AM
Period 2	8:51 AM	9:28 AM
Period 3	9:32 AM	10:09 AM
Period 4	10:13 AM	10:50 AM
A Lunch	10:54 AM	11:15 AM
B Lunch	11:19 PM	11:40 PM
Period 5	11:44 AM	12:22 PM
Period 6	12:26 PM	1:03 PM
Period 7	1:07 PM	1:44 PM
Period 8	1:48 PM	2:25 PM
NO ENCORE		

Two Hour Late Start

Period 1	10:10AM	10:40 AM
Period 2	10:44 AM	11:14 AM
A Lunch	11:18 AM	11:38 AM
B Lunch	11:42 AM	12:02 AM
Period 3	12:06 AM	12:36 AM
Period 4	12:40 PM	1:10 PM
Period 5	1:14 PM	1:44 PM
Period 6	1:48 PM	2:18 PM
Period 7	2:22 PM	2:52 PM
Period 8	2:56 PM	3:25 PM
NO ENCORE		

State Tournaments

Fortunately, Clarke athletes have consistently qualified to participate in state tournament competition. Often, because of the schedule for those events, classes may be interrupted. While the schedules cannot be predicted in advance of the competition, some general guidelines do exist. Students participating in the event will be excused in accordance with arrangements made with the Activities Director and Principal prior to the event. Members of a team will be excused to attend the event. In some instances, team members may travel with coaches to watch the event. Students that are not members of the team wishing to attend will be excused at the time designated by the principal and/or assistant principal.

Student Health, Well-Being and Safety

School Day

Students may be present on school grounds before 8:00 a.m. or after 3:40 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. Students may not be on school grounds unless supervised by an employee or parent. Students will not be in the high school gym, weight room, wrestling room or middle school gym at any time during or after the school day without direct supervision. **Students who violate this rule may receive consequences up to and including Saturday school.**

Hawk-I Insurance

Board Policy 507.6

Students shall have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the insurance program shall be borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Students participating in intramural or extracurricular athletics shall be required to have health and accident insurance. The student shall bring written proof of insurance or participate in the health and accident insurance program selected by the school district. 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 www.hawk-i.org for more information.

Immunizations

Board Policy 507.1

Students enrolling for the first time in the school district shall also submit a certificate of immunization against meningococcal, diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

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

Physical Exams, Proof of Insurance and Concussion Form

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination and proof of insurance makes the student ineligible. Parents must annually sign the acknowledgement of the concussion fact sheet and return it to the school before the student athlete can practice or compete.

Emergency Drills

Board Policy 507.5

Students will be informed of the action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year. Fire and tornado drills shall be each conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1.

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.

Nurse

Students feeling ill or having other health problems during the school day may make use of the nurse's services. If a student becomes ill during the school day, they must check with the nurse or the office personnel in her absence. The nurse will give permission for you to go home if medically necessary. **Students are not to call their parents to pick them up from school if they are feeling ill without first seeing the nurse. After being seen by the nurse, she will call the parent if the student needs to be sent home.** A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school will notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and notify the parents where the student has been transported for treatment.

Students are not to use the school nurse as a reason to miss class; furthermore, the nurse will report any student whom she feels is malingering in her office to the principal.

Administration of Medication

Board Policy 507.2

Some students may need prescription and nonprescription medication to participate in their educational program. Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, physicians, persons who have successfully completed a medication administration course, or be an authorized practitioner, including parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including: date, students' name, prescriber or person authorizing administration, medication, medication dosage, administration time, administration method, signature and title of the person administering medication, and any unusual circumstances, actions, or omissions. Medication must be in the original container.

Medications shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related relations shall be posted. Medication information shall be confidential information.

Student Illness or Injury at School

Board Policy 507.4

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

Students are to remain at home until fever free for 24 hours without fever reducing medication such as Tylenol. Fever is a temperature over 100.4 degrees. Students who are vomiting or having diarrhea may return to school after 24 hours have elapsed without any episodes of vomiting or diarrhea.

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

Hearing Tests

Audiologists and audiometrists from the Area Education Agency will be working in our school this year screening students for hearing problems and conducting hearing evaluations. This is being done, as in past years, to identify students that have hearing losses or problems of educational or medical significance. If you do not want your child to participate in this program, please let the school secretary/nurse know and they will notify the appropriate AEA staff. If the school is not notified, it will be assumed that permission is given for this screening and routine hearing testing. Parents will be notified of test results.

Communicable and Infectious Diseases

Board Policy 507.3

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

Sexual Abuse and Harassment of Students by Employees

Board Policy 402.3

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, counselor, principal or another employee. The school district has designated Shane Stephens at 641-342-6505 as its Level 1 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.

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, for disciplinary reasons, the privilege is taken away.

- When assemblies are held in the gymnasium or auditorium, students may have specified sections in which to sit.
- ALL assemblies should be attended by ALL students unless informed otherwise.
- No whistling or booing at any time or on any occasion.
- No one is allowed to leave the gymnasium or auditorium following a program until officially dismissed by a faculty member.
- All guest speakers should be applauded when introduced.
- While in the auditorium and waiting for a program to start, all students are to remain seated and are to talk in a low tone.
- The personnel presenting the program are to be given the utmost respect.

School Sponsored Student Organizations

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules as well as for violation of school district policies, rules or regulations.

Clarke Community High School offers a wide variety of student activities and students are encouraged to get involved with at least one of the following:

Athletic Teams: baseball, basketball, cheerleading, cross country, football, golf, softball, soccer, tennis, track, volleyball, wrestling, bowling.

Clubs/Organizations: art club, band, archery, chorus, drama, drill team, FCCLA (Future Career and Community Leaders of America), FFA (Future Farmers of America), Latino Club, NHS (National Honor Society), NAHS (National Art Honor Society), book club, anime club, speech, student council, E-Sport, student publications and silver cord community service.

Student Council and Class Officers

The Student Council is the organization through which students may express their opinions, assist in the administration of the school and participate in the management of school enterprises. The Student Council tries to promote leadership, initiative and self-control among its members. Each spring a President, Vice President and Secretary/Treasurer from each class are elected to carry on the work the following year. It is the duty of the members to bring to the Council's attention suggestions and concerns from their classmates.

Athletic/Activity Trips

A student who participates in an out-of-town school activity (team members, cheerleaders, music groups, etc.) will be allowed to ride home from the activity with their parent, provided the parent personally picks up his/her child and tells the activity sponsor the child is leaving with him/her, or with the parent of another team member, provided the parent has personally contacted a school administrator or designee prior to the student's leaving for the activity. Direct parent contact must be made with an activity sponsor if a child is to leave an activity by any means other than school transportation. The parent with whom the student will be riding must personally contact the activity sponsor prior to leaving the event. Request must be made for each event.

Field Trips

In certain classes, field trips and excursions 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 take the field trip. Absences from other classes or school activities due to attendance on field trips or excursions are considered excused absences. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students are expected to treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a prior approval form signed by the student's parents.

Student Funds and Fund Raising

Board Policy 504.5

Students may raise funds for school-sponsored events with the permission of the principal. Fundraising by students for events other than school-sponsored events is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

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. In order to use the facilities, a facility request needs to be completed and turned in to the athletic director.

Dances

Dances - For the social functions that are held outside the regular school day during the year, students may invite a guest who is not a member of the high school, provided that the name of the guest is submitted at least three days in advance and accepted by the sponsors in advance of the event. Normal school policies and regulations will be followed regarding alcohol, tobacco, vandalism, and drugs. Students invited as guests of a Clarke student to a school-sponsored dance must be signed up in three days in advance in the respective principal's office. The guest's name, grade in school and address must be made available to the administration and activity sponsors for their approval.

The following regulations will apply:

PROM - Juniors, seniors, faculty members, staff members, faculty/staff spouses/dates, board members and their spouses will be invited to the junior-senior prom. The dates must be in ninth grade or older and are subject to prior approval as stipulated.

HOMECOMING DANCE - This is a dance for alumni as well as high school students and is open to everyone grades 9-12. Students may leave the dance at any time. However, when they leave the building, they must leave the school grounds at once and will not be allowed to return to the dance.

The group or organization sponsoring the dance will be responsible for setting up and cleaning up afterward and replacing all furniture to its proper location. Failure to perform these duties will result in the custodial staff doing so and the cost will be charged to the sponsoring group.

Dances must be scheduled three months in advance. Dance forms, available in both offices, must be submitted to the appropriate principal six weeks prior to the dance indicating times, faculty supervision, and chaperones. The group or organization sponsoring the dance will inform the students about recommended attire.

Eligibility for Extracurricular Activities 9-12

Board Policy 504.8R

All students must take at least a minimum class load during the period of eligibility. It is a privilege and an honor to be able to participate in extracurricular activities and represent this school district. The student and the school are judged by the participant's character and conduct at all times. Senior High students serve as a model to many people and their attitude has an important impact on others. Any student, whose habit and conduct in and out of school, during both the school year and during the summer, are not consistent with the ideals, principles, and the standards of the school district, shall be declared ineligible.

- A. Any student who is observed by a staff member or a law enforcement official, or admits to, or at a judicial or administrative proceeding is found by substantial evidence to have:
- Possession, use, sale, manufacture, purchase, or distribution of tobacco products, regardless of the student's age;
 - Possession, use, sale, manufacture, purchase, or distribution of illegal drugs or the unauthorized possession, use or purchase of otherwise lawful drugs;
 - Possession, use, sale, manufacture, purchase or distribution of alcoholic beverages, including beer and wine.
 - Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations). Regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
 - Inappropriate or offensive conduct such as, but not limited to: fighting with staff or students, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others (Note: this could include group conduct).
 - Repeated violations of rules and regulations established by the Clarke Community School District and/or the Board of Education
- B. A student who has been found to have violated his/her extra-curricular eligibility shall be penalized as follows:

Alcohol, Tobacco and Controlled Substances

First violation:

1. 20% of the scheduled events for the season. The period of ineligibility will be served continuously from the date of infraction.

Second violation:

1. an additional 50% of the scheduled events for the season. The period of ineligibility will be served continuously from the date of infraction.
2. 25% of the scheduled events of the season plus a drug/alcohol use evaluation. It is the responsibility of the parent/guardian for any expenses incurred for services.

Third violation:

1. an additional 12 months of ineligibility

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extra-curricular/co-curricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. An ineligible student will

be expected to practice but may not participate in games or contests. He or she may not travel with the team or group depending on what the individual coach decides is appropriate for their individual sport or activity.

In situations where the Good Conduct Policy has been violated and the consequence is not completely served the consequence will be carried over to the next activity based on the percentage of ineligibility not served. A meeting will be held with the principal, activities director, head coach, student and parents to discuss the consequence. A student who fails to attend practice during the period of ineligibility or who fails to successfully complete the extra-curricular activity season during which the ineligibility occurs shall be deemed not to have served the prescribed period of ineligibility and shall remain ineligible until the prescribed period of ineligibility is completed.

- C. A student will not be eligible to compete in interscholastic activities if the student:
1. is 20 years of age or older;
 2. does not have a physician's certificate of fitness issued during the school year.
 3. has attended high school for more than eight (8) semesters. Twenty (20) class days of attendance during any one semester or participation in one interscholastic contest constitutes one semester;
 4. was not enrolled in school during the last semester;
 5. entered school during the current semester later than the second week of school;
 6. has ever accepted an award for participation in high school athletics from a non-school group, other than an inexpensive, unframed, unmounted paper certificate of recognition;
 7. has ever accepted any money for expenses or otherwise, for participating in an athletic contest;
 8. has competed on a non-school team as a team member, or as an individual, while participating in the same sport and during that sport season on a school team as a team member, or as an individual without the previous written consent of the superintendent or his designee;
 9. has ever trained with a college team or participated in a college sport event;
- D. The student and parents of the student shall be notified in writing by the Athletic Director/designee of any loss of eligibility and the reasons therefore and shall, upon request, be given a hearing before the Athletic Director. The decision of the Athletic Director may be appealed to the Principal. A decision of the Principal may be appealed to the Superintendent. A decision of the Superintendent may be appealed to the Board of Education.
- E. This policy shall apply to students whether or not the violation occurs during the school year and whether or not the student has participated in extracurricular activities prior to violating this policy.
- NOTE: The above listed extra-curricular/co-curricular activity eligibility rules apply to eligibility. Each coach/moderator may have his/her own rules and regulations regarding practices, attendance, curfews, training rules, etc.
- F. Furthermore, to participate in extracurricular activities (including practices), a student shall be in attendance at school all day of the day of the contest. In cases of extenuating circumstances, which can be verified, the building principal or designee may waive this rule.
Also, each student athlete may be required to submit proof of sufficient insurance with a family accident policy before participating in an activity or practice.

G. Voluntarily Seeking Assistance

A student and/or parent may voluntarily seek help from school personnel for a student's use or abuse of alcohol or other controlled substance before being found to be using or possessing such substances by school or law enforcement officials. The school district will keep the request in confidence and not seek to make it serve as a basis for disciplinary actions as long as professional help is procured. If that student continues to use, possess or distribute controlled substances, disciplinary action may be pursued by the school district.

“Scholarship Rule,” 36.15(2)

Included Activities: Athletics, Music, Speech, Clubs and Organizations

Local Adaptations along with State mandated rules.

1. A student must **receive** credit in at least 4 subjects at all times.
2. Pass all and make adequate progress toward graduation to remain eligible.
3. If not passing all classes at end of semester, student is ineligible for the first 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant.
4. Requirement that member schools report interventions on CSIP.
5. A “student with a disability” and an IEP is judged based on progress made toward IEP goals.
6. Students who participate in an activity to fulfill the period of ineligibility must complete the season in good standing
7. The period of ineligibility shall be served immediately if the student is participating in an extracurricular activity at that time, or if not, it shall be carried forward to the next full activity in which the student participates. Students are not allowed to join an activity after practices have begun in order to serve a period of ineligibility. If the time remaining in the activity is insufficient to exhaust the period of ineligibility then any remaining period of ineligibility shall also be carried forward.

A student who fails to attend practice during the period of ineligibility or who fails to successfully complete the extracurricular activity season during which the ineligibility occurs shall be deemed not to have served the prescribed period of ineligibility and shall remain ineligible until the prescribed period of ineligibility is completed.

Academic Requirements

Statement of Philosophy: The Clarke School District believes in the importance of academics and co-curricular activities. We believe that a student’s performance in the classroom is as important as a student’s performance during an extracurricular activity.

The rules governing academic eligibility for sports and extracurricular activities will be:

A. The student must be a full-time student.

- (1) The grades in ALL classes taken by a student counts toward eligibility.
 - (2) Should a student fail at least one class at the end of a preliminary grading period (approximately 3 weeks) he/she will be eligible to participate in activities as long as he/she attends two sessions per week for five and one-half weeks of a morning study table. Study table will be held Tuesday and Thursday mornings at 7:30 AM; Tuesday and Thursday afternoons at 3:30 PM. **Students must attend the entire 5 1/2 weeks to be eligible for any event during that time.**
 - (3) Should a student fail any classes at the end of the semester (official grading period), he/she is ineligible for 30 consecutive days. (Department of Education Rule 36.15)
 - (4) If a student’s only sport is softball or baseball, the period of ineligibility is four weeks, starting immediately upon release of the report cards. Refer to: Rules of Eligibility DE, May 9, 2006.
 - (5) A letter will be sent to the student’s guardian or parent notifying them of the ineligibility.
 - (6) Students that are ineligible and participating in events that leave during the academic day may not travel with the team. If the team leaves after the academic day has ended they may travel with the team, but cannot dress in uniform.
- B.** This academic ineligibility policy is in addition to, but does not replace the Iowa High School Athletic Association Eligibility Rule, which remains in force where applicable.
- C.** Students involved in co-curricular activities are to hand assignments, take tests, and fulfill all other responsibilities before departing for these events.
- D.** A student must be in attendance all day in order to participate in a scheduled school activity. In cases of extenuating circumstances, which can be verified, the building Principal or designee may waive this rule.
- E.** Dates of eligibility will be based on the yearly school calendar.
- F.** Eligibility periods include all extracurricular activities.
- G.** Students must practice during ineligibility.

What Days are Included in the “30 Consecutive Days?”

If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

When Does the Ineligibility Period of 30 Days Start?

TBD: Once the Governor rescinds the current moratorium on eligibility.

Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent’s decision. If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student’s parent (or the student, if the student is 18) requests an open session. The review by the Board will be run like a hearing and the student, the student’s representative and administration will all have an opportunity to present their respective case to the board. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student’s record.

Student Conduct and Behaviors

Student Conduct

Board Policy 503.1

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.

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it 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 participate in or obtain their education; conduct that is violent or destructive; 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 and parents with questions or concerns may contact the secondary principal's office for information about the current enforcement of the policies, rules, regulations, or student handbook of the school district.

NOTE: Students who participate in extracurricular activities at CCHS and are reported to the office in violation of the policies listed below may jeopardize their eligibility (see eligibility guidelines).

Behavior and Disciplinary Consequences

Violation/Consequence

Level I Offenses

- Profanity, inappropriate language/behavior
- Pop, juice, food violations
- Littering*
- Displays of Affection

1st offense: Conference with principal/dean of students and 30 minutes detention. Parent/guardian will be notified.

2nd offense: Conference with principal/dean of students, parent/guardian, and 60 minutes detention.

3rd offense: 1-day Saturday school. Conference with principal and parent/guardian.

Additional offenses: will result in OSS and possible recommendation to the Board of Directors for expulsion.

- Will also assist in cleaning around the school.

Level II Offenses

- Forging of notes or passes
- Violations of pass privileges

1st offense: Pass privileges will be removed for 2 weeks. Parent/guardian will be notified.

2nd offense: 1-day Saturday school, pass privileges removed for 4 weeks, and parent/guardian will be notified.

3rd offense: Up to 3 days OSS, parent/guardian will be notified, and pass privileges removed for 9 weeks.

Level III Offenses

- Cheating

1st offense: A grade of zero will be given for altered work, conference with the principal and teacher; parent/guardian will be notified.

2nd offense: A grade of zero will be given for altered work, 1 day Saturday school, and conference with parent/guardian, teacher, student, and principal

3rd offense: Dropped from the class receiving a grade of "F". Parent/guardian will be notified.

Level IV Offenses

- Leaving the building without signing out
- Tardiness
- Unexcused absences or skipping school

1st offense: A 30-minute detention, conference with the student, teacher, and principal, parent/guardian will be notified.

2nd offense: Up to a 60-minute detention, conference with the student, counselor, and principal. Parent/guardian will be notified.

3rd offense: 1day Saturday school, conference with student, teacher counselor, principal, and parent/guardian.

Additional offenses: Student may be suspended Saturday school or OSS for up to 5 days, with the possibility of turning the truanancies over to the County Attorney.

Level V Offenses

- Classroom disruption
- Insubordination
- Excessive Level II or Level III violations

1st offense: 60-minute detention, conference with the student, teacher/counselor, and principal, and parent/guardian will be notified.

2nd offense: Student will be given 1-day Saturday school, conference with the student, teacher/counselor, principal and parent/guardian will be notified.

3rd offense: 1-day OSS, conference with student, teacher/counselor, principal, and parent.

4th offense: Student will receive at least 5 days OSS and may be referred to the Board of Directors for expulsion. Parents will be notified.

Additional offenses: Student will be suspended (out of school) for up to 10 days and may be referred to the Board of Directors for expulsion.

Level VI Offenses

- Harassment*
- Bullying, threats, and/or intimidation*
- Gross insubordination & threats*

1st offense: Letter of warning sent to parents and a review of the district policy and future consequences will be done with the student. Up to 3 days OSS, conference with student, parent and principal.

2nd offense: Up to 5 days OSS, conference with student, parent, principal and possible placement on the Good Conduct Policy.

3rd offense: Student is given an out of school suspension up to 10 days and may be referred to the Board of Directors for expulsion

- All consequences may be adjusted beyond the stated parameters depending on the severity of the situation.

Level VII Offenses

- School disruption *
- Disorderly conduct *
- Theft*
- Fighting *
- Physical attacks or threats*
- False Alarms*
- Vandalism*

1st offense: Up to 5 days OSS and conference with student, parent/guardian, principal, and any other necessary individual** Legal authorities may be contacted.

2nd offense: Student is given OSS for a minimum of 5 days and will possibly be referred to the Board of Directors for expulsion or placement on the Good Conduct Policy. Parent/guardian will be notified. Legal authorities may be contacted.

Additional offenses: Parent/guardian notified, student is given OSS for up to 10 days, and possible referral to the Board of Education for expulsion.

**Depending on the severity of the action, the student may be suspended longer and/or referred to the Board of Directors for expulsion at this point. Students will not return to school until a meeting is held with their parent/guardian(s).

- If a student admits to the theft/damage and full restitution is made immediately, the consequences could be less severe.

Level VIII Offenses

- Drug & alcohol violations
- Tobacco violations
- Vaping violations

1st offense: Students will be given a 5-10 days OSS. Parent/guardian will be notified, legal authorities may be contacted, and all contraband will be confiscated and turned over to authorities.

2nd offense: 10 days OSS, Parent/guardian will be notified, legal authorities may be contacted, and all contraband will be confiscated and turned over to authorities.

3rd offense: Parent/guardian will be notified along with the legal authorities. Student will be referred to the Board of Directors for expulsion.

Level IX Offenses

- Weapons violations
- Bomb threats or threats to destroy, kill, or maim the school, student body, or staff

Students may be subject to expulsion for violation of the policy and legal authorities will be contacted. Lesser action may be taken if the circumstances warrant a less severe sanction. Guidelines are suspension of 5 days OSS for possession of a weapon, 10 days OSS for display of a weapon or threats, and suspension with referral for expulsion for displaying in a threatening manner or for use to inflict harm or injury or placing others in imminent danger. A student bringing a firearm to school will be referred for expulsion and the legal authorities will be contacted.

Behavior Violation Definition

Profanity and Inappropriate Language/Behavior- Students are expected to speak in a civil manner using a civil tone of voice when in attendance at school and school events. Profanity, vulgar language and references, innuendo, and inappropriate tone will not be tolerated. Inappropriate displays of affections and wearing hats inside the building are the type of behaviors included in this category.

Littering- Students are expected to maintain a clean, well-kept environment at school both in and out of the building. They are to pick up after themselves and use appropriate receptacles for their trash.

Forging of Notes or Passes- Notes and other documents are to be written by parents or guardians, or other responsible adults. Passes are to be signed by teachers, office personnel, or administrators.

False Alarms- Pulling the fire alarm when there is no fire. Reporting emergencies at the school when there is no emergency.

Violations of Pass Privilege- Students are required to have in their possession their own pass whenever they leave a classroom. Using another student's or allowing another student to use one's own pass is considered violations. Not having the pass appropriately signed, going to some place in the building rather than the destination agreed upon with the original teacher, or being gone for an excessive time are also considered violations.

Cheating- Students are expected to maintain honesty and integrity in completing their assigned work. Copying, unauthorized sharing of work, plagiarism, representing someone else's work as one's own are among, but not inclusive of cheating acts.

Classroom Disruption- Students are expected to act in a civil manner and follow the established rules of the classroom. Rules and expectations are established by the classroom teacher. Students are to be informed of those rules and violators will be referred to the office if necessary. Teachers may issue consequences rather than refer students to the office.

Insubordination- Students are expected to follow the rules of the school, those established by the classroom teachers, as well as the personal directives of staff. Failure to follow a rule or directive is considered insubordination.

Leaving the Building Without Signing Out- Students who leave the building without signing out or without permission from the office are considered to be skipping school. Students are to report to the office any time they are to leave the building and follow the sign out procedures.

Unexcused Absences or Skipping School- Students who are absent from school or class without reasonable excuses shall be subject to disciplinary measures. More specific information is in the attendance section of this handbook.

Harassment- It is the goal the Clarke Community School District to maintain learning and working environment free of harassment. It shall be a violation for students to harass other students or staff through conduct that is belittling and degrading, that is designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, sexual preference or any other aspect of that person's being. Harassment of a sexual nature will not be tolerated as well. Students who believe they have suffered harassment shall report such matters in a timely fashion to a teacher, counselor, or administrator. They shall complete a harassment complaint, which will initiate the investigation. Further information and explanation is in the district harassment policies.

Bullying, Threats, and/or Intimidation- Any such behavior that puts a person in a position of power over another person in which the second is denied sense of safety will result in a violation of the school's behavior policy.

School Disruption- A student who disrupts or interrupts in any way the school program or school day, or causes disruption in the hallways, commons, or other areas of the building will result in a violation of the school's behavior policy.

Gross Insubordination and Threats- A student who refuses to obey a school rule, regulation, or directive of a school official, or who is disrespectful in speech or conduct with the school faculty/staff, and/or acts in a belligerent or threatening manner will result in a violation of the school's behavior policy.

Theft- Theft of school property or property belonging to others while on school property is a violation of the student code of conduct.

Vandalism- Any unnecessary or intentional damage to school property.

Fighting- Fighting on school property, which is defined as in the building, on all school activity grounds, and at school activities, is subject to action under this policy.

Physical Attack or Threats- In the event that any employee, student, or agent of the district is attacked or threatened by a student or group of students, the school employee or student shall immediately report the incident to the building principal. Such threats need to be ones that, in the opinion of the building principal, put a person in imminent danger.

Tobacco Violations- Students are not to use or possess tobacco products on school property regardless of their age. Students who have evidence of packaged tobacco, vape pens and other vape devices and paraphernalia will surrender such articles to school faculty members or administrator upon request. All contraband will be turned over to legal authorities.

Drug and Alcohol Violations- Students in the possession of drugs, drug paraphernalia, or alcohol and/or under the influence of drugs or alcohol in the school building or on school property during school hours or at school events are in violation of this policy.

Weapons Violations- The Clarke Community School District prohibits the possession, display or use of weapons by any person on school premises or vehicles or while the person is participating in or attending district events and activities. The district also prohibits the possession, display or use of weapons by any person away from school grounds if such conduct directly affects the good order and management of the district. Students who violate this policy may be subject to suspension, expulsion, or other consequences. Weapons shall be taken from students and others who try to bring them on school premises, in vehicles or to school activities. Weapons under the control of law enforcement officers shall be exempt from this policy. The principal may allow authorized persons to display weapons for educational purposes on a limited basis. Any object that could be used to threaten or inflict injury on another person will be considered a weapon. Weapons include, but are not limited to, knives of all types, guns, firearms, metal pipes, chains, metal knuckles, fireworks, explosives or other chemicals and simulated (including toy) weapons.

Drug, Alcohol and Tobacco Policy

Board Policy 502.7

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program shall include:

Age-appropriate, develop mentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;

A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;

Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Internet Use Policy

Board Policy 605.6

Because technology is a vital part of the school district curriculum the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the students will not be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet.

Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like any other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. (The school district will use technology protection measures to protect students from inappropriate access.)

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

The use of the network is a privilege and may be taken away for violation of board policy or regulations (Board Policy #605.6) 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.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

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, which has a cost, involved or if a student incurs other types or costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet are subject to the following consequences:

- First Violation - A verbal and written “Warning” notice will be issued to the student. The student may lose Internet access for a period of up to twelve (12) weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student’s parent and a copy provided to the building principal/dean of students.
- Second Violation - A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of up to 6 months.
- Third violation - A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for up to nine (9) months or for the balance of the school year.

Detention

Board Policy 503.1

Detention means the student’s presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of detention, is within the discretion of the licensed employee disciplining the student or the building principal.

Suspension and Expulsion

Board Policy 503.1 & 503.2

The superintendent or principal may temporarily suspend, for up to ten days, any student for violation of the regulations and rules, and discipline policies of the school district or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:

- oral or written notice of the allegations against the student and
- the opportunity to respond to those charges.

Notice of out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student’s parents and the superintendent. A reasonable effort shall be made to personally notify the student’s parents and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances that led to the suspension and a copy of the board policy and rules pertaining to the suspension. A student placed on out of school suspension will have the opportunity to make up all homework assignments while on OSS. Those assignments can be picked up in the high school office. All assignments are to be completed and turned in when the student returns to school. No extensions will be given. Assignments that are not handed in upon the students return can receive a zero. Tests that have been missed must be taken upon the students return to school after the suspension is served. The student will not receive credit for in-class activities and quizzes.

Students are not allowed to be on school property or attend any school events during the length of their OSS.

An out of school suspended student cannot participate in any school activities or attend as a spectator for any school event during the length of the OSS.

Only the Clarke Community Board of Directors may expel a student and readmit them. Students may be expelled for violations of board policy, school rules, or the law. It shall be the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the board's records.

Suspensions and Special Education Students

Students who have been identified as special education students may be referred for a review of the students' Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.

Students who have not been identified as special education may be referred for evaluation after the students' suspension to determine whether the student has a disability and is in need of special education.

Suspension and Expulsion Due Process Procedures

1. The superintendent or principal may temporarily suspend, for up to ten days any student for violation of the regulations and rules and discipline policies of the school district.
2. Prior to suspension, a hearing shall be held with the student at which the student is given oral or written notice of what he/she is accused of doing. An explanation of the evidence shall be given. It may be advisable to have the person who observed the misconduct present when this accusation and explanation is given.
3. The student shall be given an opportunity during the hearing to present his/her side of the accusation if the student denies the charge.
4. The hearing may be held immediately following the notification of alleged misconduct.
5. A student may be immediately removed from school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In the case of immediate removal from school, the necessary notice and hearing shall be followed as soon as practicable.
6. Immediately following the suspension of a student, his/her parents shall be notified in writing that the suspension has occurred and the reason(s) therefore. A copy of the written notification shall be sent to the superintendent.
7. Whenever a student is recommended for expulsion, the student shall be provided with a hearing before the Board. The hearing shall be held on a date not later than ten school days subsequent to the date of suspension. The parents and/or student shall be provided with notification of the time and location of the hearing.
8. All relevant evidence shall be presented at the hearing by both the student or his/her counsel and the administration of their counsel. The Clarke Community Board of Directors shall consider all relevant evidence introduced at the hearing.
9. Within three days after the hearing, the Clarke Community Board of Directors shall consider the relevant evidence and determine such disciplinary action, as it deems appropriate.
10. The Clarke Community Board of Directors shall properly notify the student, as well as the administration, concerning the Board's findings of fact and determination.

Physical Restraints

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

State law also places limits on school employees' abilities to restrain or confine and detain a 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 provide notice to the child's parent.

Bullying and Harassment

Board Policy 104

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, who have direct contact with students, will not be tolerated in the school or school district.

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, 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 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 (includes but is not limited to communication via e-mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies), written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; 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. Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:
 - Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose 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 a sexual nature when:

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

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in 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. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Bullying/Harassment Investigation Procedures

Board Policy 104.R1

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual 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

Complaint Procedures

An individual who believes that the individual has been harassed or bullied will notify Shane Stephens, the High School Principal and designated investigator. The alternative investigator is Marcus Kious. The investigator may request that the student complete the Harassment/Bullying Complaint form and turn over evidence of the harassment/bullying, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedures

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline, up to and including, suspension and expulsion.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with the Iowa Department of Education reporting procedures.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, the alternative investigator shall investigate.

Physical Attacks

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal.

Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act, which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntarily participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity and does not create an unreasonable risk of serious injury or breach of the peace.

Student Rights and Responsibilities

Student Searches

Board Policy 502.8

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of 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 is reasonable suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order.

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to the local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

Search and Seizure Regulation

Board Policy 502.8R1

A. Searches

(1). Reasonable and Articulable Suspicion: 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
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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

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

B. Types of Searches

(1). Personal searches

- A student's person 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, regulations or the law affecting school order.
- Personally intrusive searches will require more compelling circumstances to be considered reasonable.
- Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) if 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 person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of student 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.

(2). Locker and Desk Inspections

- Inspections: Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. Periodic inspections of all or a random selection of lockers or desks 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.
- Searches: The contents of a student's locker or desk and its contents (coat, backpack, etc.) may be searched when a school official has reasonable and articulable suspicion that the locker contents contain 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.

(3). Automobile Searches

- Students are permitted to park on school premises as a matter of privilege, not of right. 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 and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside. The student and one other adult witness will be present at the time of the search.

Student Lockers, Desks, etc.

Board Policy 502.5

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school.

It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

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

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

Dress Code/Student Appearance

Board Policy 502.1

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

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Inappropriate dress includes but not limited to:

- 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 that does not disrupt the school or educational environment.
- Articles and clothing, which display double-meaning slogans, are not acceptable.
- Students are prohibited from wearing clothing displaying obscenity, profanity, vulgarity, racial, sexual, alcohol or drug remarks, guns or gun violence, making reference to prohibited conduct or similar display.
- Students will not wear hats or hoods/hoodies of any kind inside the school building.
- Students are to wear shirts that cover undergarments, stomach, midriff and lower back. No racer backs or sports bras.
- Students are to wear shorts, dresses and skirts that are appropriate length.
- Students may not wear spaghetti straps, low cut garments, garments with halter straps, under the shoulder tops, tube tops or tank like tops with less than 1" straps or see through garments. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

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. (See Student Behavior and Consequences)

Posters and Signs

Permission to post notices on the bulletin boards or to place signs on lockers and posters on the walls or lockers should be obtained from the principal's office. Signs should be removed immediately after the function is over. All posters must be approved by the high school principal. All approved signs shall be stamped for approval.

Lost and Found

A lost and found area will be located in the high school office. Articles will be held for the current school year. If not claimed in that time the items will be distributed to local charities.

Driving/Parking Regulations

Board Policy 502.1

The board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center shall only drive to and park in the student parking lot. **Students may not loiter around or be in their vehicle during the school day without permission from the principal.** Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the principal.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion.

It is important that all students driving to school obey all regulations and operate their vehicles safely in our parking lot. The following rules need to be observed by students driving/parking at school:

- A. Observe one-way signs.
- B. Park properly in the parking lot
- C. No parking in fire lanes
- D. No reckless driving on school property
- E. No parking in visitor parking or in front of the Middle School or High School offices.

Detentions, suspensions, or loss of driving privilege can be issued for failure to observe the above regulations.

Students who hold valid\authorized driver's licenses may drive cars, trucks, motorcycles and mopeds to school as long as they adhere to the following:

All students must park in areas designated for student use. NO student parking is permitted by the Middle School gym or in front of the auditorium, Middle School or High School doors.

It is the responsibility of the students to be aware of the designated areas and park ONLY in the student parking area. Students will also park properly including parking between the lines without any portion on the vehicle on the curb, grass or sticking out into traffic.

Failure to follow the parking procedures will result in the following disciplinary actions:

1. Saturday school assigned for every infraction up to three. After the third infraction the student will lose driving privileges on school grounds for the rest of the school year.

Students who have been issued school permits are required to register in the office prior to obtaining permission to drive\park on school grounds. The law requires that the holder of a school permit drive the most direct route to and from school while traveling from home and back. STUDENTS CANNOT run errands go to a job site, leave school for open lunch, leave on semester test days or transport other student passengers.

Planner Passes

Students must have their student planner signed to be in the halls when classes are in session. Failure to have a signed planner may result in the issuance of a detention.

Concurrent Enrollment Students

Board Policy 604.7

The parent, guardian, or custodian of a student receiving competent private instruction may also enroll the student in the school district. The student shall be considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the board secretary prior to the third Friday of September each year on forms provided by the school district. On the form, they shall indicate the extracurricular and academic activities in which the student is interested in participating. The forms are available in the central administration office.

A dual enrollment student is eligible to participate in the school district's extracurricular and academic activities in the same manner as other students enrolled in the school district. The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules shall include, but not limited to, athletic eligibility requirements, the good conduct rule, academic eligibility requirements, and payment of the fees required for participation.

Dual enrollment students interested in participating in school activities or enrolling in classes should contact the secondary principal.

Electronic Devices

January 2010

The Board recognizes the need to provide access to technological resources. For the purposes of this policy, "Remotely Activated or Activating Communication Devices" are defined to include portable two-way telecommunications devices, including but not limited to cellular telephones with or without cameras, beepers, pagers, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and; transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes.

The Board of Education extends to students the privilege to possess, display and use "Remotely Activated or Activating Communication Devices" at meal times, between classes, and before or after school, provided such "Remotely Activated or Activating Communication Devices" are NOT displayed, activated or used during class time, unless the classroom teacher is encouraging the use of such devices as part of instruction. Exceptions will be made for students: with specific needs that require such devices as per their Individualized Education Program (IEP); and during a medical or security emergency if a supervising school official is not in communication with emergency responders, or the student is unaware that a supervising school official is in communication with emergency responders.

Cell phones with cameras and other portable “Remotely Activated or Activating Communication Devices” capable of storing and transmitting or receiving images will not be used in locker rooms and rest rooms at ANY time. Students will be disciplined for the use of cell phones with cameras in school locker rooms or rest rooms. **At no time are students authorized to video, photograph or audio record others in the school building or at school activities without the consent of the other party.**

Any student who videos, photographs, records and/or uploads content to the Internet of a conflict between students and/or staff will be subject to disciplinary measures up to and including expulsion.

The school district will not be responsible for loss, damage, destruction, or theft of any electronic device brought to school.

1st offense: Device taken for a school day will be turned into the High School office.

2nd offense: Device taken and parent must pick up - Parents can pick up after school until 4:00 PM or pick up next day at 7:30 or during the next school day up to 4:00 PM.

3rd offense: Device taken and student will no longer have privilege to bring any electronic device to school other than school issued device.

Further offenses: Meeting will be held with the Principal, student, parent, and counselor.

Student Publications

Board Policy 504.3R1

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.

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 procedures outlined in board policy 502.4.

Student Grievances

Board Policy 502.4

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the (1) student’s teacher or another licensed employee, rather than the administration for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, (2) the student may discuss the matter with the principal within **five school days** of the employee's decision.

If the matter cannot be resolved by the principal, (3) the student may discuss it with the superintendent within **five school days** after speaking to the principal.

If the matter is not satisfactorily resolved by the superintendent, (4) the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

Refer to board policy 502.4R1 for a formal grievance procedure.

Student Scholastic Achievement Graduation Requirements Board Policy 505.5

Code No. 505.5

GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 54 (to begin with the class of 2020) credits prior to graduation. The following credits will be required:

Clarke High School Diploma (54 credits)

Language Arts	<u>8</u>	credits (2 credits grade 9 level English, 2 credits grade 10 level English, 2 credits grade 11 level English, 1 credit Senior Year English course, 1 elective)
Mathematics	<u>6</u>	credits (All students will complete 6 credits of math during grades 9-12)
Science	<u>6</u>	credits (2 credits grade 9 level science, 2 credits biological science, 2 credits elective)
Social Studies	<u>6</u>	credits (2 U.S. History, 1 Government and 3 electives)
Health	<u>2</u>	credits (1 Personal Health, 1 Family Health)
Physical Education	<u>8</u>	credits
Speech	<u>1</u>	credit
Financial Literacy	<u>1</u>	credit*
Elective Courses	<u>16</u>	credits
Senior Portfolio/Project		

*Beginning with graduating class of 2021

The required courses of study will be reviewed by the board annually.

Beginning with the class of 2022, graduation requirements for special education students will include successful completion of four years of English, three years of math, three years of social studies, and three years of science.

NOTE: This is a mandatory policy.

Legal Reference: Iowa Code §§ 256.7 11; .41; 279.8; 280.3, .14.
281 I.A.C. 12., .3(5); 12.5.

Cross Reference: 505 Student Scholastic Achievement
603.3 Special Education

Approved 1/11/93 Reviewed 4/27/98

Revised 9/27/04; 8/19/08;
1/26/09; 1/11/10; 5/9/11; 6/25/12;
5/26/15; 9/25/17; 2/21/19; 7/15/19;
12/9/19; 5/10/21

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A	4.0	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.0

B+	3.33	C	2.0	D-	.67
B	3.0	C-	1.67		

Weighted grades are given to selected academic dual credit courses. These courses will be graded one point above the preceding scale. Weighted courses are reviewed and approved by the principal yearly:

English IV*S1
 English IV* S2
 AP Language & Composition* S1
 AP Language & Composition* S2
 AP Literature & Composition* S1
 AP Literature & Composition* S2
 College Algebra
 Math for Liberal Arts*
 Trigonometry*
 Calculus I
 Calculus II
 Calculus III
 Statistics
 Advanced Art Studio*
 AP Chemistry* S1
 AP Chemistry* S2
 AP US History* S1
 AP US History* S2
 AP Environmental Science*S1
 AP Environmental Science*S2
 AP US Government*
 AP Psychology*
 Accounting II* S1
 Accounting II* S2
 Advanced Psychology
 AP Microeconomics* S1
 AP Microeconomics* S2
 AP Biology* S1/AP Biology* S2
 All AP and IOAPA Courses

1. Grading Policy

Clarke High School adopted a common grading scale to be used by Clarke teachers in Clarke courses starting in 2013-2014. Exceptions may be college courses taught on site and courses taught by instructors other than those at Clarke Senior High School (SWCC, AP, etc.)

A	94.5	D+	67.5
A-	89.5	D	64.5
B+	87.5	D-	59.5
B	84.5	F	0
B-	79.5		
C+	77.5		
C	74.5		

C-	69.5		
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Remember, grades are a means of communicating information to parents, students, colleges, prospective employers, scholarship committees, etc. They should indicate the comparative proficiency of students.

Pass/Fail: This is established at the start of the grading period. This may be because of an IEP or 504 decision or other mitigating factors that arise. Note: The P/F is not part of GPA. Infinite Campus needs to be P for pass and FL when entered.

2. Progress Reports

Student reports may be sent anytime between marking periods to parents of students who need some type of special attention. Parental acknowledgment of this report by a note, phone call or visit to the teacher is recommended and appreciated. Parents may use the web based Infinite Campus program to get updated attendance and academic progress.

3. Class Participation Component in Course Grades

Each teacher will have a component of the course grade, which will be called 'class participation.' The percent of the grade for this component, as well as the way in which the component is scored is at the discretion of the individual teacher. The possible areas that will be graded are preparedness for class, promptness, attendance, positive class participation, discussion, notes, activities, labs, etc.

•Students must change into physical education clothes and will not be allowed to wear school clothes in physical education class.

Grade Reports

Grades are updated every two weeks.

Students receive progress reports in the form of grade reports at the end of four weeks or four and one half and each semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

A reasonable time to make up an incomplete assignment is two days for the first day absent and one day for each day after the first. Example: Six days absent or six consecutive days would give the students seven school days to complete the task. All course work is due or a "0" will be given the student for the scores. Late work handed in after the due date will be a "0". Failure to complete all assignments even though carrying a high grade could result in a failing grade for the course since this would constitute non-completion of the course. Incomplete grades **MUST** be completed by the end of the semester following the incomplete grade or the grade for the course will be recorded a failing grade.

Students who receive an incomplete in a class must complete the class within two weeks after the start of the next semester. There will be no incompletes issued at the end of the second semester.

Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

Student grades will be calculated each twelve weeks. Grades at the end of 4.5-week periods are considered progress reports only. These grades are not calculated into a student cumulative grade point average. Semester grades **ONLY** will count toward credit and grade point average.

Parent-Teacher conferences will be held at least once each year to assist in keeping the parents informed. Parents, teachers, or principal may request a conference for students in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

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.

Course Offerings Handbook

A Course Offerings Handbook is shown to each student at scheduling time in the spring of the year. Copies may be requested during registration in August of each year and can be requested throughout the year in the guidance office. This handbook contains the academic requirements for graduation. The Course Offerings Handbook is also available online at www.clarke.k12.ia.us.

Registration/Schedule Changes

Course registration or scheduling will occur in the spring after the student and school counselor have updated the student's four-year course plan during the school year. The school subjects are listed and described on the inside pages of the course offerings handbook.

1. Select a complete course: Indicate your choice for both the 1st and 2nd semester.
2. Band and/or Chorus will receive 1 credit per semester.
3. Students have two days at the beginning of each semester to make necessary changes and adjustments with no penalty. Schedule changes after the first two days are possible with teacher and administrative approval. A failing grade may result for the class dropped.
4. Pass/Fail subjects are those for which no grades are given. The student either passes or fails unless arrangements are made for a letter grade at the beginning of the course.

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.

No student is required, as part of a program funded by the United States Department of Education (USDE), to submit, without prior written consent from the student's parent, to surveys, analysis or evaluation which reveals information concerning:

- political affiliations or beliefs of the student or student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, antisocial, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondent's family relationships;
- legally recognized, privileged or analogous relationships; such as those of lawyers, physicians and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or
- income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Open Enrollment

Board Policy 501.14 & 501.15

Iowa's open enrollment law allows students residing in one 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 as defined by the law. 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 Administration Office for information and forms.

Adding/Dropping Courses

- Class schedule changes must be approved by a guidance counselor.
- A student may not enter a class after two (2) days of a semester have elapsed. Any exceptions to this rule will be considered on an individual basis with principal approval.
- If a student drops a semester course after five (5) days a grade of "F" may be recorded on the student's record. Any exceptions to this rule will be considered on an individual basis with principal approval.
- Any student that enrolls in a year course is expected to complete the course. Any exceptions to this rule will be considered on an individual basis with parental approval.
- All independent studies and special projects must be approved by the principal.

National Honor Society

Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on a cumulative GPA of 3.25, outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character. Membership shall be known as active and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

New members shall be inducted at a special ceremony, which will be held during the first part of second semester. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.

A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to the new school advisor shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership. Members who resign or are dismissed are never again eligible for membership or its benefits.

The process will be posted in newspapers, school paper and in the counselor's office.

Academic Honors and Awards

1. Honor Roll--The following classes will not be counted toward honor roll or class rank: Driver Education and pass/fail courses. No student receiving an F during the grading period will be on the honor roll.
"A" Honor Roll - 3.67 - 4.00 GPA
"B" Honor Roll - 3.00 - 3.66 GPA
2. National Honor Society--Selection to the National Honor Society during the junior or senior year will be made according to the national by-laws of the organization.
3. Academic Awards--Annually the students who have a cumulative GPA of 3.25 - 4.0 are recognized as well as students who have improved their GPA from the year before by preset standards.

Performance Testing for Classroom Credit

In meeting the needs of the students, the Board of Education may grant credit by performance testing for course work that is ordinarily included in the school curriculum. Students wishing to receive credit by testing shall have the approval of the superintendent prior to taking the test. Testing for credit may only be utilized prior to the offering of a course. Once the course has begun students must attend the class and complete the required

work for credit.

Post-Secondary Enrollment Option

The Post Secondary Enrollment Options Act is intended to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling eleventh and twelfth grade students to enroll part time in nonsectarian courses in eligible post secondary institutions of higher learning in Iowa. In simple terms-- a junior or senior in high school has the option to attend a university, college, community college or private institution that is eligible under the act. For students enrolling under this act, tuition is authorized to be paid by the local school district. The amount of tuition reimbursement for each separate course will equal the lesser of the actual and customary costs of tuition, textbooks, materials and fees directly related to the course taken or two hundred fifty dollars (\$250). Students and/or parents interested in learning more about earning post secondary credit while in high school should contact one of the high school counselors.

Students in grades nine through twelve may receive academic credit that counts toward the graduation requirements set by the Board for courses successfully completed in post-secondary educational institutions. The student may receive academic credit through an agreement between a post-secondary educational institution and the Board of Directors. A list of approved courses is included below and in the course selection book found online:



Clarke High School SWCC Registration Form Fall 2019

SWCC Office Use Only		
SWCC Student ID _____		
COMPASS R: _____	W: _____	M: _____
ACCUPLACER R: _____	W: _____	M: _____
ACT Composite: _____		
Acceptance of Responsibility _____		
Notes:		

BEFORE SUBMITTING THIS FORM, COMPLETE THE FOLLOWING CHECKLIST:

- ☐ If you are a NEW student, complete the online Application for Admission. Please visit www.swcciaowa.edu/apply and complete the high school student application.
- ☐ You must have an ACT composite score of 19 or higher or COMPASS or ACCUPLACER test scores on file at SWCC. Testing Date and Location: _____
- ☐ Please Note: Completion of registration form does not guarantee enrollment in the courses selected. Placement scores will be evaluated before enrollment is confirmed.
- ☐ SWCC Status: ☐ New ☐ Returning Student
- ☐ Intended Major or Career Pathway: _____

SECTION 1 (To be completed by student—please use ink)

Last Name: _____ First Name: _____ M.I.: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____ Birth Date: _____ Sex: ☐ Male ☐ Female

Student E-Mail Address: _____ Anticipated HS Graduation Date: _____
(for use as course contact) (month/year)

I hereby consent to the release of all my educational records from Southwestern Community College to my parents and/or legal guardians and to high school personnel at the high school I am attending.

Signature of Parent/Guardian (if student is under 18) _____ Signature of Student (required) _____ Date _____

SECTION II (To be completed by high school official)

I verify that the student information in Section I is accurate and the student identified in Section I is eligible to participate in the Concurrent Enrollment Options Act.

High School Official Signature _____ Position _____ Date _____

SECTION III (To be completed by student and reviewed by high school official)

SWCC Career Academy Programs

Program	Register	Course ID	Section	Course Title	Class Time	Credits	Code
Construction Year 1, Morning	<input type="checkbox"/>	CON 141		Basic Construction Skills	MTWThF 8:10-11:10 am, Leon/Creston	2	C
		CON 183		Construction Lab IA	MTWThF 8:10-11:10 am, Leon/Creston	5	C
Construction Year 1, Afternoon	<input type="checkbox"/>	CON 141		Basic Construction Skills	MTWThF 12:15-3:15 pm, Leon/Creston	2	C
		CON 183		Construction Lab IA	MTWThF 12:15-3:15 pm, Leon/Creston	5	C
Construction Year 2, Morning	<input type="checkbox"/>	CON 188		Construction Lab IIA	MTWThF 8:10-11:10 am, Leon/Creston	5	C
		CON 237		Carpentry Lab IIA	MTWThF 8:10-11:10 am, Leon/Creston	3	C
Construction Year 2, Afternoon	<input type="checkbox"/>	CON 188		Construction Lab IIA	MTWThF 12:15-3:15 pm, Leon/Creston	5	C
		CON 237		Carpentry Lab IIA	MTWThF 12:15-3:15 pm, Leon/Creston	3	C
Welding Year 1	<input type="checkbox"/>	WEL 111	H04 04	Welding Blueprint Reading	8:10—10 am, Central Decatur HS	3	T
		WEL 114	H04 04	Intro to Fabrication	8:10—10 am, Central Decatur HS	3	T
Automotive Repair Technology—Yr 1 Morning Session	<input type="checkbox"/>	AUT 104	H28 01	Intro to Automotive Tech	MTWThF 8:00-11:00 am, Creston	3	C
		AUT 503	H28 01	Automotive Brake Systems	MTWThF 8:00-11:00 am, Creston	3	C
		AUT 404	H28 01	Auto Suspension & Steering	MTWThF 8:00-11:00 am, Creston	4	C
Automotive Repair Technology—Yr 1 Afternoon Session	<input type="checkbox"/>	AUT 104	H29 01	Intro to Automotive Tech	MTWThF 12-3 pm, Creston	3	C
		AUT 503	H29 01	Automotive Brake Systems	MTWThF 12-3 pm, Creston	3	C
		AUT 404	H29 01	Auto Suspension & Steering	MTWThF 12-3 pm, Creston	4	C
Automotive Repair Technology—Yr 2	<input type="checkbox"/>	AUT 163	H28 01	Automotive Engine Repair	MTWThF 8-11 am, Creston	3	C
		AUT 173	H28 01	Adv. Auto Engine Repair	MTWThF 8-11 am, Creston	3	C
		AUT 834	H28 01	Automotive Fuel Systems	MTWThF 8-11 am, Creston	4	C
Electrical Technology Year 1	<input type="checkbox"/>	ELE 178	H01 01	Introduction to Wiring	TThF 7:30-10:30 am, Creston	5	E
		MAT 743	H03 01	Technical Mathematics	MW 7:30-8:55 am, Creston	3	E
Information Technology Systems Networking Year 1	<input type="checkbox"/>	NET 122	H01 01	Computer Hardware Basics	MW 8-9:30 am, Creston	3	E
		NET 132	H01 01	Operating Systems Software	TTh 8-9:30 am, Creston	3	E
		NET 852	H01 01	Introduction to Robotics	F 8-9:25 am, Creston	1	E

Program	Register	Course ID	Section	Course Title	Class Time	Credits	Code
Collision Repair/Refinish Year 1 or Refinish Track	<input type="checkbox"/>	CRR 301	H28 01	Intro to Collision Repair	MTWThF 8-11 am, Creston	1	C
		CRR 101	H28 01	Sheet Metal Welding	MTWThF 8-11 am, Creston	2	C
		CRR 804	H28 01	Intro to Refinishing	MTWThF 8-11 am, Creston	4	C
Collision Repair/Refinish Year 2 or Repair Track	<input type="checkbox"/>	CRR 301	H28 01	Intro to Collision Repair	MTWThF 12-3 pm, Creston	1	C
		CRR 324	H28 01	Sheet Metal Fundamentals	MTWThF 12-3 pm, Creston	4	C
		CRR 420	H28 01	Non-Structural Repair	MTWThF 12-3 pm, Creston	4	C

SWCC Courses Available At Clarke High School or the Osceola SWCC Center

Register	Course ID	Section	Course Title	Pre-Requisite	Class Time	Credits	Code
<input type="checkbox"/>	CRJ 100	H01 03	Introduction to Criminal Justice		TTh 10:30-11:55	3	A
<input type="checkbox"/>	ENG 105	H15 03	Composition I	Please see Placement Guidance	TTh 1:10-2:10	3	A
<input type="checkbox"/>	ENG 105	H11 03	Composition I	Please see Placement Guidance	TTh 2:20-3:20	3	A
<input type="checkbox"/>	HSC 110	H03 03	Intro to Health Occupations		MTThF 9:38-10:18 W 9:22-9:54	3	E
<input type="checkbox"/>	HSC 114	H03 03	Medical Terminology		MTThF 8:54-9:34 W 8:46-9:18	3	E
<input type="checkbox"/>	MAT 110	H03 03	Math for Liberal Arts	Please see Placement Guidance	MTThF 12:42-1:22 W 12:02-12:34	3	F
<input type="checkbox"/>	MAT 120	H03 03	College Algebra	Please see Placement Guidance	MTThF 9:38-10:18 W 9:22-9:54	3	F
<input type="checkbox"/>	MAT 120	H04 03	College Algebra	Please see Placement Guidance	MTThF 11:58-12:38 W10:34-11:06	3	F
<input type="checkbox"/>	MAT 210	H03 03	Calculus	Please see Placement Guidance	MTThF 8:54-9:34 W 8:46-9:18	4	F
<input type="checkbox"/>	SPC 101	H08 03	Fund of Oral Communication		MW 2:00-3:24	3	A

SWCC Online Courses Visit <http://www.swcciaowa.edu/academics/college-catalog> for course descriptions and information

Register	Course ID	Section	Course Title	Pre-Requisite	Class Time	Credits	Code
Agriculture—Agronomy							
<input type="checkbox"/>	AGA 114	80	Principals of Agronomy		Online	3	U
Humanities and Social Science							
<input type="checkbox"/>	ART 101	80	Art Appreciation		Online	3	U
<input type="checkbox"/>	GEO 121	80	World Regional Geography		Online	3	U
<input type="checkbox"/>	HIS 110	80	Western Civilization: Ancient to Early		Online	3	U
<input type="checkbox"/>	HIS 111	80	Western Civilization: Early to Pres		Online	3	U
<input type="checkbox"/>	HIS 151	80	US History to 1877		Online	3	U
<input type="checkbox"/>	HIS 268	80	American Experience in Vietnam		Online	3	U
<input type="checkbox"/>	LIT 178	80	Mythological and Biblical Literature		Online	3	U
<input type="checkbox"/>	MUS 100	80	Music Appreciation		Online	3	U
<input type="checkbox"/>	MUS 204	80	History of Rock and Roll		Online	3	U
<input type="checkbox"/>	PSY 121	80	Developmental Psychology	Introduction to Psychology	Online	3	U
<input type="checkbox"/>	SOC 110	80	Introduction to Sociology		Online	3	U
Science—Biology							
<input type="checkbox"/>	BIO 151	80	Nutrition	HS Chemistry or CHM 112	Online	3	U
<input type="checkbox"/>	BIO 162	80	Essentials of Anatomy & Physiology	HS Biology or Chemistry or CHM 112	Online	3	U
Elective—Business & Management							
<input type="checkbox"/>	BUS 102	80	Introduction to Business		Online	3	U
<input type="checkbox"/>	CSC 110	80	Introduction to Computers	General Keyboarding Skills	Online	3	U
Elective—Sports Management							
<input type="checkbox"/>	PEC 108	80	Sports & Society		Online	3	U
Additional Courses Approved by District and Southwestern							
<input type="checkbox"/>							

SECTION V (To be completed by post-secondary institution)

I certify that the student identified in Section I has been admitted to the course(s) identified.

Signature of Authorized College Official

Title

Date

SWCC is an Equal Opportunity Educational Institution and Employer. For information regarding the nondiscrimination policy at SWCC, please visit www.swcciaowa.edu/nondiscrimination or contact the Equity/Title IX Coordinator. Phone: 641.782.1456 or 800.247.4023, ext. 456; Email: TitleIXCoordinator@swcciaowa.edu

Instruction at a Post-Secondary Educational Institution

Code No. 604.6

Students in grades nine through twelve may receive academic or vocational-technical credits toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions. The student may receive academic or vocational-technical credits through an agreement between a post-secondary educational institution or with board's approval on a case-by-case basis.

Students in grades nine through twelve who successfully complete courses in post-secondary educational institutions under an agreement between the school district and the post-secondary educational institution will receive academic and vocational-technical credits in accordance with the agreement.

Students who have completed the eleventh grade but who have not completed the graduation requirements set out by the board may take up to seven semester hours of credit at a post-secondary educational institution during the summer months when school is not in session if the student pays for the courses. Upon successful completion of these summer courses, the student will receive academic or vocational-technical credit toward the graduation requirements set out by the board. Successful completion of the course is determined by the post-secondary institution. The board will have complete discretion to determine the academic credit to be awarded to the student for the summer courses.

The following factors are considered in the board's determination of whether a student will receive academic or vocational-technical credit toward the graduation requirements set out by the board for a course at a post-secondary educational institution:

- the course is taken from a public or accredited private educational institution;
- a comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district;
- the course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program;
- the course is a credit-bearing course that leads to a degree;
- the course is not religious or sectarian; and
- the course meets any other requirements set out by the board.

Students in grades eleven and twelve who take courses, other than courses taken under an agreement between the school district and the post-secondary educational institution, are responsible for transportation without reimbursement to and from the location where the course is being offered.

Ninth and tenth grade talented and gifted students and all students in grades eleven and twelve enrolling in an approved post-secondary course shall have tuition and other directly related costs, up to \$250, paid by the district. Students who take courses during the summer months when school is not in session shall be responsible for the costs of attendance for the courses.

Students who fail the course and fail to receive credit shall reimburse the school district for all costs directly related to the course. Prior to registering for the course, students under age eighteen shall have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail to receive credit for the course. Students who fail the course or fail to receive credit for the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another district, may not be responsible for the costs of the course. The school board may waive reimbursement of costs to the school district for the previously listed reasons. Students dissatisfied with a school board's decision shall appeal to the AEA for a waiver of reimbursement.

Transfer/Withdrawal and Dropout Procedures

Board Policy 501.7

If the student's parents/guardians wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they shall notify the principal in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, etc.

The procedure for withdrawal or transfer is as follows:

- Secure authorization withdrawal or transfer note from parent or guardian.
- Report to the guidance office.
- Obtain appropriate forms from the principal's office.
- Complete individual class withdrawal such as returning all schoolbooks and property, securing teachers signatures, and making certain all fees are paid.
- Return all completed forms to the office for final clearance.

Students indicating that they are dropping out of school must make arrangements with the guidance counselor. The student will be issued a drop slip.

Clarke High School Concurrent Credit Class Student Contract

The following guidelines will be in effect for each student when considering enrolling in a dual credit course offered at Clarke High School or on the community college campus:

1. The student will **maintain a passing grade** in the concurrent credit course at all times.
2. The student must be in **attendance** the required number of days as determined by the community college to receive a passing grade.
3. Any student taking a concurrent credit class at the community college site will be required to **return to Clarke High School in a timely manner** so as not to be tardy to high school classes or seminar.
4. Students who are **tardy (unexcused by professor) 3 or more times** to high school classes or seminar when returning from the community college campus may be withdrawn from the concurrent credit class.
5. Any student taking a concurrent credit class at the community college site will leave the high school at a time to be decided upon **by the administration** in cooperation with the college professor.
6. Any student taking a dual credit class who is determined to be truant from the college class **or any high school class** on 3 or more occasions will be withdrawn from the dual credit class.
7. The student must have been proficient in reading, science and math the last time Iowa Assessments were taken or proficient as determined by the Board of Education.
8. Any student enrolling in a Concurrent Enrollment Class should receive passing grades in ALL classes the semester before enrollment.
9. Any student enrolling in a Concurrent Enrollment Class should not miss more than 10 days during the semester prior to enrollment. (Exceptions are school day events making absences more than 10.)
10. Any student who fails a PSEO must reimburse the district \$250.00.

Student Promotion/Retention/Acceleration

Board Policy 505.2

High School:

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

Students in grade nine through twelve will be informed of the required course work necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It shall be within the sole discretion of the principal to retain students in their current grade level and to deny promotion to a student.

Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

Early Graduation

Board Policy 505.6

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

Students must make formal application to the principal one semester before they wish to graduate stating the reason for graduation. An early graduation form must be completed before requests will be considered.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. Students who graduate early will be eligible to attend prom and may participate in commencement exercises.

EDUCATIONAL RECORDS/ANNUAL NOTICE

Code No. 506.1E9

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

(1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

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

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a

special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

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

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

(4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. (School districts that anticipate marketing or selling directory information for marketing purposes need the following statement in this notice. "The school district will not market or sell directory information without prior consent of the parent.") Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by September 15 to the principal. The objection needs to be renewed annually.

ANNUAL NOTICE

STUDENT'S NAME, GRADE LEVEL, ENROLLMENT STATUS, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DEGREES AND AWARDS RECEIVED, PHOTOGRAPH AND OTHER LIKENESS.

Note – If boards eliminate name, address or telephone listing from their directory information, military recruiters and postsecondary institutions still have the right, under federal law, to access the three items. Those boards that eliminate name, address or telephone listing, need to give parents a second notice allowing them to withhold this information from military recruiters or postsecondary institutions. The following additional notice is suggested:

Even though (choose the applicable words – names, student addresses and telephone numbers) are not considered directory information, military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605

The School District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court

proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

Revised: 2/15/10; 6/25/12

STUDENT DIRECTORY INFORMATION

Code No. 506.2

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, photograph and other likeness. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

USE OF DIRECTORY INFORMATION

Code No. 506.2R1

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Clarke Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Clarke Community School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Clarke Community School District to include this type of information from your child's education records in certain school publications. Examples include:

- ☐ A playbill, showing your student's role in a drama production;
- ☐ The annual yearbook;
- ☐ Honor roll or other recognition lists;
- ☐ Graduation programs; and,
- ☐ Sport activity sheets, such as for wrestling, showing weight and height of team members.

Directory information which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Clarke Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 of current school year. Clarke Community School District has designated the following information as directory information:

[Note: an LEA may, but does not have to, include all the information listed below.]

- ☐ Student's name
- ☐ Grade level
- ☐ Enrollment status
- ☐ Participation in officially recognized activities and sports
- ☐ Weight and height of members of athletic teams
- ☐ Degrees and awards received
- ☐ Photograph and other likeness

These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C § 7908) and 10 U.S.C. §503(c)

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

Code No. 506.2E1

The Clarke Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review in the office of the principal of all of our schools.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information: student's name, grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees and awards received; photograph and other likeness. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 15 of the current school year. If you desire to make such a refusal, please complete and return the slip attached to this notice. If you have no objection to the use of student information, you do not need to take any action.

RETURN THIS FORM

Community School District Parental Directions to Withhold Student/Directory Information for Education Purposes, for 20__ - 20__ school year:

Student Name: _____

Date of Birth: _____

School: _____

Grade: _____

(Signature of Parent/Legal Guardian/Custodian of Child)

(Date)

This form must be returned to your child's school no later than _____, 20 ____.

Additional forms are available at your child's school.

Student Conduct on School Transportation Regulations

Code No. 711.2R1

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

1. Bus riders will be at the designated loading point before the bus arrival time.
2. Bus riders will wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for the riders' use.
11. Permission to open windows must be obtained from the driver.

12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Students will assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Students will not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Students will keep feet off the seats.
19. Roughhousing in the vehicle is prohibited.
20. Students will refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco, controlled substances or look-alike substances is prohibited in the vehicle.
22. The Good Conduct Rule is in effect.

Student Conduct on School Transportation

Code No. 711.2

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

After two (2) warnings for bad conduct, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

It is the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

Use of Video Cameras on Buses Regulations

Code No. 711.2R2

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a disciplinary proceeding.

Student Records

The content of the videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. Videotape recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the videotape becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

Notice

The school district will annually provide through the Parent/Student Handbooks the following notice to students and parents. The Clarke Community School District Board of Directors has authorized the use of video camera on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view segments of videotapes of their child if that segment of the videotapes is to be used in a disciplinary proceeding involving their child.

The following notice will also be placed on all school buses: This bus may be equipped with a video/audio monitoring system.

Review of Videotapes

The school district shall review videotapes randomly and tapes may be recirculated for erasure after 2 days. Viewing of videotapes is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the videotapes stating the time, name of individual viewing and the date the videotape was viewed.

Video Monitoring System

Video cameras will be rotated randomly on school district buses. Determination of how video cameras will be used and which school buses will be equipped with video equipment will be made by the superintendent in consultation with the building principals and transportation supervisor.

Student Conduct

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering. Approved July 15, 1996 Reviewed _____ Revised 3/14/2005

BUS DISCIPLINE REPORT

Code No. 711.2E1

Student's Name _____

Grade _____

Date of Incident _____ A.M. P.M. Bus # _____

Bus Driver _____

Part I - Bus Driver's Report:A. Description of Incident: _____
_____**Driver's action:**

_____ Changed Seats	_____ Reported to Supervisor	_____ Other
_____ Conference with Student	_____ Conference with Administrator	Time & Date _____
_____ Contact with Parent (Name) _____		

Comments: _____

Driver's Signature _____ Date _____

Part II - Supervisor's Report:

_____ No Further Action Needed	_____ Refer to Administrator
_____ Suspended from Bus (1 day)	_____ Assign Alternative Discipline

Comments: _____

Supervisor's Signature _____ Date _____

Part III - Administrator's Report:

_____ Conference with Student	_____ School Suspension	__ In __ Out	# of days
_____ Contact with Parent (Name) _____ Time & Date _____			
_____ Suspended Bus Privileges	_____ Detention	_____ Other	

Comments: _____

Administrator's Signature _____ Date _____

BUS \ PARENT CONTACT NOTE: Code No. 711.2E2

_____ is having problems on the bus and I am

Student's Name _____
unable to reach you by phone. Please contact me tonight at home at _____

Phone # _____

so we can work together to resolve these problems.

_____ AM _____ PM _____

Driver's Signature

Co-Curricular/Extra-Curricular Bus

Students participating in school-related activities shall report to the school at the time designated by the advisor/coach.

Students must use the school provided transportation to and from events. A student may ride home with **parents** or another designated **parent** PROVIDED the parent calls the office or contacts the sponsor and provides a written note at the time they take the students. **A signed, handwritten note from the parent, or the parent personally speaking to the sponsor at the event, is required or the student must ride the school provided transportation home from away activities.** For the protection of our students:

1. It is required that the sponsor or activities director personally release the student to the parent or designee.

Students must notify parents of the activity transportation policy. Students are not allowed to go with someone else unless they have it cleared through the administration/designee.

Notifications and Policy

Directory Information

Board Policy 506.2

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Student Photographs

Board Policy 506.3

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families. Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

Homeless Children and Youth

McKinney-Vento Act

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education, which may exist in district policies or practices. If you know of children who are homeless, please contact the school district office or superintendent at 641-342-4969 by phone; 802 N. Jackson, Osceola, IA. 50213 by mail; or email Dr. Alan Dykens/alan.dykens@clarke.k12.ia.us. The school district can initiate help for the child(ren). Your help is needed and appreciated.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas are modified as follows:

School Records: For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the school district may provide cumulative records directly to the district. The school district will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the previous school.

Immunization Requirements: Homeless students will not be denied enrollment for lack of immunization records if:

- (1) they have a statement signed by a physician stating that immunization would be injurious to the student.
- (2) they provide an affidavit stating such immunization would conflict with their religious beliefs;
- (3) they are in the process of being immunized; or
- (4) they are a transfer student from another school.

The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Waiver of Fees and Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the superintendent.

Enrollment Requirements/Placement: Enrollment requirements, which may constitute a barrier to the education of the homeless child or youth may be waived in the discretion of the superintendent. If the school district is unable to determine the grade level of the student because of missing or incomplete records, the school district will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides or the child's school district of origin. A child's school district of origin is the school district where the child was last enrolled. The deciding factor is the welfare of the child. As much as possible, the child will not be required to change attendance centers within the school district every time the child changes residence unless that change results in the child no longer being classified as homeless.

Transportation: Policies or practices regarding transportation of students, which might cause a barrier to the attendance of a homeless child or youth, may be waived by the superintendent.

Special Services: All services, which are available to resident students, are made available to homeless children or youths enrolled in the school district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

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 superintendent's office.

Distribution of Materials Regulation

A. Guidelines

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. 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.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited.

Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

B. Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by the school district, the board, the administration or the individual reviewing the material submitted.

C. Time, place and manner of distribution

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

D. Definitions

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption, which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community. Examples include leaflets, brochures, flyers, petitions, placards, newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school, whether written by students or others.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school, which are generally frequented by students.

E. Disciplinary action

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

F. Notice of policy to students

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

Interviews of Students by Outside Agencies

Board Policy 502.9

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal/dean of students shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. Students will not be taken from school without the consent of the principal/dean of students and without proper warrant.

Open Night

Board Policy 508.2

In keeping with good community relations, student school activities will not be scheduled on Wednesday night's beyond 6:30 p.m. whenever possible. It shall be the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.

Library Media Center (L.M.C.)

Computer Lab Areas

In addition to the computer lab in the LMC and the portable lap top computers, four other large labs exist in the secondary building. Teaching computer labs are available for students in the multimedia classroom, the journalism classroom, resource room, and business education classroom and in the keyboarding classroom (IBM computer lab). Smaller computer lab areas exist in the agriculture, family and consumer science, and industrial technology vocational rooms, math classrooms and keyboarding computers are available in some of the language arts classrooms.

Computer Usage Guidelines

1. Usage of school-owned computers whether by students or adults will be monitored. The district computer servers are equipped with screening software. All adult staff members will monitor students. The principals will designate the person or persons who will monitor adult usage. Any suspect activity will be reported to the building principals.
2. Adult staff members, the parent (or guardian) and students new to the High School Building will be given the opportunity to read District School Board Policy No. 605.6 upon initial enrollment, or employment at Clarke Community. This is the Internet/Network/District Web Page board policy. As a part of Board Policy 605.6 (Internet/Network/District Web Page board policy), the district has authorized the establishment of the Clarke Community School District Web page located at "www.clarke.k12.ia.us" on the Internet. This page has

specific board-approved links.

Student expression on the school district web site will not be deemed to be an expression of the school district. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made by students unless the employees or officials have interfered with or altered the content of the student expression. Board Policy 605.6 E 1 is permission page that the parent (guardian), student, and adult staff member are asked to sign. Permission can be given to allow, or not to allow Internet use; and to allow, or not to allow the district permission to publish images, names, and student-produced work on the district web page. This form must be on file with the media specialist and will remain in effect as long as the student or adult staff member is at Clarke Community High School. It can be amended at any time. All students will have access to the building network for word processing, career exploration, and other schoolwork. Each student will also be required to report for a training class before network privileges are granted on the school computers.

E-mail

If a student is doing a school assignment, and if the teacher supervising the computer he/she wishes to use has given permission, e-mail and social networking sites may be used while with that teacher and on that computer at any time during the school day. Students may send and receive personal e-mail before and after school **only**. Any student who uses their e-mail privilege to harass, to incite arguments, or in any other manner that violates Board Policy 605.6 or is deemed inappropriate by a building principal will have their e-mail privileges revoked. A violation notice of 605.6 will be written.

Internet

Use of the Internet on district computers is for the primary purpose of doing school work and school assignments. Online survey forms may not be filled out. Students are not to fill out forms to receive catalogs, fan mail, or e-mail from web sites. Students will not be allowed to create web pages that are not a school assignment. Certain web sites -- such as, but not limited to: computer games, game stations, cheat codes, jokes, horoscopes, and shopping networks -- can only be used on school computers **before and after school**. Some activities are prohibited to minors by law. Students are not allowed to visit chat rooms unless permission has been given by the classroom teacher for a class project.

Student Server

A student server data account is established for each student and teacher. The account is to be used only to store data for school assignments. Any misuse of this account will be reported to the building principals, and will result in the loss of access. Use of the student server account to store data and to transmit assignments to a teacher's folder is encouraged. We encourage students and staff to conserve paper.

All copyrighted software used on district computers must be licensed to the district. Students and staff members may not bring or download personal software to a district-owned computer. Pirating of district-owned software is forbidden. Violations of licensure will be considered as reason for punishment.

COMMUNITY SERVICE RECORD

Review the requirements on the back

NAME: _____ SCHOOL YEAR: _____

Activity: _____
 Location: _____
 Date: _____
 Start: _____
 Finish: _____
 Total Hours: _____
 Official Signature: _____

Activity: _____
 Location: _____
 Date: _____
 Start: _____
 Finish: _____
 Total Hours: _____
 Official Signature: _____

Activity: _____
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Activity: _____
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 Total Hours: _____
 Official Signature: _____

Total Hours This Page: _____

Date: _____

Principal Signature: _____

CCHS SILVER SERVICE HONOR

Interested CCHS students must complete 200 hours of service during their four years of high school to receive the *Silver Service Honor Cord* on Senior Awards night. They may begin accumulating service hours during the summer following their 8th grade year (if they successfully completed 8th grade).

Service hours must be completed independently from obligations such as Boy Scouts, Girls Scouts and other groups that give honors or credit for service. Basically, volunteers may not receive payment or course credit for service honors; in this instance the hours would not count toward the *Silver Service Honor*. Volunteers will document all work and will get the signature of the official individual in charge of the service for documentation purposes. Examples of volunteer service hours include, but are not limited to:

- CCHS Service Learning Program (tutoring students)
- Volunteering at July 4th activities
- Community performances outside of CCHS
- Volunteering at pre-schools, daycares, etc.
- Volunteering at nursing homes or care facilities
- Helping teachers with bulletin boards or other activities during non-school hours. Projects during school hours, require prior approval.
- Cleaning up around the school grounds, painting projects, and various other school projects that involve some type of service
- Volunteering at community/church rummage sales
- Volunteering at athletic events (school and other) to keep score, officiate, or perform other needed services (Examples = conference wrestling tournament, Youth Basketball Leagues, etc.)
- Community food drives
- Church events such as Election Day Dinner (servers, dishwashers, clean-up, etc.) and other community church events.

The above are ideas of activities that you could consider in doing volunteer work for the service hours. Working for family members may not qualify towards hours. In addition, you may not accumulate service hours during school time unless approved by the principal. If you are unsure whether a particular activity qualifies for the program, SEE MR. STEPHENS OR MRS. SCOTT BEFORE COMPLETING THE SERVICE WORK!!

Completed *Silver Service Honor* sheets may be turned into one of the secretaries or an administrator at the high school office at any time. Please return your hour sheets in a timely manner. Hours from over 1 year may be determined as expired since checking on them may be difficult.